

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 utilize the services of a professional consultant to provide technical support on the district's PeopleSoft applications; and

that these services will focus on the following:

- *PS Financials Security Administrator*- Create and maintain operator ID's, including access to menus, panels, departments, grants and business units
- *PS Financials Workflow Administrator* –Define and maintain the procurement workflow process for the Requisition and PO Approval cycle
- *PS Financials Technical Developer* - Application development and customization using PeopleTools, PeopleCode, SQR, Query and Crystal Reports
- *2nd Level Help Desk Functional/Technical Support* – provide assistance and problem resolution to technical issues and production support
- Other services and priorities as assigned by the Vice Chancellor /CIO

that staff has received a proposal from Mr. Jay Naffziger to provide the required professional consulting services for the period of May 12, 2003, through November 11, 2003 at a hourly rate of \$75.00 with a total cost not to exceed \$72,000.00 which includes expenses and benefit costs; and an option to renew; and

that staff has determined that the proposed rate structure is comparable to market rates and that Mr. Jay Naffziger has the required expertise and experience to provide the services; and

that this professional service agreement is exempt from competitive procurement and that these services are contingent upon budget allocations for FY2004.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves a contract in the amount not to exceed \$72,000.00 including expenses and benefit costs with Mr. Jay Naffziger for professional consultant services to provide technical support on the district's PeopleSoft applications for the period of May 12, 2003 through November 11, 2003 with an option to renew and that the Chairman is authorized to execute any documents pertaining to these services on behalf of the Board.

FINANCIAL

\$72,000.00 - Education Fund (Operational) # 50800-0023001

DISTRICT OFFICE REVIEWS & DATES SIGNED:

Purchasing Date _____	Treasurer. _____	Legal <i>LYB</i> 9/30/03	Board Office _____
Admin. Svcs. Date _____	Academic Aff. _____	HR _____	Finance <i>30-02-03</i>

Respectfully submitted:

*Wayne D. Watson*  
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Chancellor