

**31537**  
**ADOPTED – BOARD OF TRUSTEES COMMUNITY COLLEGE**  
**DISTRICT NO. 508**  
**AUGUST 2, 2012**

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

**PROJECTO CAPITAL PROJECT MANAGEMENT SOFTWARE**  
**WIZARD SOFTWARE SOLUTIONS, INC.**  
**OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement with Wizard Software Solutions (formerly Facility Wizard Software, Inc. adopted in Board Report # 31104 on August 4, 2011) to provide Projecto Capital Project management software and support for the Office of Administrative and Procurement Services for the period from the date of Board execution of the agreement through August 31, 2017, at a total cost not to exceed \$74,260.

**VENDOR:** Wizard Software Solutions, Inc. (formerly Facility Wizard Software, Inc.)  
4147 N. Ravenswood Avenue, Suite 400  
Chicago, Illinois 60613

**USER:** Office of Administrative and Procurement Services

**ORIGINAL TERM:**

The term of the agreement with Wizard Software Solutions, Inc. will commence upon execution of the Agreement by the Board and end on August 31, 2017.

**SCOPE OF SERVICES:**

Projecto Capital Project Management Software currently is being used by construction project managers to manage, budget, schedule and report on capital projects. The software will also be used by external construction contractors interfacing with City Colleges of Chicago.

Per Board Report 31104 adopted on August 4, 2011, Wizard Software Solutions, Inc. has provided the Office of Administrative and Procurement Services with access to its Projecto Capital Project Management Software (Projecto) by loading it onto a dedicated server located at the District Office. Wizard Software Solutions, Inc. will continue to configure the software interface to meet the reporting and management needs of the Department, create an interface to feed PeopleSoft financial data directly into the project management software, and provide software maintenance and technical support.

The scope also includes licenses for (7) seven additional users (bringing the total user base to (16) employees), and (5) five years of software technical support services for (16) sixteen users.

**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. Projecto will generate meaningful reports on the status of capital projects for each College. 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:**

Wizard Software Solutions, Inc. shall provide to City Colleges of Chicago: 1) Projecto software licenses for (16) internal users; 2) Enterprise System portal software; 3) PeopleSoft-one directional data interface; 4) contractor/vendor web access for up to (50) users; 5) Database Server software; 6) annual maintenance service; 7) professional program coordination services to configure software and report formats; 8) ability to upload existing project and vendor information; 9) coordination with OIT to interface with PeopleSoft and CCC's Enterprise System Portal; and 10) user training and technical support.

**VENDOR SELECTION CRITERIA:**

Pursuant to State law, purchases and contracts for the use, purchase, delivery, movement or installation of 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 2, Section 2.7.4(b) of the Board Bylaws.

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:** \$74,260

**Charge to:** Plant Management

**Source of Funds:** Capital

**Restricted Fund**

**FY12:** 92015-0005031-70000-00000-0000000-580000: \$74,260

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**August 2, 2012 – Office of Administrative and Procurement Services**