



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
May 19, 2014**

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 7
May 19, 2014

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees by state law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources, Development, and Engagement on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

Board Resolution
Personnel Actions Confirmation Report
Policy 34001–Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Porter

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **14-05-030**
Adopted on: **5/19/2014**

Agenda Item Number: 7
May 19, 2014

Subject: Personnel Actions Confirmation

WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period March 1, 2014, through March 31, 2014; and

WHEREAS, The president of the College recommends that the Board adopt the following resolution; now therefore be it

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
 From March 1, 2014, through March 31, 2014

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
03/10/2014	Awan, Rabbee	Adult ESOL & Literac Prog Coor	K	Community Based Grants - WDCE
03/10/2014	Florence, Marcella L	Program Manager I	K	School of Art & Design - WDCE
03/24/2014	Hayward, Dustin D	Safety & Security Shift Supv	H	Facilities Security - TP/SS
03/10/2014	Johnson, Deborah E	Learning Skills Support Spec	K	Health Sciences Dean - TP/SS
03/10/2014	Rocha, Vera Lucia S	Program Assistant	G	CEELS Dean - WDCE
03/10/2014	Thankamani, Jose	Instructional Associate	H	Science Math Engineering - RV

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Location
03/28/2014	Ballenger, Tyran A	Building Services Supervisor	H	<1	Facilities - Central Admin
03/10/2014	Carlson, Crystal Amber B	Instructional Associate	H	5	Arts Humanities Soc Sci Dean - TP/SS
03/31/2014	Dehkordi, Soraya R	Interim Learning Center Manager	K	12	Bus Science Math Tech Dean - GT
03/21/2014	Tsoukalas, Photine	Instructional Lab Coordinator	I	1	Science Math Engineering - RV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	1	1	1	0	4
Male	0	1	0	1	0	2
TOTAL	1	2	1	2	0	6

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	0	0	0	0	3
Male	0	1	0	0	0	1
TOTAL	3	1	0	0	0	4

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS: NONE

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **14-05-031**
Adopted on: **5/19/2014**

Agenda Item Number: 8A
May 19, 2014

Subject: Retirement of Ms. Janet Cubar

WHEREAS, Ms. Janet Cubar served Montgomery College with enthusiasm and dedication for over 35 years as a full-time staff member and retired from the College as of February 1, 2014; and

WHEREAS, During her tenure that started in 1978, Ms. Cubar was promoted from facilities project coordinator to associate director of facilities for planning, construction, and management, and subsequently served and retired as the deputy chief facilities officer;

WHEREAS, She worked tirelessly to ensure successful completion of many capital budget projects, advised the leadership regarding county and state guidelines, and presented reports, documents, and materials on the progress of these projects; and

WHEREAS, Ms. Cubar's commitment and dedication to the mission of the College enabled her to play an important role in the growth and development of the Facilities operations and the physical expansion, renovation, and maintenance of the College; and

WHEREAS, She successfully ensured the integrity of the financial stewardship of the capital and operating budgets under her purview for the unit and the College; and

WHEREAS, She conducted herself in an exemplary manner, and demonstrated integrity, fairness, and ingenuity while overseeing the implementation of unit-wide strategic planning, budget development, and outcomes assessment practices in accordance with College policies and procedures, as well as higher education Facilities functional best practices; and

WHEREAS, Ms. Cubar received two Outstanding Service Awards; and

WHEREAS, She participated as a member on various committees including the Rockville Campus Staff Council, Parking/Transportation Committee, numerous policies and procedures reviews, College searches, and numerous ad hoc committees; and

WHEREAS, As the deputy chief facilities officer, Ms. Cubar provided supportive and strong leadership, guidance, and supervision for the Office of Facilities and Security, and under her leadership the space inventory management system was implemented, a tool that is used to determine the justification of new buildings and expansions throughout the entire College; and

WHEREAS, Ms. Cubar was appointed to a nationwide group charged with updating the National Center for Education Statistics (NCES) Facilities Inventory Classification Manual used by colleges and universities across the country to classify educational space for reporting purposes; and

WHEREAS, She was active in professional organizations, including the Maryland Facilities Planners Council Affinity Group, the Association of Higher Education Facilities Administrators and the Society for College and University Planning; and

WHEREAS, Ms. Cubar earned the respect and friendship of staff, faculty, and facilities planning, design and construction colleagues; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Cubar on the occasion of her retirement; and

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Cubar for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting and a copy be presented to Ms. Janet Cubar.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **14-05-032**
Adopted on: **5/19/2014**

