



CONTRACT REQUEST FORM – Location: Pierce

This form must be received in LACCD's Business Services Division **FOUR WEEKS PRIOR** to commencement of the Contract Period [excludes Short Term Agreements (STAs), Facilities Orders, and some Short Forms].

FOR OFFICE USE ONLY:

SAP Doc. #: _____

Notes: _____

* = Required Information

Note: Please check which "Action" item you will be using

*ACTION

- New contract
- Amend contract
- Renew contract
- Terminate contract
- Income

Contract #: **4500213650**

GENERAL AGREEMENTS

- Educational Services
- Lease of Equipment
- Lease of Facility
- Maintenance of Equipment
- Performance/Workshop
- Professional Services
- Other:

SHORT TERM AGREEMENT (STAs) (\$5,000 or less AND one year or less)

- Community Services
- Model
- Performance/Workshop
- Personal Services
- Reader
- Other:

FACILITIES

- Consultant Proposal
- Facilities Order
- Professional Services
- Short Form
- Standard Form
- Other:

CONTRACT INFORMATION

*Period of Services: From: **11/1/16** To: **5/31/17** (Inclusive)

*Lessor / Contractor: **Burwood Group, Inc.** SAP Vendor # (if known): _____

*SSN / Federal Tax ID: _____

*Street Address: _____

*City: _____ *State: _____ *Zip: _____

*Contact Person: _____ *Phone #: _____

License #/License Type: _____ *Fax #: _____

*To be billed per: Month Semester Contract Period Other: _____

* Rate or Cost or Income **780,000.00** Per: Day Month Year

Other: **as indicated in the agreement**

LOCATION INFORMATION

*Requestor: **Larry Kraus** Date: **6-20-16**

*Title/Position: **AVP** *Dept.: **Administrative Services** *Phone/Ext.# **(818) 710-2849**

Contact: _____ (Complete if different from Requestor) Phone/Ext.# _____

***Funds Center Approval:**

If using multiple accounts, please provide details in the "Description" area below.

Fund (Fund/Program)	G/L Account (Object Code)	WBS/Cost Center
10100	P2630A	562100

For help on new accounting codes, please refer to <http://sap.laccd.edu> under section "Account Cross Reference".

APPROVALS:

(1 = College; 2 = District)

*Printed Name: **LARRY KRAUS** *Signature: _____

*VP of Admin.¹/Mgr.²: _____ *Date: **10/17/16**

*President¹/Director²: _____ *Date: _____

***Specific description, purpose, and justification** (Describe each in full – use separate sheet if needed and/or attach all necessary documentation.)

Proceed with a public bid to activate phase II of the Information Technology implementation plan as outlined in the August 2015 Burwood Group IT assessment. The assessment revealed substantial critical issues pertaining to the health and of the technology environment along with recommended solutions.

This RFP represents only one of many phases of a multi phased recovery plan and allowing for incremental improvements as outlined in the College's 2016 Accreditation Quality Focus Essay. The installation of equipment and corresponding software by qualified technicians is necessary after which the general

maintenance and support functions will be overseen by classified employees. This RFP will include the purchase and implementation of three critical IT technology areas as listed below

	Anticipated Cost
1. Integrate the delivery of equipment to support redundant servers along with a data center refresh using Hewlett Packard Enterprise products along with supporting software. As part of the bidder's response provide a bill of materials. Supporting elements of new redundant servers and data center refresh must include, Access, Core, Data Center, DMZ, and TOR.	250,000
2. Conduct an interactive focus group, which will include both students and employees to evaluate the consumer requirements for a wireless access network. Assist in the development of a "Campus Standard" for the wireless network.	30,000
3. Using the "Campus Standard" for the wireless network, proposer will assist in the integrated delivery of a new wireless network for the entire campus.	\$ 200,000
4. Assist in the integrated delivery of a subscriber based productivity software called Microsoft Office 365 "Outlook" for all users. The installation of this enterprise software under a hosted outlook email will enable all users to access the software at any terminal while reducing resource overhead. Provide subscription cost per user along with price for installation. Estimated cost is estimated at \$75 per user and \$8.00 per user per month. Price includes one year prepaid subscription for approximately 1,400 users	200,000
5. Integrate the delivery of new equipment to support redundant servers along with a disaster recovery center. As part of the bidder's response provide a bill of materials. Supporting elements of new redundant servers and data center refresh must include, Access, Core, Data Center, DMZ, and TOR.	100,000
Total anticipated cost	780,000

