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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 10, 2014

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

LICENSING OF FACULTY, TO COURSE, TO ROOM SCHEDULING SYSTEM
AD ASTRA INFORMATION SYSTEMS, LLC
OFFICE OF INFORMATION TECHNOLOGY
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Ad Astra Information Systems to purchase software licenses, hosting services and implementation support for an automated faculty, course, classroom and resource scheduling solution for a three (3) year period commencing no sooner than August 1, 2014, at a total cost not to exceed \$500,000 for the initial contract term.

VENDOR: Ad Astra Information Systems
6900 West 80th Street, Suite 300
Overland Park, Kansas 66204

USER: District Wide

TERM:

The original term of the agreement will commence on or after August 1, 2014 and continue for a three year term with two one year option terms.

SCOPE OF SERVICES:

Ad Astra will:

- provide software licenses and maintenance for a faculty, course, classroom, and resource scheduling system
- host the solution as a service
- provide real-time integration with CCC's student and academic management system (PeopleSoft Campus Solutions)
- deliver scheduling analytics, metrics and reporting capabilities
- provide implementation and training support

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Ad Astra solution will automate the faculty to course scheduling, and classroom assignment functions, establishing the academic class schedule across the district for the term. This solution

will replace the current manual, labor-intensive process. Classrooms will be assigned automatically, based on availability, enrollment, and resource requirements. The solution will enable each college to fully leverage “in demand” spaces such as lecture halls, science labs and smart classrooms. Ad Astra’s seamless integration with CCC’s PeopleSoft Campus Solution system captures faculty, course, and location/scheduling changes in real time, eliminating duplicate manual entry.

The solution includes space modeling functionality, which allows administrators to run “what if” scenarios before finalizing the room assignments. CCC management and administration will have insight into classroom capacity and utilization through Ad Astra’s easily configured analytics, dashboards and reporting tools. These metrics will enhance CCC’s enrollment management efforts, which will in turn allow CCC to deliver more of the classes students needed to achieve their academic programs in less time. Customer satisfaction will be greatly enhanced as room changes can be made in a fraction of the time. Automatic email communication ensures that students, faculty, and other users are aware of the changes and are never misdirected to the wrong instructional space.

The solution can also be configured to support non-instructional room/building space, and event management requests, such as meetings, community programs and student club events.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Staff and a Request for Proposal (RFP) #SH1402 was publicly advertised on March 6, 2014. Four (4) companies were contacted. Three (3) firms responded to the RFP on March 28, 2014: 1) Ad Astra; 2) CollegeNet, Inc. and 3) Event Management Systems.

All qualifications were reviewed, evaluated and ranked by staff which included the Office of Information Technology, the Office of Academic Affairs, Office of Administrative and Procurement Services and the Office of M/WBE Contract Compliance.

The Evaluation Committee members were responsible for evaluating proposals based on the following criteria listed in the RFP:

1. Experience and Statement of Qualifications
2. Proposed Solution Plan
3. Itemized Requirements
4. Cost Proposal
5. M/WBE Compliance

Based on the evaluation scoring, staff recommends the acceptance of the proposal from Ad Astra Information Systems, LLC.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the agreement referenced above and recommends a partial WBE (5%) and a complete MBE waiver (25%) of the Board Approved Participation Plan because the vendor has provided sufficient due diligence regarding its efforts to comply.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Landworks, Inc. 9317 Woodend Rd. Edwardsville, KS	WBE	2	Indirect	State of Kansas* State of Missouri*

**These agencies are not approved by CCC, however the firm will pursue State of IL certification upon contract award.*

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 2.7.4(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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total: \$500,000

Charge to: Office of Information Technology

Source of Funds: Capital Fund

FY15: 530000-92015-0023006-80000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

July 10, 2014 – Office of Information Technology