Agenda Item Number: 8B
May 19, 2014

Subject: Retirement and Award of Emeritus Status to Professor Daniel Davis

WHEREAS, Professor Daniel Davis served Montgomery College with enthusiasm and dedication for over 11 years and retired from the College as of February 1, 2012; and

WHEREAS, Professor Davis developed and revised critical assessment tools for diagnostic and final exams, reviewed texts for use by the course groups, and facilitated faculty discussions in the course group; and

WHEREAS, He also took the initiative to mentor and support adjunct faculty by organizing orientations for new instructors, assist with syllabus development, and conduct faculty evaluations; and

WHEREAS, He provided valuable feedback on the English as a Second Language Accuplacer exam, a critical placement exam for the department; and

WHEREAS, Professor Davis was instrumental in the successful implementation of the pathways learning course; and

WHEREAS, He served on the Grade Dispute Committee and the Associate of Arts in Teaching Degree Advisory/Resource Committee; and

WHEREAS, Professor Davis was dedicated to his professional growth as an instructor and attended several professional development activities, including the Mid-Atlantic College Reading Association Conference, the Cecil Community College online courses in Teaching Reading in the Secondary Content Area, and several workshops through the Center for Teaching and Learning; and

WHEREAS, Professor Davis was a Smithsonian Fellow and developed materials and lessons about the American Indian Museum to engage his students in meaningful and exciting ways; and

WHEREAS, He was an active participant in several departmental course groups, and participated in the development, collection and submission course group objectives for the collegewide College Area Review; and

WHEREAS, Professor Davis was well regarded as a dedicated, caring, friendly, and supportive colleague and teacher whose classrooms were full of humor and energy; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, The interim senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Daniel Davis on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation of Professor Daniel Davis for his many contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor Daniel Davis is granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Daniel Davis.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **14-05-033**
Adopted on: **5/19/2014**

Agenda Item Number: 8C
May 19, 2014

Subject: Retirement of Ms. Soraya Dehkordi

WHEREAS, Ms. Soraya Dehkordi served Montgomery College with enthusiasm and dedication for 12 years as a full-time staff member and retired from the College as of April 1, 2014; and

WHEREAS, Ms. Dehkordi began her career at the College in 2002, where she provided educational support and led successful workshops for students as an instructional associate in the Mathematics, Accounting, Physics, and Engineering Learning (MAPEL) Center on the Germantown Campus, and lent support and tutorial assistance for students in independent study for mathematics, statistics, and physics; and

WHEREAS, She was accommodating, flexible, and willing to do whatever was necessary in the MAPEL Center to facilitate the academic support of students; and

WHEREAS, Ms. Dehkordi had excellent rapport with both students and colleagues; and

WHEREAS, She skillfully assumed leadership as interim learning center manager for the last three months of her tenure at the College; and

WHEREAS, Her colleagues will miss her ever-present spirit of support for students; and

WHEREAS, The interim senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Soraya Dehkordi on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Soraya Dehkordi for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Soraya Dehkordi.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **14-05-034**
Adopted on: **5/19/2014**

Agenda Item Number: 8C
May 19, 2014

Subject: Retirement of Ms. Harriet Lebowitz

WHEREAS, Ms. Harriet Lebowitz served Montgomery College with enthusiasm and dedication for 25 years as a full-time staff member and retired from the College as of February 1, 2014; and

WHEREAS, She began her employment at Montgomery College in October of 1988 as an office assistant in the Workforce Development & Continuing Education (WD&CE) Senior Adult Programming and Allied Health Office, then progressed to the position of continuing education program support assistant, then program director, and finally assumed the position of senior program director for community education; and

WHEREAS, In her leadership role, she launched the personal finance course series, led a reorganized unit within WD&CE, developed and implemented the Veterinary Assistant Certificate Program, and worked with a team of colleagues to develop the Automatic Course Executive (ACE) Schedule Development Program; and

WHEREAS, During her tenure, Ms. Lebowitz received a Service Recognition Award for her leadership in a variety of initiatives, including the startup of the Hispanic Business Institute; and

WHEREAS, Ms. Lebowitz was acknowledged for her collaborative spirit and flexibility as she assumed tasks to support other units within the division; and

WHEREAS, She supported WD&CE as it responded to new and changing needs in the community; and

WHEREAS, Ms. Lebowitz was committed to staff development, job satisfaction, and excellence, and was a team player who worked well independently and with others; and

WHEREAS, She was committed to the success of the College and enjoyed being creative, a quality that led her to develop new and innovative courses and programs designed to respond to the needs of our community; and

WHEREAS, The interim senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Harriet Lebowitz on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Harriet Lebowitz for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Harriet Lebowitz.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 9
May 19, 2014

INCREASE IN THE TRANSPORTATION FEE

BACKGROUND

The Transportation Fund was established by the Board of Trustees in June 2004 in order to provide funds for future transportation projects and related costs such as facilities enhancements to parking lots, enforcement, administration, security, and Ride On and shuttle services. The fund was established by means of a Transportation Fee assessed to students on a per-credit-hour basis as an appropriate mechanism to pay for transportation-related projects.

