

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM**

TO: **Members of the Governing Board**

SUBJECT: **CONTRACT AMENDMENT WITH STRATA
INFORMATION GROUP FOR CONSULTING SERVICES
FOR THE INFORMATION TECHNOLOGY
INFRASTRUCTURE IMPROVEMENTS PROJECT**

REQUESTED ACTION:

Information **OR** **Approval**
 Consent **OR** **Non-Consent**

SUMMARY:

Board approval is requested for a contract amendment to Strata Information Group to develop a strategic Technology Plan to support the Information Technology Infrastructure Improvements Project. This amendment is made to the contract entered into on June 8, 2006 and last amended on May 15, 2013 Item 11.(f). This amendment provides for the completion of a Technology Strategic Planning Effort requested by the District.

The Board is asked to approve this contract amendment to Strata Information Group in an amount not to exceed \$40,800.

STUDENT SUCCESS IMPACT:

- Help our students achieve their educational, professional and personal goals
- Basic skills education
- Workforce development and training
- Transfer-level education
- Other: N/A

<i>Ed. Code:</i>	<i>Board Policy: 3225;3520</i>	<i>Estimated Fiscal Impact: \$40,800 Measure Q Funds</i>
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SUPERINTENDENT'S RECOMMENDATION: **APPROVAL** **DISAPPROVAL**
 NOT REQUIRED **TABLE**

Thomas Beckett
Interim Executive Bonds Manager

PRESENTER'S NAME

4000 Suisun Valley Road
Fairfield, CA 94534

ADDRESS

(707) 863-7855

TELEPHONE NUMBER

Yulian Ligioso
Vice President, Finance and Administration

VICE PRESIDENT APPROVAL

December 4, 2015

**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

Stan R. Arterberry
Interim Superintendent-President

December 4, 2015
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Amended Professional Services Agreement

Solano Community College District
And
Strata Information Group

Amendment No. 6

This Sixth Amendment to Agreement ("Amendment") is entered into between Solano Community College District ("District") and Strata Information Group ("SIG") ("Consultant"), collectively the "Parties").

District and Consultant originally entered into a Professional Services Agreement ("Agreement"), dated June 8, 2006, for technology consulting. The following additions are made to the Agreement:

2. Compensation:

The cost of services and expenses to complete the Technology Strategic Planning effort will not exceed \$40,800.

Exhibit A.1

Technology Strategic Planning – Approximately 230 hours

A Senior Technology Consultant from SIG will be responsible for assisting Solano Community College with developing a Strategic Information Technology Plan. To facilitate this SIG's Senior Consultant will participate in a number of activities that will include:

1. Site visit preparation (remote)
 - a. Conduct conference call with the designated SCC staff and other project participants to discuss or review the following based upon the specific project requirements:
 - i. Discuss services to be provided for this project
 - ii. Finalize an agenda
 - iii. Review onsite visit logistics
 - iv. Discuss specific SCC issues and expectations
 - b. Distribute and analyze pre-planning survey
2. Information Strategic Planning Services (onsite and remote)
 - a. Planning Preparation and Initial Interviews
 - i. Meeting with Project Sponsor
 - ii. Introduce and discuss planning process
 - iii. Finalize Agenda
 - iv. Identify planning team
 - v. Finalize planning logistics
 - vi. Review deliverables
 - vii. Clarify client expectations
 - viii. Interview key stakeholders
 - ix. Conduct focus groups
 - b. Vision and Guiding Principals
 - i. Conduct Planning Kick-Off
 - ii. Identify Critical Success Factors
 - iii. Review pertinent technology trends

- iv. Develop Planning Communication Strategies
- v. Articulate the institution's competitive advantage
- vi. Conduct visioning session
- vii. Develop a draft IT vision statement
- viii. Develop a draft set of IT guiding principles
- ix. Inform constituencies per Planning Communication Strategies
- c. Planning Assumptions and Goals and Strategies
 - i. Identify internal and external factors that describe the current and mid future (5 years) environment
 - ii. Develop planning assumptions
 - iii. Identify goals and strategies to meet future needs
 - iv. Identify key performance indicators to measure progress
 - v. Work with IT Department to validate goals, strategies and project budgets
 - vi. Validate IT Department mission
 - vii. Develop plan implementation communication strategies
- d. Plan completion
 - i. Validate alignment of all plan elements with institutional goals, initiatives, values, and accreditation
 - ii. Validate alignment with all other District (Facilities, Educational etc.) master plans keeping in line with institutional goals
 - iii. Identify potential obstacles and mitigation in implementing the IT plan
 - iv. Determine next steps
 - v. Presentation by participants on plan to executive leadership and sponsors
 - vi. Debrief by SIG consultant with executive leadership and sponsors
 - vii. Write draft plan
 - viii. Submit draft for review
 - ix. Edit and finalize the plan

THERE ARE NO OTHER CHANGES

The signatures below indicate approval of this Amendment.

For Solano Community College District:

For Strata Information Group:

Yulian Ligioso

Henry A. Eimstad

VP, Finance & Administration

President

Date: _____

Date: _____