

**Purchase Request #4**  
**Regular Board Meeting October 25, 2016**  
**Consideration of Approval of Additional**  
**Funds for Total Contract Management Software**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of total contract management (TCM) software from SciQuest, Inc. for the District.

**BACKGROUND**

In September 2010, the Board of Trustees approved the purchase of licenses and implementation services for the SciQuest E-Procurement module to integrate with the Ellucian Banner Finance Enterprise Resource Planning (ERP) software. In September 2015, the Board of Trustees approved the purchase of licenses and implementation services from SciQuest to implement the SciQuest AP Director Module with the Ellucian Banner Finance ERP. This software is needed to complete the implementation of a full service contract management function. Reference (REF) Number 3304, was issued to track the volume of spend under this contract.

SciQuest has a contract through the Educational and Institutional (E&I) cooperative purchasing program to provide computer software, Contract Number CNR-01204, and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

The Total Contract Management (TCM) software will allow for contract tracking from initiation through E-Signature, with workflows built into the system for approvals and will streamline the contract management process. In addition to the TCM product, the proposal from SciQuest includes value added products to include unlimited supplier licenses, which will allow the Purchasing Department to host unlimited punch-out and hosted catalogs and allow Accounts Payable to implement eInvoicing with an unlimited number of suppliers. The unlimited supplier licenses is a \$30,000 value. This purchase also includes two (2) memberships to SciQuest University for ongoing education. SciQuest, Inc. is the preferred eProcurement solution provider recommended by Ellucian.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The annual cost of the software license is \$47,950.00. The implementation services cost is \$41,940.00. The first year total expenditure is \$89,890.00. The total expenditure through September 29, 2020 will be \$233,740.00. This expenditure is funded by the Purchasing Department's 2016-2017 operating budget and subsequent year's budget, subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be September 30, 2017 through September 29, 2020 to coincide with the term of the eProcurement and Accounts Payable contract terms.

**RESOURCE PERSONNEL**

Ken Lynn

Acting VP of Administrative Services/CFO

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