In April 2007, the Board of Trustees increased the Transportation Fee from \$2 to \$4 per credit hour to support the construction of a parking garage on the west side of the Takoma Park/Silver Spring Campus. Bonds were issued by the Montgomery County Revenue Authority on behalf of the Montgomery Community College Foundation, Inc., to support the construction of the garage. The source of funds for the annual debt service costs on the revenue bonds is lease payments made by the College to the Foundation from the Transportation Fund for the use of the garage.

Since 2008, the county Ride On bus service, which is free to the students, has increased in ridership by 50 percent. Due to this increased ridership and rising gas prices, the College has seen a 40 percent increase in the cost of the Ride On bus service—from FY14 to FY15 alone. The cost to the College has increased significantly over the past four years.

In FY15 the College will be piloting an inter-campus shuttle program that will assist students with transportation needs in getting from campus to campus to attend classes and events.

The state will not fund parking garage construction and the College's Transportation Fund will be used to fund 50 percent of the construction of the Rockville parking garage, which is scheduled to begin construction in FY15. The county funded the design of the garage in FY14 and is funding 50 percent of the construction in the College FY15 Capital Improvements Program budget.

To meet the increased cost of the county Ride On bus service, College shuttle service, and the construction of the Rockville parking garage, the College finds it necessary to increase the transportation fee.

The current transportation fee for students is \$4 per credit hour. The fee has not changed since the Board's last increase in 2007 to pay for the Takoma Park/Silver Spring West Garage. To meet transportation and parking needs, a \$3 per-credit-hour increase will be phased in over the next three years with the first increase of \$1 beginning in the fall 2014 semester. After the increase is fully implemented the cost will be \$7 per credit hour.

RECOMMENDATION

Effective with the fall 2014 semester it is recommended that the Board of Trustees implement a \$1 per-credit-hour increase in the transportation fee (and the equivalent for noncredit courses in Workforce Development & Continuing Education).

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Sherman
Dr. Yeatts

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **14-05-035**
Adopted on: **5/19/2014**

Agenda Item Number: 9
May 19, 2014

Subject: Increase in the Transportation Fee

WHEREAS, On April, 19, 2004, by Resolution 04-39, the Board of Trustees adopted a \$2 per-credit-hour transportation fee to be used for transportation related expenditures;

WHEREAS, On June 21, 2004, by Resolution 04-78, the Board of Trustees authorized the establishment of the Transportation Fund (a/k/a Transportation Enterprise Fund) to collect revenue from transportation fees in order to pay for transportation-related projects and related costs; and

WHEREAS, On April 18, 2007, by Resolution 07-04-045, the Board of Trustees increased the transportation fee to support the financing of parking garage construction through the Montgomery College Foundation; and

WHEREAS, Montgomery County Ride On fees have increased due to increased ridership and rising gas prices; and

WHEREAS, Transportation fees will be used to pilot an inter-campus shuttle program for students in FY15; and

WHEREAS, Transportation fees will be used to fund the construction of the Rockville parking garage, which is to begin construction in FY15; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees increase the transportation fee from \$4 per credit hour to \$5 per credit hour beginning with the fall 2014 semester and the equivalent amount for noncredit courses in Workforce Development & Continuing Education; and be it further

Resolved, That the funds collected be assigned to the enterprise fund designated for transportation operations and improvements; and be it further

Resolved, That the use of these funds continue to be expended only with the prior approval of the Board of Trustees.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 10A
May 19, 2014

**SOLE SOURCE AWARD OF CONTRACT,
BANNER ENTERPRISE RESOURCE PLANNING SOFTWARE MAINTENANCE AND RELATED
SUPPORT SERVICES CONTINUATION**

