

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

PROFESSIONAL CONSULTANT SERVICES
OFFICE OF INFORMATION TECHNOLOGY
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that there is a need to retain the services of a professional technology consultant to provide OIT management and consulting services; and

that these services will include:

- ▶ Assisting with year 2000 issues,
- ▶ Developing a project management methodology,
- ▶ Recommending appropriate staffing levels and training requirements,
- ▶ Developing OIT goals and objectives,
- ▶ Establishing a process to monitor OIT operational effectiveness,
- ▶ Developing a change control process,
- ▶ Prioritizing all requests for OIT system changes,
- ▶ Oversight in the development of all required RFP technical specifications for hardware, software and telecommunications,
- ▶ Confirming College infra-structure wiring to assure conformance with industry standards.

that the fee for these services will be \$15,000.00 plus expenses not to exceed \$2,000.00; and

that these professional services are exempt from competitive bid requirements.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorizes the issuance of a purchase order in the amount of \$17,000.00 plus expenses to Professional Computing, Chicago, from September 20, 1999 to December 31, 1999; and authorizes the Vice Chairman and Assistant Secretary to execute any documents pertaining to these professional services on behalf of the Board.

FINANCIAL

\$17,000.00 -- Educational Fund - *Chancellor's Office*

Respectfully submitted:

Wayne D. Watson
Chancellor

October 7, 1999

COLLEGE REVIEW: _____ REQ. NO. _____
President

CENTRAL OFFICE REVIEWS & DATES SIGNED

Purchasing Date _____	Contract Compl. _____	Legal <i>[Signature]</i> 9/30/99	Board Office _____
Finance Date <i>9-30-99</i>	Admin. Svcs. _____	Academic Aff. _____	Other _____