

24008

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. 23786, dated May 8, 2003, the Board approved an agreement with Mr. Michael Kowalchuk 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 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 complete the implementation and provide post implementation support
- 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 November 12, 2003, through May 11, 2004 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 an amendment to the agreement 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 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

\$67,200.00 - Education Fund (Operational) # 50800-0023001

DISTRICT OFFICE REVIEWS & DATES SIGNED:

Marketing _____
Date _____

G. Javier
Treasurer. _____

W.D. Watson
Legal _____
8/21/03

Board Office _____

Respectfully submitted:

Wayne D. Watson
Chancellor