

Date of Board Meeting: October 17, 2023

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:

In recent years, the College has utilized contract services with third-party vendors to attend to the information technology needs of the institution. 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 quoted by SIG include:

- Engagement Management: 20 hours @ \$180/hr
- DBA Support: 400 hours @ \$180/hr
- Ad Hoc Consulting: 150 hours @ \$180/hr

Cost and Budgetary Support: \$102,600 (\$30,000 – FY24 Operating Budget; \$72,600 – CRRSAA/ARP Funds)

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

Resource Person(s): Amanda Allen, Ed.D.; Vice President of Strategy, Enrollment Mgmt, and Technology

Signatures:


Cabinet-Level Supervisor *BDK*

Oct. 3, 2023
Date

President's Approval:


President

10-4-23
Date



General Information:

Client Name:	Wharton County Junior College
Client Representative:	Ms. Amanda Allen <allena@wcjc.edu>
Strata Representative:	Allison Leonard <allison@sigcorp.com>
Project Name:	
Other Contractual Information:	Educational Cooperative Services (E&I)
Description of Work:	See page 2.

Cost Summary

ITEM	RATE TYPE	RATE	QUAN.	TAX	AMOUNT
Engagement Management	Hourly Remote	\$180.00	20	\$0.00	\$3,600.00
DBA Support	Hourly Remote	\$180.00	400	\$0.00	\$72,000.00
Ad Hoc Consulting	Hourly Remote	\$180.00	150	\$0.00	\$27,000.00
				Sales Tax	\$0.00
				Total Cost:	\$102,600.00

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.
- SIG will bill monthly for services. Payments are due Net 30 days.
- Costs exclude all state taxes, if applicable, unless otherwise noted.
- Includes engagement management, preparation time, labor, and the development of engagement reports.
- All prices are quoted in USD, unless otherwise noted.

Description of Services

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

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. 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.

3. Ad hoc consulting support *(remote)*

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

DRAFT