In association with this RPP a SOW will be released by the College to outline the specific plan to be followed. Internal funding analysis reveals the following funding sources

***Estimated cost for total contract period: \$ 780,000.00**

Pierce College

Pierce College Council Minutes

Thursday, June 23, 2016, 2-4 p.m., CSB Conference Room

Members Present: President: Kathleen Burke; **Administration:** Juan Carlos Astorga (proxy), Sheri Berger, Bruce Rosky, Rolf Schleicher; **Academic Senate:** Wendy Bass (Jill Connelly), Lyn Clark; **AFT College Guild:** Beth Benne, Fernando Oleas, Brian Walsh; **AFT Staff Guild:** Henry Chang; **Associated Student Organization:** David Do (Barbara Lombrano); **Local 99:**; **SEIU 721:** Deborah Hefter; **Teamsters 911:** Donna-Mae Villanueva; **Trade Unit:**; **UMCE:** Mofe Doyle; **Work Environment Committee:** Paul Nieman

Members Absent: Administration: Earic Dixon-Peters; **Academic Senate:** Ania Bruzzese, Paula Paggi, Joseph Perret, Joseph Roberson; **AFT College Guild:** Yeprem Davoodian, Patricia Doelitzsch, Brian Gendron; **ASO Treasurer:** Roxanne Keramati; **Local 99:** Rodolfo Covarrubias; **Trade Unit:** Mikel McMillin

Guests: Susan Rhi-Kleinert, Academic Affairs; Curtis Smith, Assessment; Kristine Ayzazyan, Graduation, Mary Anne Gavarra-Oh, Academic Affairs; Oleg Bepalov, Institutional Effectiveness; Wm. David Koehnlein, Academic Affairs; Doreen Clay, Public Relations; Jose Luis Fernandez, Academic Affairs; Ed Cadena, CPT

I. Meeting Openers

- | | | |
|---------------------------------------|--------|-----------|
| A. Approval of Agenda | Action | Lyn Clark |
| The agenda was approved as written. | | |
| B. Approval of May 26, 2016, Minutes | Action | Lyn Clark |
| The minutes were approved as written. | | |

II. Reports from College Agencies

- | | | |
|--|--------|-------------|
| A. Sheriff's Office | Report | Al Guerrero |
| There was no report. | | |
| B. Bond Construction Projects | Report | Ed Cadena |
| <ul style="list-style-type: none">• North-of-Mall, Phase I - Scheduled completion date is July 15.• Building 800 - Remediation contractor will start on Monday, forecasting 7-10 days of work for the initial removal.• Expanded Automotive Project – Programming of the new space is going well – BUG and Architect are working well.• PE General Project – Contractors are scheduled to complete prior to start of Fall session 2016.• Hort demo (scope includes removing old sheds and the green house) – Project bid June 9 – work to start this summer.• Campus-wide Security Project – A meeting with most stakeholders was held and direction forward was identified. As such we are in scope with | | |

our budget, and scheduled to move forward with the \$2.3M construction budget. \$3M has been set aside for the entire project.

- North-of-Mall, Phase II – The Architect continues to update the plans per the DSA review. The project schedule is forecasting a construction start in Spring 2017.

