



Date of Board Meeting: April 15, 2025

Subject: Evisions Argos Report Development Services

Recommendation: Approve the statement of work to engage Evision professional services to develop institutional reports as part of the Banner 9 SaaS migration.

Background and Rationale:

WCJC is in the process of migrating our enterprise resource planning system, Banner, from an on-premise environment to a cloud-based solution. As part of this conversion, all integrations are required to be compatible with Ellucian and SaaS compliant. WCJC currently uses Access reports for data retrievable, which will not be compatible with the SaaS environment.

WCJC has contracted with Evisions to obtain Argos reporting software to support institutional reporting and enhance end-user data access and functionality. Due to the significant number of reports used across the institution's functional areas, professional support services are needed to ensure that all required reports are ready for deployment upon transition to Banner 9 SaaS in October 2025. The attached statement of work for Evisions professional services will provide the WCJC Institutional Research and Information Technology teams with sufficient support to ensure all required reports are developed prior to the SaaS launch.

Cost and Budgetary Support: \$48,300 (transferred from the MIS fund)

Strategic Priority Alignment:

<input checked="" type="checkbox"/> Student Success	<input type="checkbox"/> Community Impact
<input type="checkbox"/> Resource Optimization	<input checked="" type="checkbox"/> Institutional Excellence

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

Signatures:

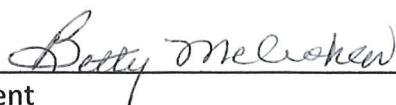


Cabinet-Level Supervisor




Date

President's Approval:



President



Date



Work Order Cover Sheet

4/3/25

Attn: **Lea Anna Kostelnik**
Wharton County Junior College
911 Bolling Highway
Wharton, Texas 77488

Dear Ms. Kostelnik,

Evisions is pleased to submit this Work Order for Professional Services to engage in the Development for Argos as summarized on Attachment 1. The services set forth will be contingent upon the execution of the enclosed Work Order by a signatory who is authorized to sign on behalf of your institution. Please return the signed Work Order and associated purchase order to Evisions via email at jaclyn.wolf@evisions.com signed Work Order can also be faxed to 714-730-2524. A countersigned copy will be returned to you in the same manner.

If you prefer to receive hard copies of the Work Order, please print and sign two (2) copies of the enclosed Work Order and send to the address below.

Evisions
Attn: Finance Department
1321 Upland Drive
PMB 20169
Houston TX 770043
Fax: (714) 730-2524

Please contact me at (248-835-3881) or at Jaclyn.Wolf@evisions.com should you have any questions. Thank you for your assistance with this matter, we look forward to doing business with you.

Sincerely,

Jaclyn Wolf
Sr. Account Representative



SERVICES WORK ORDER

Date: 4/3/25

Client Contact Information

Institution	Wharton County Junior College
Contact	Lea Anna Kostelnik
Email	kostelnikl@wcjc.edu
Phone	(979) 532-6331

Evisions Contact Information

Account Manager	Jaclyn Tocco
Email	Jaclyn.tocco@evisions.com
Phone	714-824-5252 ext 298
Fax	714-730-2524
Address	1321 Upland Drive, PMB 20169, Houston TX 770043
Tax ID	88-0411440

This Professional Services Work Order (the "Work Order") constitutes a binding agreement between Evisions, Inc. ("Service Provider") and Wharton County Junior College (Client"). This Work Order is deemed made effective as of the date that it has been signed by both parties ("Execution Date"). The scope covered in the estimates projected within this document is limited to the topics covered herein. This Work Order is hereby incorporated by this reference to the Software License Agreement, dated as of 9/30/24 (the "Agreement"), between the parties hereto. All applicable terms of the Agreement shall govern this Work Order; including, but not limited to, provisions relating to Confidentiality and Proprietary Information, Warranty Disclaimer, Limitation of Liabilities, Disputes and Choice of Law. In the event of a conflict between the terms of the Agreement and this Work Order, the terms of the Work Order shall prevail and supersede the terms of the Agreement to the minimum extent necessary to resolve the conflict.

