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ADOPTED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 5, 2022

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

ROOM AND EVENT SCHEDULING SYSTEM
COLLEGENET
OFFICE OF INFORMATION TECHNOLOGY
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreements, to authorize the execution of an agreement with Collegenet for Room and Event Scheduling System the period commencing no sooner than August 1, 2022 through July 31, 2027, at a total cost not to exceed \$939,266.

VENDOR: Collegenet
805 SW Broadway
Suite 1600
Portland, OR 97205

USER: District Wide

TERM:

The term of this agreement shall begin no sooner than August 1, 2022 and shall end on July 31, 2027 with the option to renew for an additional two (2) two-year periods.

SCOPE OF SERVICES:

The general scope of work for the system and services includes system implementation, integration with PeopleSoft Campus Solutions, licensing, management, procedures, governance, reporting, analytics and training:

- Prepare the cloud infrastructure that will host the solution as a service.
- Implement a comprehensive scheduling system that is used to schedule multiple spaces at multiple colleges for academic classes, meetings and events, and streamlines scheduling tasks from room requests, event management, and academic scheduling.
- Provide real-time integration with City Colleges' student and academic management system (PeopleSoft Campus Solutions).
- Provide licenses and system maintenance for the duration of the contract.
- Implement strong role-based security access levels to the system (access up to the room level).

- Establish policies and procedures to govern the system and approval processes as spaces can be managed by multiple teams.
- Create custom management reports and dashboards.
- Provide strategies that influence the efficient use of space.
- Provide strategic evaluation of schedules.
- Assist CCC with conducting the capacity analysis.
- Train the members of the CCC team before launching the solution so that they develop the necessary skills in the use, maintenance and support of the implemented class schedule planning and event scheduling system.
- Recommend and develop a training approach to train the CCC community in how to use the system after commissioning.
- Provide complete documentation for the solution including manuals, diagrams and specifications.
- Provide a business continuity management plan with disaster recovery information.
- Provide a clear and concise marketing and communication plan for system implementation, training, activation and use.

BENEFIT TO CITY COLLEGES OF CHICAGO:

On-campus events and course schedules are becoming increasingly complex. To maintain an efficient and optimized college, a room and event scheduling system is required to make the most of every available space. Due to the following main advantages over other systems, the Evaluation Committee chose CollegeNET:

- CollegeNET automates classroom assignment and helps district-wide academic class scheduling for the entire semester based on room availability, enrollment, and resource requirements.
- CollegeNET saves time by making it easy to quickly search and request a room and resources, as well as perform advanced searches, schedule classroom and event spaces, and generate reports.
- CollegeNET helps to promote scheduled events by automatically publishing them to online calendars and digital displays.
- CollegeNET hosts, constantly maintains and updates the system on its secure servers. This means that CCC saves time and resources related to the comprehensive implementation and maintenance of the system.
- CollegeNET offers a master planning and analysis tool that gives clear and colorful charts needed to identify and correct inefficiencies in space allocation for more informed decision making. CollegeNET Analytics will be useful in comparing location supply/demand, location capacity and utilization statistics, and the most popular time of day using historical data for all CCC colleges.
- CollegeNET provides higher staff productivity and better service by enabling users to use mobile devices and tablets to book rooms and resources, schedule events, view event details, and respond to reservation approval tasks.
- CollegeNET helps keep the campus safe by greatly improving visibility of room usage.
- The system significantly increases customer satisfaction 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.

- CollegeNET simplifies event invoicing by providing robust event pricing capabilities, supporting a wide variety of pricing models for events based on required locations, resources or other criteria. Based on the pricing models that have been lined to the event, CollegeNET automatically calculates a quote and sends finalized invoices to all specified recipients at the push of a button.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and Request for Proposals (RFP) #SH2109 were publicly advertised on in the Chicago Sun-Times and was posted on CCC's Procurement site on that same date. The RFP was sent to [number] companies. [Number] of companies attended a pre-proposal held on November 5th, 2021 at 11:00 a.m. Proposals were due on December 13th, 2021 at 12:00 p.m. CCC received proposals from the following three (3) vendors:

- AdAstra Information Systems
- CollegeNET
- Accruent

The members of the evaluation committee were responsible for evaluating proposals for Room and Event Scheduling System. Each committee member independently reviewed and rated the three proposals based on the criteria outlined in the RFP, which included:

- Qualifications of firm and assigned team members (past experience with higher educational institutions or comparable organizations, portfolio of past work, knowledge of pertinent business process/requirements)
- Ability to meet functional and technical requirements and interrogatories and information security requirements
- Proposed solution, installation and support
- Cost/Fee Proposal
- MBE/WBE Compliance

Then the members of the evaluation committee were responsible for evaluating the oral presentations. Each committee member independently reviewed and rated the three oral presentations against the agenda, which included:

- Platform presentation (Academic scheduling, Event scheduling, Calendars, Reporting and Analytics)
- Explanation of system architecture
- Explanation of implementation and support
- Explanation of modules included in the solution
- Clarification of information security
- Clarification of pricing

The Procurement Services team collected each evaluator's ratings and comments and calculated the average score for each proposal. The Committee held two consensus meetings with the Procurement Services team to discuss the response and the solution offered by each individual vendor and the oral

presentations. During these meetings, committee members reached an agreement on a ranking for each proposal and oral presentation.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services (software as a service) and the absence of subcontracting opportunities

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.

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: \$939,266

Charge to: Office of Information Technology

Sources of Funds: Capital Fund

FY23: 53/540000-92015-0023007-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

May 5, 2022 – Academic Student Affairs and Office of Information Technology