

Date of Board Meeting: May 17, 2022

Subject: Windows System Engineer

Recommendation: Approve a ten-week contractual agreement with CAG for use of a Windows System Engineer.

Background and Rationale:

Through a contractual agreement, Columbia Advisory Group (CAG) will provide a Windows system engineer to perform the following functions:

- Inventory current assets on WCJC network;
- Configure remote management, automation, and other services to support network system;
- Establish remote administration and patch management for in-scope devices;
- Document procedures for changes to endpoints, including best practices;
- Train internal IT team on network processes and best practices.

This engagement will allow for WCJC to update our network systems, establishing a remote configuration for all devices across the WCJC network system. The system engineer will develop processes to allow for real-time monitoring of all machines, while allowing IT to update and restart all desktops via a single management device. This will increase the reliability of our system and decrease user downtime.

Cost and Budgetary Support: \$48,000 + travel (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.; Vice President of Planning and IE

Signatures:



Originator

05/04/22

Date




Cabinet-Level Supervisor

05/04/22

Date

President's Approval:



President

5-5-22

Date



Statement of Work
Windows System Engineer
April 11, 2022

Wharton County Junior College

Statement of Work

This Statement of Work ("SOW") represents a contractual agreement between Columbia Advisory Group, LLC ("CAG") and Wharton County Junior College ("Client"), made effective as of the date of the last signature below ("Effective Date").

This Statement of Work and Agreement will be executed under the terms and conditions of the **E&I Cooperative Contract # CNR01469** (Master Services Agreement or "MSA"). As set forth in the MSA, this SOW is subject to the terms of the MSA. If the MSA has expired or will expire prior to the completion or delivery of the Work, Work Product, and/or Services described herein, the parties hereby acknowledge and agree that the terms and conditions of the MSA will continue to govern this SOW for the duration of the SOW term.

Introduction and Executive Summary

Columbia Advisory Group (CAG) has worked extensively with the many schools nationally on a variety of related projects including managed services, assessments, interim CIO services, interim financial positions, CISO services, advisory services, staff augmentation services, and vendor selection services. CAG also has technical resources that specialize in Ellucian Banner and Degree Works administration and development.

Wharton County Junior College is requesting assistance in managing the Windows endpoints in their environment. They have requested assistance with endpoint identification (desktop/laptop), automation of selected services on the endpoints, and documenting processes.

Description Of Services

- CAG will provide Microsoft Windows system engineer to perform the following:
 - Inventory the assets on the Client's network.
 - Configure remote management, automation, and other services to support requested services (e.g., "wake on LAN request")
 - Established remote administration and patch management for in-scope endpoint devices.
 - Document procedures for add/remove/change endpoints, including best practices.
 - Train the Client's internal team on the processes and best practices.
 - Other activities as agreed upon both parties.

Work Location

- The CAG resource will perform all duties both remote and on-site, unless otherwise established by the Client.

Client Responsibilities

- Provide timely access and permissions to the relevant systems, services, application, facilities, and personnel as required to perform the services outlined in this SOW.
- Provide all required documents of policy, procedures, work instructions, or other documentation that will be necessary to successfully follow the regulatory or procedural guidelines and security processes.
- Other activities as agreed upon from time to time during this project.
- Notwithstanding anything to the contrary, Client's failure to perform any duty or responsibility set forth above shall not be a breach of this Agreement but rather, shall excuse only such portion of the CAG's services as may be rendered impossible to perform by reason of such non-performance by Client.

CAG Responsibilities

- CAG shall set the work schedule of its Personnel in order to timely complete the Services and shall be responsible for any modifications to the work schedule.
- Services will be performed during standard working hours, between 8:00 a.m. and 5:00 p.m. local time, Monday through Friday. Other working hours may be considered with mutual consent.
- CAG will be responsible for all on-site resources. The resources are employees of CAG and are acting under the direction of Client.
- CAG shall always perform under this SOW as an independent contractor, and neither CAG nor any of its employees, subcontractors or agents shall be deemed to be employees of Client for any purpose whatsoever.

Assumptions

N/A

Pricing and Terms

CAG is providing a flat weekly rate for this service estimated at 40 hours per week, for 10 weeks, for the term of this contract. This engagement can be renewed or extended upon written request.

Work for this project will not begin until CAG receives a signed agreement and purchase order, regardless of timeline.

Invoice Frequency	Term/Duration (Weeks/Hours)	Weekly Amount, Invoiced Monthly	Total Contract Value
Monthly	10 weeks/400 hours	\$4,800	\$48,000

In addition to any other rights that CAG may have and regardless of the cause of termination, Client shall pay CAG according to the provisions provided for herein for all services rendered in the performance of this Agreement, including work in progress or any portion of Deliverables completed or in progress up to and including the date at which termination of work takes effect.

If a change to scope, effort, or schedule is requested by Client during the delivery of the Services, CAG will provide Client with an effort, schedule, and cost estimate for the additional scope via a separate schedule or by an amendment to this SOW. A Change Control or Amendment Form will be used for that purpose.

Recruiting Services and Fees

CAG offers its recruiting and placement services at a discount if our interim in in place at least 6 months. The discounted recruiting fee for sourcing a full-time position is 20% of the base.

Expense Reimbursement

CAG will invoice any expense incurred on behalf of Client and will provide copies of receipts documenting these expenses upon request. Business-related travel, lodging and/or meal expenses will be reimbursed by Client according to the State of Texas rates, rules, and regulations (<https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php>).

CAG is required to submit all travel receipts when requesting reimbursement. Under no circumstance will CAG be reimbursed for alcohol purchases.

- State travel rates are subject to change without notice and will be adjusted accordingly.
- Mileage rates will be calculated from point to point (place of business to job location).