FOR THE AVOIDANCE OF DOUBT, SERVICE PROVIDER SHALL NOT BE LIABLE WITH RESPECT TO ANY SERVICES UNDER THIS WORK ORDER FOR ANY AMOUNT EXCEEDING THE TOTAL PORTION OF THE FEES ACTUALLY PAID BY CLIENT FOR SUCH SERVICES FOR THE YEAR IN WHICH THE EVENT GIVING RISE TO LIABILITY COMMENCES. IN NO EVENT SHALL SERVICE PROVIDER BE LIABLE, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER, (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST SAVINGS, LOST PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR ANY OTHER PECUNIARY LOSS), EVEN IF NOTIFIED IN ADVANCE OF SUCH POSSIBILITY, ARISING OUT OF OR PERTAINING TO THE SUBJECT MATTER OF THIS WORK ORDER



SERVICES, GENERALLY

For the services fee of \$48,300.00 Service Provider will perform the services described in the Scope of Services attached hereto as Attachment 1 (the "Services"), subject to the terms and conditions of this Work Order and the Agreement if applicable. This Work Order is limited to the scope of services as defined in Attachment 1. Any work that falls outside the scope will require an addendum or a new Work Order signed by both parties to proceed.

SERVICES:

230 Hours of Remote Professional Services for Development @ \$210/hour	\$48,300.00
	TOTAL: \$48,300.00

PROJECTED SCHEDULE

The estimated start date for the Services provided above is 4/14/25 ("Planned Start Date") and the estimated end date for such services is 10/27/25 ("Planned End Date"). The designation of a Planned Start Date and a Planned End Date is not a representation by Service Provider that particular Services will begin or be completed on such dates but are merely estimates provided for preliminary scheduling and planning purposes. Client acknowledges and agrees that Service Provider's obligation to provide Services as of any particular date is subject to the then-current availability of appropriate Service Provider resources to provide such Services. Failure to schedule services within first six (6) months of Execution Date, or failure to complete delivery of services within twelve (12) months from Execution Date could be subject to forfeiture of payments made and project cancellation.

In order for this project to be completed by 10/29/25, Client must provide Evisions access to its system and the content of reports to be developed no later than 4/30/25.

SERVICE PROVIDER PERFORMANCE DEPENDENCIES

Client will provide:

- Project leader - Client will provide a primary contact who will work directly with the Service Provider manager to assist and coordinate activities related to this engagement, such as meetings, interviews, and acceptance of deliverables.
- Access to appropriate staff - Client will provide access to key individuals or groups for information-gathering purposes and interviews in relation to the performance of Service Provider's services.
- Access to information - Client will provide access (where available) to procedures documents, published strategy and tactical documents, process requirement documents, etc. for information gathering purposes in relation to the performance of Service Provider's services.
- Access to institution environment - Client will provide access to the administrative systems and information in relation to the performance of Service Provider's services.
- Cooperation and Assistance - Client will cooperate with and assist Service Provider as necessary to enable Service Provider to render the services described herein.



INVOICING AND PAYMENT TERMS

The Services shall be invoiced monthly as incurred and are due within thirty (30) days of the Invoice Date. Sales and use tax are the responsibility of Client. Any late payment may be charged interest until paid at a rate equal to the lesser of (a) one and one half percent (1.5%) per month, or (b) the maximum rate permitted by applicable law.

Once Client and Service Provider have scheduled the dates during which Service Provider will provide Services under this Work Order, Client will be obligated to pay Service Provider for such scheduled Services. Client may reschedule or cancel Services that have been scheduled by notifying Service Provider at least thirty (30) days prior to the date which Service Provider is scheduled to perform such Services. Requests for any additional Services beyond those set forth herein will be provided at Service Provider's then-current rates under separate written agreement that is signed by both parties hereto.

