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**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
AUGUST 4, 2011**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**PROJECTO SOFTWARE
FACILITY WIZARD SOFTWARE, INC.
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to execute an agreement with Facility Wizard Software to procure Projecto capital project management software licenses for the Administrative and Procurement Services Department for the period beginning August 8, 2011 through August 31, 2012 for a total cost not to exceed \$74,032.50.

VENDOR: Facility Wizard Software, Inc.
4147 N. Ravenswood Avenue, Suite 400
Chicago, IL 60613-2448

USER: Office of Administrative and Procurement Services

TERM:
The term of this agreement shall commence on August 8, 2011 and shall end on August 31, 2012.

SCOPE OF SERVICES:
Facility Wizard Software Company will provide the Office of Administrative and Procurement Services with access to their Projecto capital project management software by loading it onto a dedicated server located at the District Office. The software will be used by internal project managers and external construction contractors interfacing with City Colleges of Chicago. Facility Wizard Software will also configure the software interface to meet the reporting and management needs of the Department, create and interface to feed PeopleSoft financial data directly into the project management software, and provide software maintenance and technical support.

BENEFIT TO CITY COLLEGES OF CHICAGO:
The Office of Administrative and Procurement Services, the Office of Finance and the Office of Information Technology have reviewed the software program and agree that it will substantially improve tracking and management of cost and time when implementing multiple capital construction projects. Ultimately, this will facilitate meeting the goals of on time and on budget project delivery. Projecto focuses on project budgeting and cost accounting, forecasting, scheduling, reporting and team collaboration. Implementing Projecto software will eliminate the

need to retype data from PeopleSoft into separate spreadsheets to account for spending against project purchase orders. It will also force consolidation of project information into a singular format, making archiving and information retrieval more efficient. Use of Projecto software will facilitate implementing a consistent project management approach across staff that will improve our customer service to both internal and external customers.

DELIVERABLES:

Facility Wizard Software Company shall provide to City Colleges of Chicago: Projecto software licenses for (9) internal users; Enterprise System portal software; PeopleSoft-one directional data interface; contractor/vendor web access for up to (50) users; Database Server software; annual maintenance service; professional program coordination services to configure software and report formats; upload existing project and vendor information; coordination with OIT to interface with PeopleSoft and CCC's Enterprise System Portal; and user training and technical support.

VENDOR SELECTION CRITERIA:

Pursuant to State law, all contracts for the purchase and delivery of data processing equipment, software and services are exempt from the District's competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Contract Compliance has reviewed the above referenced request, and as this is the purchase of a license with no opportunity to provide subcontracting participation to certified M/WBE vendors is recommending a waiver of participation in compliance with the Board Approved Participation Plan.

GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article II, Section 2.6.4(b) of the Board Rules for Management and Government.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

FINANCIAL:

Total: \$74,032.50

Charge to: Plant Management

Source of Funds: Capital Fund

Restricted Fund

FY12: 92015-0005031-70000-00000-0000000-580000: \$74,032.50

Respectfully submitted,

**Cheryl Hyman
Chancellor**

August 4, 2011 – Office of Administrative and Procurement Services