Wharton County Junior College

Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

Date of Board Meeting: October 18, 2022

Subject: Database Administrator services through Strata Information Group.

Recommendation: Approve the statement of work for Database Administrator services through Strata Information Group from October through December 2022.

Background and Rationale:

The College's previous Database Administrator (DBA) retired from the College in June 2022. Technical support for the area has been provided through a prior contract for services with Strata Information Group (SIG). In order to attend to the continual maintenance of the College's ERP while in the process of hiring a full-time DBA, it is recommended that the College partner with SIG for the provision of full-time DBA services. The SIG representative who will serve in the DBA role has a proven record of success in working with WCJC IT and was instrumental in overseeing the completion of the recent Oracle 19 upgrade.

Cost and Budgetary Support: $88,400 (to be paid for using CRRSAA funds)

Strategic Priority Alignment: ☐ Student Success ☐ Community Impact
☑ Resource Optimization ☐ Institutional Excellence

Resource Person(s): Amanda Allen, Ed.D.; VP of Strategy, Enrollment Management, and Technology

Signatures:

_____   10/04/2022
Cabinet-Level Supervisor   Date

President's Approval:

_____   10/11/22
President   Date

POLICY DB (LOCAL)
08/01/2020

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Proposal for Services
Strata Information Group
September 26, 2022

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General Information:

Client Name:	Wharton County Junior College
Client Representative:	Green, Benjamin <GreenB@wcjc.edu>
Strata Representative:	Allison Leonard <allison@sigcorp.com>
Project Name:	Banner Technical and DBA Consulting Services
Description of Work:	On July 29, 2022, Wharton County Junior College requested that Strata Information Group (SIG) generate a proposal to provide Banner Technical and DBA Consulting Services, as outlined below. ***Revised 9/26/2022***
SIG Project Code:	*Not yet requested.*

Proposed Services:

Tasks:	# Weeks
Functional and Technical Consulting	
FTE DBA Support (remote)	13
Total Hours:	13

Summary of Estimated Costs:

Labor	Total Cost
$88,400.00	$88,400

Notes:

- Flat rate billing $29,467 per month for remote delivered services
- The hours estimate includes project management, preparation time, remote labor, and the development of trip reports.
- The cost may increase depending on any changes in WCJC's needs
- Costs exclude all state taxes, if applicable.

General Description of Work:

1. **Engagement Management (remote)**
   - Facilitate project planning kick-off conference call/initial introductions
   - Review topics and facilitate preparation of agenda in advance of on-site visit
   - Coordinate and test remote connectivity for SIG consultants
   - Monitor budget and project tasks
   - Monitor trip reports and escalate/resolve issues as needed
   - Facilitate project update conference calls, as needed

2. **Oracle DBA Support Services (remote)**
   - Work with the client support teams to define tasks related to managing supported applications, databases, and operating systems per a documented and mutually agreed description of support tasks
   - Collaborate with the client staff on review and application of patches, minor upgrades, and point releases, as needed
   - Provide ad-hoc DBA support, as requested by WCJC staff, not to exceed the budget defined in this scope of work.
   - Provide technical documentation on work accomplished per mutually agreed standards.
   - Provide knowledge transfer/training to WCJC staff, as requested