



Westchester Community College

State University of New York

65186

September 25, 2018

To: Board of Acquisition and Contract

From: Belinda S. Miles
President, Westchester Community College

Re: Authority to enter into an agreement with Ad Astra Information Systems, LLC for the provision of an academic scheduling system and training services to Westchester Community College for a five year (5) year term.

Westchester Community College (the "College") issued a request for proposals ("RFP") seeking qualified firms to provide academic scheduling application system and training services. Proposals were due by August 23, 2018. Three (3) proposals were received. After a thorough review of the proposals, I recommend that an agreement be entered into with Ad Astra Information Systems, LLC ("Ad Astra").

The College received three (3) proposals in response to the RFP from: 1) Ad Astra; 2) CollegeNet; and 3) Leapfrog Technologies. Pricing proposals for each firm were as follows: 1) Ad Astra - \$190,000.00; 2) CollegeNet - \$340,000.00; and 3) Leap Frog. - \$455,000.00.

In addition to being the lowest cost solution that resulted from this RFP, the selection of Ad Astra is also based on the quality and range of services its application can provide the College. Ad Astra's experience and expertise in this specialty area is very well regarded in the higher education community and currently, this company works with more than 800 colleges/universities. Ad Astra offers excellent customer support services (via phone, web, and email), consultation/training services for implementation, course schedule optimization scenario models/reports, and a sophisticated event management system that will improve the College's business efficiency of space reservations for external entities.

The proposed agreement would have a term of five (5) years, commencing on or about November 1, 2018 in a total amount not to exceed \$190,000.00, payable in accordance with an approved budget. In connection with the agreement, Ad Astra will provide a cloud-based solution that can create an automated process of uploading batch text files to update all of

the College's course room assignments into our enterprise system (PeopleSoft Campus Solutions).

The public purpose of this agreement is to provide an academic scheduling application system and training services in order to enable the College to more efficiently schedule classes and space using analytical data. Performance will be measured and monitored by College staff.

I believe that it is in the best interest of the College to enter into this proposed agreement with Ad Astra and I therefore recommend that you act favorably on the annexed proposed resolution.

BSM/jpi
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/25/2018 - LISA MARIJAS SECRETARY

RESOLUTION

Upon a communication from the President of Westchester Community College, be it hereby

RESOLVED, that the County of Westchester acting by and through Westchester Community College is hereby authorized to enter into an agreement with Ad Astra Information Systems, LLC for the provision of an academic scheduling application system and training services to Westchester Community College for a five year (5) year term; and be it further

RESOLVED, that the agreement shall have a term of five (5) years, commencing on or about November 1, 2018, in an amount not to exceed \$190,000.00 and payable in accordance with an approved budget; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	010	0130	0115	4424		\$175,000
	010	0130	0115	4425		\$ 15,000

Budget Funding Year(s) Start Date: 11/01/2018 End Date: 10/31/2023
 (must match resolution)

Funding Source: Tax Dollars \$45,600 Contractor Federal I.D. No./ Social Security No.:
 State Aid \$51,300
\$190,000 Federal Aid _____ Vendor No.:
 (must match resolution) Other \$93,100 (Tuition) Encumbrance No.: _____