III. Administrative Reports

Follow-Up on Pending Action Items <i>President's Recommendation Regarding Pierce College Seal Submissions</i> Approve 2016-2017 Resource Prioritization List Approve 2015-2016 PCC Self-Evaluation Approve 2017-2018 Annual Program Plan Template and Rubric Approve Opening Day Date for Fall 2016 Approve 2016-2017 \$15,000 Budget Item for Interpreters for Campus Events Augment PE Athletics Assistant Female Position to 12 months (\$3,500 Annually) Approve \$26,823.46 Restroom Building Rental for Old Performing Arts Tent Facility Approve \$15,000 for STEM Grant Writing Assistance Approve IT Maintenance Schedule for Backups, Bug Fixing, and Validation Testing	Report	Kathleen Burke
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The President indicated that approval was still being sought for one of the seal submissions, and she still has questions about several items on the Resource Prioritization List. All other items submitted to her by PCC from the May meeting were approved.

IV. Standing Committee and Related Reports

- | | | |
|--|--------|----------------------|
| A. Accreditation Steering Committee Report
The Accreditation Steering Committee did not meet. | Report | Dixon-Peters/Pillado |
| B. ASO Report
Barbara Lombrano, the newly elected ASO President, represented David Do and gave the report. | Report | David Do |
| <ul style="list-style-type: none"> • We are working on a brochure in ASO to enhance student awareness. We are looking at increasing student engagement. • ASO will be active in Go Days. | | |
| C. Budget Committee Report | Report | Campbell/Schleicher |
| <ul style="list-style-type: none"> • The Budget Committee approved the recommended Tech Committee action item RFP which required \$780,000 in funding. The Budget Committee approved the motion through an electronic vote. • The action item to activate Phase 2 of the Information Technology Implementation Plan, as outlined in the Burwood Group IT assessment and in the College's 2016 Accreditation Quality Focus Essay, was approved by the committee for the amount of \$780,000. Votes were | | |

validated and tallied electronically. The RFP was funding for three of the six improvement projects identified.

- D. College Planning Committee Report Report Bernal/Pillado
CPC will form two taskforces this summer:
1. Taskforce to conduct a meta-evaluation of the college planning process
2. Taskforce to evaluate the 2013-2017 strategic master plan
Although these are CPC taskforces, we will invite other constituents to join as well.
- E. Diversity Committee Report Report Bates/Valada
No report was given.
- F. Enrollment Management Committee Report Report Belden/Gavarrá-Oh
The Enrollment Management Committee did not meet in June.
- G. Facilities Advisory Committee Report Report Nieman/Schleicher
Update to FAC of action items approved by President
- Cross Country Track Regrade Project approved by President as reported at PCC 5/24/16.
 - Addition of plants to palette approved by President as reported at PCC 5/24/16.
 - Reduction of funding Digital Media Arts approved by President as reported at PCC 5/24/16.
 - Relocate El Rancho/De Soto Gate approved by President as reported at PCC 5/24/16.
- FAC Priority Rank of Building Projects for potential November ballot; action item forwarded to PCC.
- H. Technology Committee Report Report Bass/Rosky
IT/Bond Update:
- Uteology Smart Classroom Installation NOM
 - CFS Smart Classroom maintenance
 - Maintenance Schedule – 1st and 3rd Fridays – discussion of interface with college to routine operation
 - Continuing with Tech Refresh
 - Media Specialist – dedicated time for smart classroom bulb maintenance
- Co-Chair Nominations
Nominations for Co-Chair position Wendy Bass holds will be accepted next month
- Revised Action item form:
- Review of scope of work
 - Discussion on WIFI and focus group

V. Old Business

- A. Approve Engaging a Marketing Firm for Conducting Focus Groups to Increase Enrollment Action 34 (postponed) Angela Belden and Mary Anne Gavarrá-Oh

This item was returned to the Budget Committee since it required approval for an amount over \$5,000. All budget items over \$5,000 must first be approved by the Budget Committee before being considered by PCC.

- B. Approve Plan to Improve Phone Communications with Initial Callers Action 35 Angela Belden and Mary Anne Gavarra-Oh

This action item was withdrawn because such a plan is currently under consideration in Administrative Services.

