

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 Academic Systems available to students and that these services will focus on the following:

- SOARS Administrator- provide problem resolution, document all aspects of application, code the catalog course extract process, assist in the develop and design online admissions
- Blackboard support – work with Blackboard to resolve issues and assist in the testing new fixes and releases
- Library System Implementation - work with vendor to prepare and execute hardware installation, perform acceptance testing, manage training, assist with the data conversion of library records
- Intranet - assist with the integration with e-directory, support webmaster by providing input on design and standards
- Other services and priorities as assigned by the Vice Chancellor /CIO; and

that staff has received a proposal from Mr. Michael Kowalchuk to provide the required professional consulting services for the period of May 12, 2003, through November 11, 2003 at a hourly rate of \$70.00 with a total cost not to exceed \$67,200.00 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. Michael Kowalchuk 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

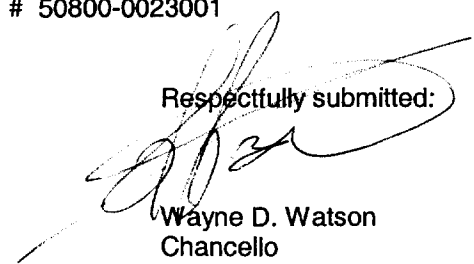
RECOMMENDS

that the Board of Trustees approves a contract in the amount not to exceed \$67,200.00 including expenses and benefit costs with Mr. Michael Kowalchuk for professional consultant services 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 \$67,200.00 - Education Fund (Operational) # 50800-0023001

DISTRICT OFFICE REVIEWS & DATES SIGNED:

Purchasing Date _____	Treasurer. _____	Legal _____	Board Office _____
Admin. Svcs. Date _____	Academic Aff. _____	HR _____	Finance _____

Respectfully submitted:

 Wayne D. Watson
 Chancellor