



**Date of Board Meeting:** May 21, 2024

**Subject:** DBA and Functional Support – Staff Augmentation

**Recommendation:** Approve the contract with Strata Information Group to provide staff augmentation services for DBA and functional support.

**Background and Rationale:**

This contract will allow for the provision of database administration (DBA) and functional support as the College upgrades to Banner 9 and transitions to a SaaS environment. Strata Information currently has a cooperative purchasing contract that allows the College to forego the formal bidding process. The services outlined within this bid will allow for the College to maintain DBA services through the end of the fiscal year, providing vital support to the College’s IT systems and personnel.

**Cost and Budgetary Support:** \$28,800 (FY24 Operating Budget)

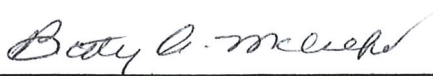
**Strategic Priority Alignment:**       Student Success                       Community Impact  
    Resource Optimization               Institutional Excellence

**Resource Person(s):** Amanda Allen, Ed.D.; Executive Vice President

**Signatures:**   
  
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Cabinet-Level Supervisor      *B. Stancin*

  
\_\_\_\_\_  
Date

**President’s Approval:**

  
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President

  
\_\_\_\_\_  
Date

**General Information:**

<b>Client Name:</b>	Wharton County Junior College
<b>Client Representative:</b>	Amanda Allen   <a href="mailto:allena@wcjc.edu">allena@wcjc.edu</a>
<b>Strata Representative:</b>	David Perry   <a href="mailto:david.perry@sigcorp.com">david.perry@sigcorp.com</a>
<b>Project Name:</b>	DBA and Banner Support
<b>Other Contractual Information:</b>	
<b>Description of Work:</b>	See Page 2.

**Cost Summary**

Item	Rate Type	Rate	Quantity	Tax	Amount
DBA Support(10 hours/week for 13 weeks)	Hourly-Remote	\$180	130	\$0	\$23,400
Banner Ad Hoc Consulting	Hourly-Remote	\$180	20	\$0	\$3,600
Engagement Management	Hourly Remote	\$180	10	\$0	\$1,800
				<b>Sales Tax:</b>	<b>\$0</b>
				<b>Total Cost:</b>	<b>\$28,800</b>

**Key Assumptions and Project Completion Criteria**

SIG will fulfill its obligation described in this Proposal for Services when the first of the following occurs:

- SIG completes and delivers the tasks described in the "Scope of Services" below
- SIG provides the number of hours of services specified in this Proposal for Services
- The service period specified in a mutually agreed Statement of Work ends

**Notes:**

- The price(s) quoted above are valid for 90 calendar days after the date of the execution of this contract. If a standard rate change occurs during the 90-day period, the prices in the SOW shall remain fixed and binding.
- Costs are based on client current contract rates; rates may increase based on the term of the underlying contract.
- For monthly and hourly services, SIG will bill monthly for services. Payments are due Net 30 days.
- Includes engagement management, preparation time, labor, and the development of engagement reports.
- All prices are quoted in USD, unless otherwise noted.

## **Description of Work:**

These services are subject to change depending on WCJC's priorities, needs, and availability of staff and systems.

Detailed tasks:

### 1. Engagement Management (remote)

- Facilitate project planning kick-off conference call/initial introductions.
- Review topics and facilitate preparation of agenda in advance of engagement.
- 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. Functional consulting (remote)

- Provide staff augmentation for Student and Financial Aid related activities. All work assignments will be assigned by WCJC management, typical duties include:
  - Manage day to day Student and Financial Aid activities as required.
  - Provide guidance to management on policies and procedures as needed.
  - Work with WCJC leadership to prioritize issues and look for ways to minimize impact while issues are being reviewed and escalate as needed.
  - Assist the functional teams in optimizing Banner® to enhance the user experience, prepare documentation/new procedures, perform testing and validation on new features/enhancements or when addressing bugs and fixes.
  - Other related work as assigned.
  - On-board and train new employees as needed and create knowledge transfer documentation.
  - Create and submit monthly trip reports.

### 3. Oracle DBA support services (remote)

- Work with the WCJC 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 WCJC 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.

### 4. Ad hoc consulting support (remote)

- Provide WCJC with functional and/or technical services related to Banner® and/or ancillary systems