

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

JUL 6 - 2000

LIBRARY CONSULTANT
District OfficeCOUNTY OF COOK
AND STATE OF ILLINOIS

THE CHANCELLOR

REPORTS

that the DRA library automation system is currently accessible at each of the libraries, and additional work needs to be done before it becomes available for the public this fall; and

that Hettinger & Associates, Inc., Chicago, a WBE library consultant business, has worked with the City Colleges over the past two years during the essential phase of establishing the basic system and has proposed to continue providing the following needed technical consulting services at a cost of \$75.00/hour for an estimated 450 hours:

- Work with librarians and library staff to clean up anomalies in the database
- Work with OIT on developing a process for downloading the student databases at regular intervals as needed
- Coordinate training for librarians and staff
- Troubleshoot problems and be involved in other issues related to online database services, print management systems, adaptive systems to assist disabled students, etc.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approve a contract with Hettinger & Associates, Inc., Chicago, IL to provide the necessary consultation to the librarians regarding the library automation project at a cost not to exceed \$35,000.

FINANCIAL

\$35,000 Fund 5 (Special Populations Grant)

Respectfully submitted,

Wayne D. Watson
Chancellor

July 6, 2000

22082

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:

Library automation will come live this fall. 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:

- 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 two years, 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 selection 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, the creation of a gap tape to integrate recent records with those from the original database and several sessions 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, and has received additional specialized training from DRA. She has kept abreast of DRA developments by attending each of the last two users conferences. 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

Student Affairs
Department

Date 6/19/00

APPROVED: *[Signature]*
College President or Vice Chancellor