



Westchester Community College

State University of New York

March 5, 2010

To: Board of Acquisition and Contract

From: Joseph N. Hankin
President

Re: Authority to extend an agreement with Mitchell/Martin, Inc. for project management services in connection with the second phase of the implementation of PeopleSoft Financial and Human Resources software at Westchester Community College

On October 20, 2006, the County of Westchester, acting by and through Westchester Community College (the "College") issued a request for proposals ("RFP") for the procurement of project management services in connection with the second phase of the implementation of PeopleSoft Financial and Human Resources software at the College. RFPs were sent to eighteen different firms with expertise in this type of consulting. Four proposals were received.

The proposals were evaluated on both technical and financial criteria, including experience of the proposer, technical knowledge and implementation methodology. Mitchell/Martin, Inc. ("MMI") was not only the least expensive, but it scored well in all of the other evaluation criteria. Your Honorable Board authorized an agreement with MMI on February 15, 2007 for an amount not to exceed \$1,049,425. The agreement was subsequently executed and contained an expiration date of May 31, 2010.

Pursuant to the agreement, MMI has been providing services in connection with upgrading the PeopleSoft human resource management system ("HRMS"), reviewing and streamlining the modules already installed to insure best practices, and implementing the remaining Financial and HRMS modules, Student Administration, and the Portal. The project also includes the implementation of CollegeNet's Resource 25. In broad terms, MMI has been responsible for project planning; development of an RFP for implementation services; evaluation of vendor responses; defining, documenting and evaluating current business processes; performing and managing the fit/gap analysis; managing the business process redesign and reengineering effort to meet delivered software requirements; and

managing the selected implementation vendor. The College has been very pleased with MMI's performance.

Due to a variety of factors, primarily delays in the implementation partner RFP and vendor selection, the project will not be completed until September 30, 2010 and it would be helpful to have project management support during the post production period through the end of the year. Because of savings that were generated by Consultant vacations, holidays and sick days, as of December 31, 2009 the agreement still contained an unspent balance of approximately \$314,000. Accordingly, attached is a resolution which would authorize an extension of the agreement until December 31, 2010 with no increase in the not to exceed amount.

The goal and objective of this agreement is to ensure project management support during the final implementation and post production period. The College will be able to monitor the success of the agreement based on the success of implementing the new system and the number of errors that impact its use. This agreement will enable the College to ensure that the consultant who has been on-board during the entire process remains to see it through its conclusion.

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 extend an agreement with Mitchell/Martin, Inc. for project management services in connection with the second phase of the implementation of PeopleSoft Financial, Human Resources, and Campus Solutions software at Westchester Community College to a new expiration date of December 31, 2010; and be it further

RESOLVED, that all other terms and conditions of the agreement, including the not to exceed amount of \$1,049,425 shall remain the same; 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.

Joseph N. Hankin
President
Westchester Community College

Original Agreement: \$1,049,425
This Amendment: 0
Total NTE: \$1,049,425

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	N/A					0

Budget Funding Year(s) _____ Start Date 2/15/07 End Date 12/31/10
(must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
\$ _____ Federal Aid _____
(must match resolution)
 Other _____