BACKGROUND

Request:	Continuation of Banner enterprise resource planning (ERP) software maintenance and related support services
Office/SVP Originating Request:	Senior vice president for administrative and fiscal services, interim vice president of instructional and information technology/CIO
Award Type:	Sole source
Bid Number:	Not applicable
Explanation of Request:	In July 2003, the Board of Trustees approved a sole source 10-year continuation of maintenance and support for the Banner ERP system under resolution 03-72, which expires on June 30, 2014. This system remains an integral part of the College's ability to operate, since it houses student registration, financial aid, payroll, human resources, alumni, and various other data hosted in Montgomery College's data center.
<u>Reason Being Brought to Board:</u>	<ol style="list-style-type: none"> 1. <u>Current contract expires June 30, 2014.</u> 2. <u>Board approval is required for sole source awards valued over \$100,000.</u>
Certification:	The director of procurement affirms that Ellucian is the only contractor that can provide software maintenance and support services necessary to maintain the Banner system, due to its proprietary nature. The vice president of finance certifies that funds have been requested in the FY15 operating budget.
Annual Dollar Amount:	\$300,027 for year one. Total five-year not-to-exceed amount is \$1,657,839.
Vendor Name:	Ellucian, Inc.
Vendor Address:	Malvern, Pennsylvania
Minority Status:	Not applicable
Term of Contract:	July 1, 2014–June 30, 2015, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the continuation of maintenance and related support services for the Banner enterprise software system to Ellucian, Inc., of Malvern, Pennsylvania, for a five-year term beginning July 1, 2014. The first year annual amount is \$300,027. The total five-year not-to-exceed amount is \$1,657,839.

BACKUP INFORMATION

Board Resolution

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Ms. Schena

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **14-05-036**
Adopted on: **5/19/2014**

Agenda Item Number: 10A
May 19, 2014

Subject: Sole Source Award of Contract, Banner Enterprise Resource Planning Software Maintenance and Related Support Services Continuation

WHEREAS, In 2003, the Board of Trustees approved a 10-year agreement to continue maintenance and support for the Banner ERP system under resolution number 03-72; and

WHEREAS, This system remains an integral part of the College's ability to operate since it houses student registration, financial aid, payroll, human resources, alumni, and various other data hosted by the College's data center; and

WHEREAS, The interim vice president of instructional and information technology/CIO has requested a five-year continuance of a sole source award of contract for Banner ERP system software maintenance, and related support services to Ellucian, Inc., of Malvern, Pennsylvania; and

WHEREAS, The director of procurement affirms that the award of contract to Ellucian is justified since no other source is available to provide software maintenance and support services necessary to maintain the Banner system, due to its proprietary nature, and the vice president of finance certifies that funds are requested in the FY15 information technology department operating budget; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

WHEREAS, College policy states that the formal bidding process may be dispensed with in the event of a sole source procurement; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That a sole source award of contract for the continuation of maintenance and related support services for the Banner enterprise software system be awarded to Ellucian, Inc., of Malvern, Pennsylvania, for a five-year term beginning July 1, 2014, with the first year annual amount of \$300,027, and a total five-year not-to-exceed amount of \$1,657,839.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 10B
May 19, 2014

**SOLE SOURCE AWARD OF CONTRACT,
MICROSOFT PREMIER SUPPORT SERVICES**

BACKGROUND

Request:	Continuation of Microsoft Premier support services
Office/SVP Originating Request:	Senior vice president for administrative and fiscal services, interim vice president of instructional and information technology/CIO
Award Type:	Sole Source
Bid Number:	Not applicable
Explanation of Request:	In March 2010, the Board of Trustees approved the purchase of Microsoft Premier support services under resolution 10-03-019. Microsoft premier level support services protects critical College systems by providing 24/7 support, first response prioritization, immediate access to higher level engineering support, and a single point of contact at Microsoft. The Microsoft environment remains an integral part of the College's ability to operate, and ensures that continued support resources will remain in place to quickly address and resolve any related issues.
Reason Being Brought to Board:	<u>1. Current agreement expires at the end of FY14</u> 2. Board approval is required for sole source awards valued over \$100,000
Certification:	The director of procurement affirms that Microsoft is the only company that can provide support services for its products, due to its proprietary nature. The vice president of finance certifies that funds have been requested in the FY14 capital budget.
Annual Dollar Amount:	\$105,000 for year one. Total three-year not-to-exceed amount is \$270,000.
Vendor Name:	Microsoft Corporation
Vendor Address:	Charlotte, North Carolina
Minority Status:	Not applicable
Term of Contract:	May 2014 through May 2017 for a three-year period

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the continuation of Microsoft Premier Support services to Microsoft Corporation, for a three-year term

beginning May 2014. The first year amount is \$105,000. The total three-year, not-to-exceed amount is \$270,000.

