



Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

Date of Board Meeting: February 18, 2025

Subject: Extending DBA support hours from SIG

Recommendation: Approve Statement of Work from Strata Information Group to extending support hours of DBA to cover the period from February 1, 2025 – August 31, 2025

Background and Rationale:

Per the Master Agreement Contract number CNR1502, dated May 1, 2020 and the recent Statement of Work from Strata Information Group (SIG) in May 2024, WCJC-28637-SOW14357-BANADHOCDBA, WCJC has been utilizing SIG for our database administration (DBA) and functional support as the College upgrades to Banner 9 and transitions to a SaaS environment. SIG has a cooperative purchasing contract that allows the College to forego the formal bidding process.

The services quoted by SIG included:

- DBA and Ad Hoc Support: 460 hours @\$180/hr
- Engagement Management: 46 hours @\$180/hr

Cost and Budgetary Support: \$91,440 (to be transferred from the MIS fund)

Strategic Priority Alignment:

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

Resource Person(s): Kettida Vasiknanon; Vice President of Information Technology

Signatures:

Cabinet-Level Supervisor

Date

President's Approval:

President

Date



Strata Information Group, Inc.
Statement of Work
(WCJC-28637-SOW19114-DBABNRSPT)
January 10, 2025

Wharton County Junior College	DBA and Banner Support
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Under the terms of this Statement of Work, Strata Information Group, Inc. (SIG) will provide services for the staff of Wharton County Junior College (WCJC), as directed to perform the work outlined below. WCJC, as a member of the Educational and Institutional Cooperative Services (E&I), will utilize E&I's Master Agreement Contract number CNR01502, dated May 1, 2020.

Description of Work:

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 ad hoc for the following areas:
 - Banner permissions
 - Banner Document Management
 - Maps Server - Evisions Intellicheck, Form Fusion, Argos
 - Touchnet
 - ePrint
 - BEP for cloud ILP
 - Banner Self Service Server

Service Period: February 1, 2025 – August 31, 2025

Cost Summary:

ITEM	RATE TYPE	RATE	QUANTITY	TAX	AMOUNT
DBA and Ad Hoc Support	Hourly - Remote	\$180	460	\$0	\$82,800
Engagement Management	Hourly - Remote	\$180	46	\$0	\$8,640
				Sales Tax	\$0
				Total Cost:	\$91,440

Notes:

- The rate(s) quoted above are valid for 90 calendar days from the date of this SOW. Proposed rate(s) may be subject to change if unsigned within that period. Upon execution, the rate(s) in the SOW shall remain fixed and binding for the stated service period.
- 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. In the event payment is not made within such period, SIG, at its option, may charge interest on all sums owing after such due date at a rate equal to the lesser of 1.5% per month or the highest lawful rate.
- Costs may increase based on client needs, upon approval.
- Proposed cost includes project management, preparation time, travel time (if applicable), on-site and/or remote labor and development of engagement reports.
- Costs exclude all state taxes, if applicable, unless otherwise noted.
- This Statement of Work may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document. For purposes of this SOW, use of a facsimile, e-mail, or other electronic medium shall have the same force and effect as an original signature.
- Project Completion Criteria - SIG will fulfill its obligation described in this SOW when the first of the following occurs:
 - SIG completes and delivers the tasks described in the Description of Work
 - SIG provides the number of hours of services specified in the Cost Summary
 - The Service Period ends
- Project Change Control Procedure - The following Project Change Control Procedure details the process required for making changes to the SOW. A Project Change Order ("Change Order") will be the vehicle for communicating change. The Change Order must be submitted in writing and contain the following information:
 - Technical description of the change
 - Business rationale for the change
 - Effect the change will have on the Project's estimated schedule and delivery date
 - Effect the change will have on the Project's cost estimate
 - Effect the change will have on the Project's staffing requirements
 - Estimated hours needed to complete the remaining tasks
 - The Change Order must be reviewed, approved, and signed by both parties to authorize the implementation of the proposed change.

For Wharton County Junior College:

For Strata Information Group, Inc.:

Signature Date

Brent Rhymes Date
Chief Executive Officer

(Please print name and title)