



Westchester Community College

State University of New York

49513

November 17, 2015

To: Board of Acquisition and Contract

From: Dr. Belinda S. Miles
President

Re: Authority for the County of Westchester, acting by and through Westchester Community College, to enter into an agreement with Taskstream, LLC for a subscription to a Curriculum and Faculty Assessment workflow system.

Westchester Community College (the "College") issued a request for quotations for a cloud based software system that would replace its current paper based system for evaluating curriculum and faculty. Five (5) vendors were solicited but only one (1) response was received. Taskstream, LLC ("Taskstream"), a leading provider of assessment software, provided the sole response. Due to the accelerated timeframe required, and the specific functionality requested, no other vendor chose to submit a proposal.

Authority is requested to authorize the County of Westchester, acting by and through the College, to enter into an agreement with Taskstream for a subscription to their proprietary Curriculum and Faculty Assessment workflow system. Pursuant to the proposed agreement, the College will pay an annual subscription price of \$30,000 which will allow College users to access the cloud based workflow management system for assessment, action, and strategic planning activities, faculty credentialing, and facilitating continuous improvement associated with Middle States Commission on Higher Education's accreditation needs. The agreement will commence upon execution and may be terminated by either party upon written notice. The College will indemnify Taskstream for third party claims arising out of its actions, including claims for intellectual property infringement related to the College's data that will be loaded to the system.

This agreement will enable the College to more efficiently manage the process of continuous self-assessment and improvement as required by its accrediting agency. The contract performance will be monitored by the College Office of Assessment.

Accordingly, I recommend adoption of the attached resolution.

BSM/rpc

Encls.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/10/2015 - JOAN COCCIARDI, 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 (the “College”), is authorized to enter into an agreement with Taskstream, LLC for a subscription to a Curriculum and Faculty Assessment workflow system; and be it further

RESOLVED, that pursuant to the proposed agreement, the College will pay an annual subscription price of \$30,000. The agreement will commence upon execution and may be terminated by either party upon written notice; and be it further

RESOLVED, that the College will indemnify Taskstream for third party claims arising out of its actions, including claims for intellectual property infringement related to the College’s data that will be loaded to the system; and be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute any and all instruments and to take all action necessary to implement the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Sub Unit	Object/ Sub Object	Trust Account	Dollars
N/A	010	0505			4425		\$30,000

Budget Funding Year(s) 2015/16 Start Date Upon Execution End Date N/A

(must match resolution)

Funding Source Tax Dollars \$6,900

State Aid \$8,400

\$30,000 Federal Aid

(must match resolution)

Other \$14,700 (Tuition)