

November 20, 2014

15-057

AUTHORIZE AN INCREASE TO EXISTING
TECHNOLOGY CONSULTING SERVICES CONTRACT
WITH VIRTUAL INFORMATION EXECUTIVES, LLC

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REPORT: In 2012-13, the College needed consulting help in upgrading its network infrastructure. After soliciting various requests for information from network consultants, the College contracted VIE to manage the Network Redesign Project (NRP), which included deploying new Enterprise Architecture (EA). The contract was awarded based on the existing cooperative contract with Washington State Department of Enterprise Services, reference #T12-MST. This competitive process was done by the State of Washington. The College Procurement Rules (CCR 214) allow the use of cooperative contracts without going through an additional competitive process. In prior board resolutions (BA 13-147 and BA 14-099 for the first two phases), the College awarded a total contract amount of \$850,000 to VIE.

The College has a need to continue working with Virtual Information Executives (VIE) for the completion of the Network Redesign Project (NRP), to complete the Enterprise Architecture, and fill-in as necessary for unexpected TSS technology management vacancies due to resignation, medical leave and retirement. VIE is providing project management, network design, and enterprise architecture consulting for NRP, as well as project management for supplemental work such as Active Directory implementation

Consulting services:

Approvals for this component of the work have been through two previous Board resolutions described above. To date \$606,000 has been spent on the Network Redesign Project (NRP) plan and Enterprise Architecture (EA) schematics. The work completed to date for the NRP includes the new network design plan phase and determining equipment procurement specifications. In order to complete the NRP, additional consulting services in the amount of \$407,000 are required for project management services, which includes equipment deployment, scheduled development, coordination, staff training, and transition to the new core network routers and firewall equipment. The NRP deployment is scheduled to be completed by September 30, 2015.

Management vacancy assistance:

TSS has had a need to hire VIE to help fill key management vacancies to keep these projects moving forward. In 2013 VIE provided operations assistance filling in for the Network Manager until TSS hired a permanent person into this position. Then in the fall of 2013 TSS Technical Services Division Manager went on medical leave, which lasted until fall of 2014. This medical leave was only supposed to last three months and turned into a year. Due to the unknown nature of the leave VIE continued to fill in for this crucial TSS position. The Division Manager announced his retirement effective September 1, 2014. The cost for these services to date is \$246,000. The College will need to continue to use VIE for this temporary operations role until a permanent replacement of Division Manager can be hired. The cost for this is estimated to be \$72,000, totaling \$318,000 for the vacancy assistance.

An additional \$ 481,000 is requested for VIE, for a revised contract total of \$ \$1,331,000. Of the requested amount, \$356,000 will be paid for by the General Fund , and the remaining amount of \$125,000 will be from 2008 Bond funds. Over 75% of the increased authority is to cover the unexpected operations vacancy assistance. The estimated contract increase exceeds the \$150,000 threshold, which will require Board of Directors approval.

The temporary operations assistance is also a crucial need to avoid delay of the NRP and VA projects.

RECOMMENDATION: That the Board of Directors approve additional funding and authorize the department staff to continue contracting with Virtual Information Executives for an additional \$481,000 (\$356,000 covered by the General Fund). The contract will be valid through September 30, 2015. Funding will be from the 2008 Bond Fund (\$125,000) and General Fund (\$356,000).