INTELLECTUAL PROPERTY RIGHTS AND LICENSE

Deliverables provided by Service Provider to Client under this Work Order (the "Deliverables") are produced, distributed, owned, and copyrighted by Service Provider. Deliverables are for Client's internal business uses that are in accordance with this Work Order and the Agreement. Upon payment by Client of the fees hereunder, Service Provider hereby grants to Client a nontransferable, nonexclusive, worldwide, fully-paid right and license to access and use the Deliverables for its internal business use only.

Client acknowledges and agrees that background technologies, including any routines, methodologies, processes, tools, libraries or technologies created, adapted or used by Service Provider in its business generally, including all associated intellectual property rights (collectively, the "Development Tools"), shall be and remain the sole property of Service Provider. In addition, Service Provider shall be free to use any ideas, concepts, or know-how developed or acquired by Service Provider during the performance of this agreement for use with third parties for the benefit of Service Provider.

INTEGRATION PROVISION

Except as expressly modified by this Work Order, the Agreement remains unchanged and in full force and effect. By the execution of this Work Order, each party represents and warrants that it is bound by the signature of its respective signatory. Any changes to this Work Order must be made in writing to both parties hereto and subject to acceptance.



CONFIRMED

BY:  DocuSigned by:
Jen Fleissner
EB05D624926542D...

PRINT NAME: Jen Fleissner

PRINT TITLE: CFO

DATE SIGNED: 4/7/2025

BY: _____

PRINT NAME: _____

PRINT TITLE: _____

DATE SIGNED: _____

A purchase order for the services described in this Work Order shall be provided prior to Service Provider beginning or delivering any services.

Please remit signed Work Order and corresponding Purchase Order to Evisions as directed in the cover letter



Attachment 1

Statement of Work

DESCRIPTION OF SERVICES

230 Professional Services Hours for Remote Argos Consulting @ \$210/Hour

Evisions will utilize this block of hours to provide Argos development services for **Wharton County Junior College (WCJC)** to convert reports to Argos with Banner SaaS and Postgresql compatibility.

WCJC will provide the reports to be converted along with any report requirement details, code, and documentation. Reports are listed in an inventory file called *WCJC_Report Inventory_March_April.xlsx*.

These services hours will start its focus on the inventoried 58 Student reports. Client agrees and acknowledges that the hours agreed to in this SOW may not be sufficient to convert all 58 reports and the purchase of additional hours may be necessary.

The Evisions Professional Services team will develop all reports directly within WCJC's Argos environment. As this block of hours are purchased without specific DataBlock/report details, Evisions will review each requested, prioritized report with the client, provide hour estimates, and receive approval of the work prior to development starting. There is no guarantee to the number of DataBlocks/reports that will be generated due to the nature of this hours block. The process for these requests is described below under SERVICES. Evisions expects the client to provide sufficient team members and availability for user testing and report sign off.

SERVICES

This project will be managed by an Evisions Project Manager and a team of developers & consultants. For any report development requests to Evisions, the development process will proceed with the following steps:

1. Specification
 - a. Client will provide specification and detail for priority reports. If the work is based off an existing report, we ask that it be provided as reference.
 - b. If there are no detailed specifications, Evisions will consult and work with the client to gather the specifications for the reports.
2. Quoting
 - a. Evisions will generate an estimate of the development time for the reports.
3. Approval
 - a. Client will approve the specification and time estimate
4. Development
 - a. Evisions will develop the DataBlocks or reports based on the agreed specifications and estimate
5. Testing



- a. Client will test the delivered DataBlocks or reports
- b. Client will sign off when the report is complete

PROJECT MANAGEMENT & COMMUNICATION

Evisions will have a dedicated resource to act as your main point of contact on the project. This team member will keep your project up to date with our project management tool, ensure that your project is staffed appropriately, and address any project questions you may have. This team member will schedule a recurring project status meeting with all team members to ensure project progress is properly progressing and addressing questions/concerns. Evisions requires the client to provide at least one primary contact for the project to ensure active engagement and project progress.