BACKUP INFORMATION

Board Resolution

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Ms. Schena

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **14-05-037**
Adopted on: **5/19/2014**

Agenda Item Number: 10B
May 19, 2014

Subject: Sole Source Award of Contract, Microsoft Premier Support Services

WHEREAS, The Board of Trustees approved a three-year sole source award of contract to Microsoft Corporation, of Charlotte, North Carolina, for Premier support services under resolution 10-03-019; and

WHEREAS, The College's Microsoft environment remains an integral part of the College's ability to operate, and ensures that continued support resources will remain in place to quickly address and resolve any related issues; and

WHEREAS, The interim vice president of instructional and information technology/CIO has requested a three-year sole source award of contract for Microsoft Premier support services to Microsoft Corporation, of Charlotte, North Carolina; and

WHEREAS, The director of procurement affirms that Microsoft is the only company that can provide support services for its products, due to its proprietary nature, and the vice president of finance certifies that funds are requested in the FY14 information technology department capital budget; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

WHEREAS, College policy states that the formal bidding process may be dispensed with in the event of a sole source procurement; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That a sole source award of contract for Microsoft Premier support services be awarded to Microsoft Corporation, of Charlotte, North Carolina, for a three-year term beginning May 2014, with the first year total amount of \$105,000, and the total three-year, not-to-exceed amount of \$270,000.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 10C
May 19, 2014

**SOLE SOURCE AWARD OF CONTRACT,
ADDITIONAL DOCUMENT IMAGING SYSTEM SOFTWARE LICENSES AND MAINTENANCE**

BACKGROUND

Request:	Purchase of additional document imaging software licenses and maintenance
Office/SVP Originating Request:	Senior vice president for administrative and fiscal services, interim vice president of instructional and information technology/CIO
Award Type:	Sole Source
Bid Number:	Not applicable
Explanation of Request:	In June 2009, the Board of Trustees approved an amendment to resolution number 00-133 for the purchase of additional document imaging software licenses, hardware, training, and maintenance services under resolution number 09-06-066. The ImageNow software system, which is currently being utilized in the Offices of Financial Aid; Enrollment Services; Welcome Centers; Human Resources, Development, and Engagement; Procurement; and Workforce Development & Continuing Education will expire on June 30, 2014. With continued usage of the software licenses along with the purchase of new licenses, the College will be able to meet current and future departmental needs and increase operational efficiencies within these offices. The interim vice president of instructional and information technology/CIO has requested a five-year continuance of a sole source award of contract.
<u>Reason Being Brought to Board:</u>	<ol style="list-style-type: none"> 1. <u>The current contract expires on June 30, 2014.</u> 2. <u>Board approval is required for sole source awards valued over \$100,000.</u>
Certification:	The director of procurement affirms that additional licenses and maintenance can only be obtained from Perceptive Software, Inc. The vice president of finance certifies that funds are available the FY14 operating budget.
Annual Dollar Amount:	\$411,150 for year one. Total five-year not-to-exceed amount is \$1,401,285.
Vendor Name:	Perceptive Software, Inc.
Vendor Address:	Shawnee, Kansas
Minority Status:	Not applicable
Term of Contract:	July 1, 2014–June 30, 2015, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the purchase of additional document imaging software licenses and maintenance, to Perceptive Software, Inc., of Shawnee, Kansas for a five-year term beginning July 1, 2014. The first year total amount is \$411,150. The total five-year not-to-exceed amount is \$1,401,285.

BACKUP INFORMATION

Board Resolution

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Ms. Schena

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **14-05-038**
Adopted on: **5/19/2014**

Agenda Item Number: 10C
May 19, 2014

Subject: Sole Source Award of Contract, Additional Document Imaging System Software Licenses and Additional Maintenance

WHEREAS, In June 2009, the Board of Trustees approved an amendment to resolution number 00-133 for the purchase of additional document imaging software licenses, hardware, training, and maintenance services under resolution 09-06-066; and

WHEREAS, With continued usage of the software licenses and the purchase of additional licenses, the College will be able to meet current and future departmental needs and increase operational efficiencies; and

WHEREAS, The director of procurement affirms that the sole source award is justified since ImageNow software licenses and maintenance can only be obtained from Perceptive Software, Inc., and the vice president of finance certifies that funds are available in the FY14 information technology department operating budget; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

WHEREAS, College policy states that the formal bidding process may be dispensed with in the event of a sole source procurement; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That a sole source award of contract for the purchase of additional imaging software licenses and maintenance be awarded to Perceptive Software, Inc., of Shawnee, Kansas, for a five year term beginning July 1, 2014, with a first year total amount of \$411,150, and a total five-year not-to-exceed amount of \$1,401,285.