21447

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

LIBRARY AUTOMATION CONSULTANT SERVICES
OFFICE OF ACADEMIC AFFAIRS, PLANNING & RESEARCH
DISTRICT OFFICE

THE CHANCELLOR

REPORTS   that the DRA library automation system is currently accessible at each of the libraries, but that additional work needs to be done before it is completely usable by students; and

that an expert in this field is needed to oversee this continuing project who has a background both in libraries and technology, and with extensive experience in general automation, library-specific automation needs, network connectivity, and training; and

that Hettinger & Associates Inc., a WBE library consulting vendor, has worked with CCC over the past year during the phase of establishing the basic system; and that Hettinger has proposed to provide a technical consultant with experience in library automation at a cost of $75.00 per hour for an estimated 450 hours needed to complete the project, or an estimated total cost of $35,000.00.

THE CHANCELLOR

RECOMMENDS   that the Board of Trustees approves the issuance of a purchase order not to exceed $35,000.00 to Hettinger & Associates Inc., 3856 N. Paulina, Chicago, to oversee the library automation project.

FINANCIAL $35,000.00 -- Special Populations Grant

Respectfully submitted,

Wayne D. Watson
Chancellor

August 5, 1999

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CITY COLLEGES OF CHICAGO

WAIVER OF COMPETITIVE BIDDING REQUIREMENT

Board Rules state that it is the general policy of the District to use competitive bidding procedures to select professional service consultants. Section 4 of the Board Rules lists situations in which a waiver of competitive procedure is possible. In order to retain a consultant without competitive procedures, this waiver form must be completed and approved by the College President, the appropriate Vice Chancellor, or the Chancellor.

Brief Description:

The libraries are on the cusp of being automated. The DRA system is now accessible at all of the colleges, and work has begun on clearing up the database so that it can be used by students. However, much more needs to be done to make the system truly functional for both students and staff. Prime among them are database clean-up and training. We need someone familiar both with the technological needs and the academic aspects to coordinate these efforts.

Type of Service:

Peggy Hettinger of Hettinger and Associates would:
- oversee the creation of a gap tape and the merging of that data with the original catalog database
- work with librarians and library staff to clean up the anomalies in the database
- work with OIT on developing a process for downloading the student database at regular intervals
- coordinate training for librarians and staff
- serve as a liaison with DRA
- troubleshoot problems.

As time permits, she would also be involved in other issues involving automation, such as the selection and integration of online database services, the purchase/lease of a print management system, the purchase of adaptive hardware and software to assist disabled students, establishment of a plan to migrate to DRA TAOS, etc.

Reason that Competitive Bidding is not appropriate:

Ms. Hettinger has functioned as CCC's library automation consultant for a year, during which time she oversaw the move of the server to the DRA office in St. Louis, the installation of a T-1 line to City Colleges, the comparison of emulation software to make the database accessible to our libraries, the purchase and installation of the chosen emulation software, the installation of barcode scanning equipment at the circulation desks, and the first round of training for librarians and staff.

More importantly, she has personally visited each of the ten libraries in the district and has acquainted herself thoroughly with our system. She knows each of the library chairs and Assistant IT Deans. She has trained herself in the DRA Classic system. In short, she has a depth of knowledge about both our and the DRA system which it would be difficult to duplicate in any other consultant.

Penelope A. Schaefer
Person Initiating Request

Academic Support / Student Services
Department

APPROVED: _[signature]_

College President or Vice Chancellor

Date _July 19, 1999_