

24007

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 in Board Report No. 23788, dated May 8, 2003, the Board approved an agreement with Ms. Lori Muller to provide professional consultant services for the period of May 12, 2003 through November 11, 2003; and

that there is a need to utilize the services of a professional consultant to provide senior level support on the district's IT projects; and

that these services will focus on the following:

- Project management for the new Library System – which involves the planning, reporting, working with vendor, working with librarians, training, rollout, resolving issues, document findings and provide post implementation support
- Resource person for supported applications (i.e. Library Implementation, SOARS, Blackboard)
- Work with teams to integrate CCC Enterprise solutions
- Gather and analyze business requirements for departments within CCC
- Identify solutions to support departmental needs
- Research enterprise tools for supporting OIT functions
- Prepare documentation related to applications and solutions as they apply to CCC (i.e. SOARS, Library, testing, web standards)
- Provide knowledge transfer to staff of supported applications
- Other services and priorities as assigned by the Vice Chancellor /CIO or her designee; and

that staff has received a proposal from Ms. Lori Mueller to provide the required professional consulting services for the period of November 12, 2003 through May 11, 2004 at a hourly rate of \$90.00 with a total cost not to exceed \$86,400.00 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 Ms. Lori Mueller 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 an amendment to the agreement in the amount not to exceed \$86,400.00 including expenses and benefit costs with Ms. Lori Mueller for professional consultant services to provide professional consultant services for the period of November 12, 2003 through May 11, 2004 with an option to renew contingent upon the Chairman's approval and that the Chairman is authorized to execute any documents pertaining to these services on behalf of the Board.

FINANCIAL

\$86,400.00 - Education Fund (Operational) # 50800-0023001

Respectfully submitted:

DISTRICT OFFICE REVIEWS & DATES SIGNED:

Marketing	<u>Mavin</u>	<u>WP</u>	Board Office
Date	Treasurer.	Legal	
		8/21/03	

Wayne D. Watson
Chancellor