ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a renewal of the contract for room scheduling software and services from Ad Astra Information Systems for the District.

BACKGROUND

Ad Astra was selected as the District's room and event scheduling system through the RFP process in 2002. The system streamlines the class scheduling process and is used by Auxiliary Services to schedule events in conference centers and throughout the college to schedule meetings in conference rooms.

Request for proposal, RFP Number 2085, was issued to procure room scheduling software on behalf of the District. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

IMPACT OF THIS ACTION

Due to the growth of the District, the Ad Astra system is in need of being reconfigured in order to enhance its usage and optimize the utilization of the system. This request includes implementation services and room optimization services, as well as annual subscription, support and hosting fees.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of $110,000.00 which is budgeted in various departments' FY19 operating budget and subsequent years budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

MONITORING AND REPORTING TIMELINE

The term of contract will be September 1, 2018 through August 31, 2020.

RESOURCE PERSONNEL

Mike Dickson   Chief Innovation Officer   972 758-3832