VI. New Business

- A. Phase 2 Information Technology Installation Plan to Improve the College Network Computing Environment at Pierce College Action 36 Rolf Schleicher

Vote was taken: Yes – 14; No: 1; Abstentions: 0

- B. Recommended Ranking of Building Projects for the Potential November Bond Action 37 Paul Nieman

Vote was taken on original ranking: Yes – 1; No: 11; Abstentions: 2
Amended motion, per Kathleen/Sheri:

1. Digital Arts and Media
2. Industrial Technology
3. Horticulture
4. Child Development
5. Applied Technology
6. Student Union
7. Continuing Education
8. Baseball Field
9. Parking Lot (\$24M)

Vote was taken on the amended motion: Yes – 15; No: 0; Abstentions: 0

- C. Establish Task Forces to Implement PCC 2016-2017 Goals for Fall 2016 Semester Information Lyn Clark

- Conduct a meta-evaluation of the college's planning process—including the relationship of all college plans to the Strategic Master Plan—during the Fall 2016 semester.
- Conduct a meta-evaluation of the governance structure during the Fall 2016 semester.
- Evaluate the 2013-2017 Strategic Master Plan during the Fall 2016 semester.

- D. Change in August Meeting Date Information Lyn Clark

The PCC August Meeting date needs to be changed based on the August 25 Opening Day activities, and the PCC Exec August 18 meeting date needs to be changed as this is the same date set for the Leadership Retreat.

Sheri Berger recommended to change the day of the week to Wednesday only for the August meetings. The PCC Exec meeting would be held on

Wednesday, August 17, and the PCC meeting would be held on Wednesday, August 24.

The vote was unanimous in favor of changing the August meeting dates as recommended by Sheri Berger.

Minutes prepared by Julianne Cueva on 7/20/16.

Fall 2016 PCC Schedule of Meetings	
PCC	PCC Exec
Thursday, July 28, 2-4 p.m.	Thursday, July 21, 2-4 p.m.
Wednesday, August 24, 2-4 p.m.	Wednesday, August 17, 2:30-4:30 p.m.
Thursday, September 22, 2-4 p.m.	Thursday, September 15, 2:30-4:30 p.m.
Thursday, October 27, 2-4 p.m.	Thursday, October 20, 2:30-4:30 p.m.
Thursday, November 17, 2:30-4:30 p.m.	Thursday, November 10, 2-4 p.m.
Thursday, December 15, 2:30-4:30 p.m.	Thursday, December 8, 2-4 p.m.
Spring 2017 PCC Schedule of Meetings	
PCC	PCC Exec
Thursday, January 26, 2-4 p.m.	Thursday, January 19, 2-4 p.m.
Thursday, February 23, 2-4 p.m.	Thursday, February 16, 2:30-4:30 p.m.
Thursday, March 23, 2-4 p.m.	Thursday, March 16, 2:30-4:30 p.m.
Thursday, April 27, 2-4 p.m.	Thursday, April 20, 2:30-4:30 p.m.
Thursday, May 25, 2-4 p.m.	Thursday, May 18, 2-4 p.m.
Thursday, June 22, 2-4 p.m.	Thursday, June 15, 2-4 p.m.

Los Angeles Pierce College
Pierce College Council Electronic Accountability Form
2015-2016 Action Items
Form and Procedures Approved by PCC November 18, 2010

This section to be completed by Initiator

Initiator (<i>Committee, person, etc.</i>)	Larry Kraus
Name of area dean (<i>If applicable</i>)	Rolf Schleicher
Date of Submission	6-20-16
Recommendation (<i>Please be specific</i>)	<p>Request approval from the Technology Committee and funding from the Budget Committee to proceed with plans to activate Phase 2 of the Information Technology Implementation Plan as outlined in the Burwood Group IT assessment and in the College's 2016 Accreditation Quality Focus Essay. There are five major parts to Phase 2; they include:</p> <ol style="list-style-type: none"> 1) Integrate the delivery of new equipment (refresh) within the Data Center. 2) Conduct an interactive focus group, which will include both students and employees to evaluate the consumer requirements for a wireless access network. Assist in the development of a "Campus Standard" for the wireless network. 3) Using the "Campus Standard" for the wireless network, proposer will assist in the integrated delivery of a new wireless network for the entire campus. 4) Purchase and integrate the delivery of a subscriber based Microsoft Office 365 Outlook. 5) Integrate the delivery of new equipment for a Disaster Recovery Data Center. <p>The cost of the Phase 2 implementation plan is estimated at \$780,000.</p>

