



**Strata Information Group  
Statement of Work (MPC-SOW100-PROC-ERP)  
December 23, 2015**

<b>Monterey Peninsula College</b>	<b>Business Process Analysis Workshops</b>
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Under the terms of the Agreement dated January 21, 2015, Strata Information Group (SIG) will provide consulting services for the staff of Monterey Peninsula College (MPC) as directed, to perform the following work.

**Description of Work:**

MPC has requested SIG to perform several Business Process Workshops to address 4 major processes and an IT Health Assessment. SIG will provide the services as identified under "Detail Tasks" listed on page 2. SIG has also proposed conducting an ERP Procurement as Optional Services.

**Proposed Services:**

Tasks	Hours
Functional and technical consulting	240 - 260
<b>Total Hours Range:</b>	<b>240 - 260</b>

**Summary of Estimated Costs:**

Labor Range:	Travel Expenses:	Total Cost Range:
\$38,400 - \$41,600	\$8,500 (5 trips)	\$46,900 - \$50,100

**Optional Services:**

Tasks	Hours
Functional and technical consulting	240 - 400
<b>Total Hours Range:</b>	<b>240 - 400</b>

**Summary of Estimated Costs:**

Labor Range:	Travel Expenses:	Total Cost Range:
\$38,400 - \$64,000	\$8,500 (5 trips)	\$46,900 - \$72,500

**Notes:**

- Rate: \$160/hour for on-site and remote delivered services through January 21, 2017; rates may increase by \$5/hour effective January 22, 2017, and on each subsequent year.
- SIG will invoice only for the consulting hours and travel expenses actually used.
- The hours estimate includes project management, preparation time, travel time, on-site and remote labor, and the development of trip reports.
- Approximate hours and costs are based on the estimated tasks to complete this project as described in the attached "General Outline of Services." This may vary based on the assumptions listed and changes in MPC's needs.
- Travel expenses, if applicable:
  - Travel time is capped at 8 hours per trip.
  - Travel expenses are estimated at \$1,700 per consultant, per trip.
  - SIG will make every attempt to reduce travel costs, including coach fares and the use of the client's recommended lodging.
- Costs exclude all state taxes, if applicable.
- SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are: \$46 per full on-site day and \$23 per partial.

For Monterey Peninsula College:

For Strata Information Group:

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Steve Crow, Ed. D.                                  Date  
Vice President for Administrative Services

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Henry A. Eimstad                                  Date  
President

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Michael Midkiff                                  Date  
Director, Information Services

## General Outline of Services

These services are subject to change depending on MPC’s priorities, needs, and availability of staff and systems.

### **Detailed Tasks:**

<b>Business Process Analysis (BPA) and IT Health Check</b>	
<b>Proposed Activities</b>	<b>Estimated SIG Hours</b>
<p>SIG will conduct Business Process Workshops which will look at the Operational execution of the processes defined by the district staff in each area. On day 1 the Workshops will first look at the existing process that are in place utilizing existing technology for support. On day 2 SIG will assist the district staff in helping to realize what the idea operation process might look like utilizing newer available technologies and the input from the District staff who have been working strategically on how processes can best serve the students, faculty, staff and other constituents of the College. SIG is documenting these processes so that operationally they can be developed in the future with the use of new technology.</p>	
<p><b>Business Process Analysis (BPA) Workshops</b></p> <p><u>Day 1</u></p> <ul style="list-style-type: none"> <li>• Define Principles of BPA</li> <li>• Map Current Processes</li> <li>• Identify Opportunities and Obstacles</li> </ul> <p><u>Day 2</u></p> <ul style="list-style-type: none"> <li>• Develop Ideal Processes</li> <li>• Rank Opportunities for Improvement</li> <li>• Articulate Next Steps</li> </ul> <p>Prepare BPA Report (post workshop) Develop ERP Functional Requirements Documents for major functional areas</p> <p><b>Conduct Two-Day BPA Workshops for the following processes</b></p> <ul style="list-style-type: none"> <li>• Student Success – Educational Planning</li> <li>• Curriculum - Development of the Schedule of Classes</li> <li>• Finance - From Requisition to Payment</li> <li>• Financial Aid – From FASFA to Award</li> </ul>	200 - 200
<p><b>IT Health Assessment</b></p> <ul style="list-style-type: none"> <li>• Conduct an assessment as part of the overall RFP requirements to confirm current Information Technology staffing is in place and MPC is ready to move forward on implementing and then maintaining a new ERP. <ul style="list-style-type: none"> <li>○ The areas to be included in the assessment are: <ul style="list-style-type: none"> <li>▪ Preparedness to support an ERP implementation <ul style="list-style-type: none"> <li>• Positions by skillset and capacity</li> </ul> </li> <li>▪ Preparedness to support ongoing technology support and services (post ERP implementation) <ul style="list-style-type: none"> <li>• IT staffing size and makeup</li> <li>• Centralized vs. decentralized</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>Develop a report and present recommendations</p>	40 - 60
<b>Total Estimated Hours:</b>	<b>240 - 260</b>

