



# Westchester Community College

State University of New York

72074

October 14, 2019

To: Board of Acquisition and Contract

From: Belinda S. Miles  
President

Re: Authority to enter into an agreement with Hobsons, Inc. for the licensing of the Starfish Retention Solutions software, along with the purchase of ancillary services, for a two-year period commencing on or about September 26, 2019 for a total cost of \$122,918.

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Hobsons, Inc. (“Hobsons”) licenses and supports several software systems that are utilized by colleges and universities. The State University of New York has entered into an agreement dated April 1, 2016 with Hobsons (the “SUNY Agreement”) whereby Hobsons provides software and services to support the implementation of a student success and retention program. The SUNY Agreement is structured as a master agreement which sets the terms, conditions and pricing pursuant to which Hobsons will offer their software and services to the various institutions that make up the State University of New York system, including the community colleges. Each institution that wishes to avail itself of the offered software and services will execute a Participating Institution Agreement (“PIA”) with Hobsons that incorporates the terms, conditions and pricing contained in the SUNY Agreement.

Westchester Community College (“WCC”) has licensed software called Starfish since September, 2016, which is offered through the SUNY Agreement. Starfish is an enterprise student success and retention solution that integrates student data from existing technologies and presents this data in a student-centric way. Starfish will continue to be utilized by WCC for academic planning, advisement and the identification of students who are at risk of not meeting their goals. Pursuant to the PIA, WCC will pay to Hobsons \$122,918 for a two-year license for the Starfish software system. Included in this price are thirty (30) hours of related consulting services per year.

This procurement is exempt from the operation of the Westchester County Procurement Policy pursuant to Section 3(a)(i) of the Policy as it will be made pursuant to

Section 104 of General Municipal Law as a purchase “through the office of general services or any other department or agency of the state”. This purchase will be made using the terms and conditions of SUNY Master Services Agreement T003328.

The public purpose of this agreement is to provide an effective way to track student performance and assist in student retention.

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

BSM/jpi  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/07/2019 - BSM MRIJAS 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 Hobsons, Inc. for the licensing of the Starfish Retention Solutions software, along with the purchase of ancillary services, for a two-year period commencing on or about September 26, 2019 for a total cost of \$122,918, 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	34	0305	4425		\$122,918

Budget Funding Year(s) Start Date: 09/26/2019 End Date: 09/25/2021  
 (must match resolution)

Funding Source: Tax Dollars \$29,500 Contractor Federal I.D. No./  
 Social Security No.:  
 State Aid \$33,188  
\$122,918 Federal Aid \_\_\_\_\_ Vendor No.:  
 (must match resolution) Other \$60,230 (Tuition) Encumbrance No.: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION 07/2019 USFARAJ, SECRETARY