	<p>This action item #36 was approved by the Technology Committee on June 9, 2016 and by the Budget Committee on June 16, 2016.</p>
<p>Rationale <i>(Include desired measurable outcome)</i></p>	<p>Background</p> <p>In June 2015 the college contracted with Burwood Group to conduct an assessment of the college’s technology environment. This study was necessary because of the continuing disruptions which were affecting the instructional and operational programs on campus. In May 2015 a severe Email outage caused the loss of all email during a three-week period.</p> <p>The IT assessment proceeded throughout the summer of 2015 and in August 2015; a formal report was submitted to the college. This in-depth report revealed a number of critical issues requiring immediate resolution and highlighted that the College’s technology environment was essentially unstable. Shortly after learning this, the college experienced another major campus-wide systems disruption in September, which lasted approximately 12 days.</p> <p>After recovering from this event, immediate steps were taken to hire Burwood Group to create a multiphased recover plan, which included an amendment to the existing contract with Burwood, to mitigate six of the most significant issues in order to stabilize the computing environment. As of today, this contract, which is considered as Phase 1, is almost complete and the college must continue with remediation efforts to improve our overall systems in the college.</p> <p>As further background, the college took steps in September 2015 to shore up the desk top computing systems by purchasing and installing new state of the art computers and thereby minimizing the number of break-fix issues encountered daily on our older desktops.</p> <p>Given all of these changes, the college proposes to continue with the implementation schedule and</p>

	thus, the reason for this proposal, to proceed with Phase 2. This action is necessary to address the next level of concerns before they create additional disruptions to IT services.
Budget Impact	\$780,000

E-mail form to Rolf Schleicher, SchleiR@piercecollege.edu, and area dean (if applicable) for requests with a budget impact.

E-mail form to Lyn Clark, ClarkLR@piercecollege.edu, for requests without a budget impact,

Only forms received electronically will be considered.

This section to be completed by PCC

PCC Action Date	Thursday, June 23, 2016
Budget Committee's Recommendation <i>(If budget impact)</i>	Budget committee approved \$780,000 for the Phase 2 technology implementation plan.
PCC Action	PCC approved \$780,000 for the implementation of the Phase 2 technology implementation plan.
President's Action <ul style="list-style-type: none"> • <i>Recommended</i> • <i>Not recommended with rationale</i> 	The president has approved this recommendation for the implementation of Phase 2 technology implementation plan.
Date President's Action Reported to PCC	Approved on July 26, 2016, and reported to PCC on July 28, 2016. The president's approval was reported to the initiators on July 26.

This section to be completed by PCC if recommendation approved by the president and requires additional action.

Assigned to	Rolf Schleicher
Date to Be Completed	TBD
Specific Action	
Expected Outcome, If Applicable	

This section to be completed by Assignee

Action Assigned to	
Specific Action Required	
Date to Be Completed	
Evaluation of Outcome	
Date Outcome Reported to PCC Chair	(To be completed by PCC chair)
Date Outcome Reported to PCC	(To be completed by PCC chair)
Date Action Item Report Posted on PCC Web site	(To be completed by PCC chair)

E-mail form to Lyn Clark, ClarkLR@piercecollege.edu, upon completion of recommendation.



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Contract #: **4500213650**

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*Title/Position: **AVP** *Dept.: **Administrative Services** *Phone/Ext.# **(818) 710-2849**

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(1 = College; 2 = District)

*Printed Name: **LARRY KRAUS** *Signature: _____

*VP of Admin.¹/Mgr.²: _____ *Date: **10/17/16**

*President¹/Director²: _____ *Date: _____

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Total anticipated cost	780,000

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***Estimated cost for total contract period: \$ 780,000.00**