<b>Optional Services</b>	
<b>Acquisition of Enterprise Resource Planning System (ERP)</b>	
<b>Proposed Activities</b>	<b>Estimated SIG Hours</b>
<p><b>Organization and Request for Proposal (RFP)</b></p> <ul style="list-style-type: none"> <li>• Assist with the formation of a System Selection Committee <ul style="list-style-type: none"> <li>○ Facilitate a kickoff meeting with the Selection Committee</li> <li>○ Review "Thin RFP" process and approach</li> <li>○ Define roles and responsibilities</li> <li>○ Establish evaluation groups: Finance, Human Resources, Student/Instructional, Financial Aid, and Technical</li> <li>○ Develop project schedule</li> </ul> </li> <li>• Assist the Selection Committee with the development of a "Thin RFP" and the determination of critical vendor/system selection criteria</li> <li>• Issue the RFP to vendors (3 weeks to respond)</li> <li>• Manage vendors through the Thin RFP process</li> <li>• Assist the Selection Committee with the evaluation of vendors' "Thin RFP" responses</li> <li>• Help identify vendor finalists</li> </ul>	40 – 60
<p><b>Script preparation</b></p> <ul style="list-style-type: none"> <li>• Provide sample scripts for product demonstrations</li> <li>• Facilitate the creation/review of comprehensive demonstration scripts with evaluation groups</li> </ul>	40 - 50
<p><b>Demonstrations</b></p> <ul style="list-style-type: none"> <li>• Schedule on-site vendor demonstrations (1 week/vendor)</li> <li>• Manage on-site vendor demonstrations (assume two vendors)</li> </ul>	100 - 200
<p><b>Pricing and selection</b></p> <ul style="list-style-type: none"> <li>• Solicit pricing proposals from vendor finalists Synthesize the results of vendors' proposed pricing</li> <li>• Assist with the creation of a tentative budget for the system implementation</li> <li>• Assist the Selection Committee with its vendor selection recommendation</li> </ul>	40 - 50
<p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>• Assist with final contract negotiations with the selected vendor</li> <li>• Prepare hardware RFP materials (optional)</li> <li>• Approval of contracts with the selected vendor</li> </ul>	20 – 40
<b>Total Estimated Hours:</b>	<b>240 - 400</b>

**SIG assumptions and access requirements to be provided by MPC, as applicable:**

- Provide a designated, single point of contact for SIG staff to coordinate planning and logistical needs
- Provide secure local and remote access to all required systems, software tools, or applications as required with the most current data available for SIG staff access
- Assist with installation and configuration of necessary hardware and software agreed upon prior to SIG beginning its work
- Provide existing documentation as determined in initial conference calls and during on-site visit
- Provide access to IT staff, key functional users, or other staff as needed in a timely manner throughout the engagement
- Provide timely technical support to the SIG consultant(s) when needed; SIG's ability to perform requires timely support from the MPC staff
- Provide a dedicated meeting room(s) and/or work space with audio-visual equipment as necessary during on-site visits for consulting, one laptop computer as necessary with Microsoft Word®, Excel®, PowerPoint®, and other software necessary to access systems required to perform the work
- Advise SIG of vacations, holidays, hardware maintenance, planned power outages, or other scheduled activities that would impact delivery of services