



**Strata Information Group  
Statement of Work (SOW-02)  
September 13, 2013**

<b>Monterey Peninsula College</b>	<b>ERP Procurement and Business Process Analysis Workshops</b>
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Under the terms of the Agreement dated January 21, 2013, SIG will provide consulting services for the staff of Monterey Peninsula College (MPC), as directed, to perform the following work:

**Description of Work:** In July 2013, Michael Midkiff, Director of Information Systems requested assistance with the preliminary activities related to MPC conducting an ERP procurement process to select new administrative systems for MPC. This initial activity will consist of conducting business process analysis (BPA) workshops to streamline major processes and develop a set of requirements that will be used to evaluate offerings by the various ERP vendors. SIG will also assist in the development of MPC's ERP organization and selection teams that will be integral to the selection process. The following activities will be conducted on a mutually agreeable schedule.

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
- Ensure 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 MPC's 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 service

**Proposed Services:**

Tasks	Hours
<p>SIG will provide senior consultants familiar with ERP selections in the California Community College environment to conduct business process analysis (BPA) workshops on selected processes and assist in the establishment of the organization and evaluation teams that MPC will use during the ERP procurement process.</p> <p><b>Activity one - Conduct BPA workshops in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Application to enrollment</li> <li>• Registration/Student AR/FA/Refunds</li> </ul> <p><i>Optionally, additional BPAs could be considered for the following (40-50 hours each):</i></p> <ul style="list-style-type: none"> <li>• Requisitions to accounts payable checks</li> <li>• Schedule development</li> <li>• Hiring process</li> </ul> <p><b>Each BPA workshop will use the following process and will require a two-day BPA workshop in each area:</b></p> <ul style="list-style-type: none"> <li>• <b>Site visit preparation conference call with MPC staff and other project participants</b> <ul style="list-style-type: none"> <li>○ Initial introductions</li> <li>○ Finalize an agenda and schedule</li> <li>○ Discuss and finalize the onsite visit logistics and workshop invitation</li> <li>○ Discuss existing documentation</li> <li>○ Follow-up questions and points of clarification will be documented and shared with MPC staff through email or an additional conference call</li> </ul> </li> <li>• <b>Day 1</b> <ul style="list-style-type: none"> <li>○ Define principles of BPA</li> <li>○ Map current processes</li> </ul> </li> </ul>	<p>80 - 100</p>

Tasks	Hours
<ul style="list-style-type: none"> <li>○ Identify opportunities and obstacles</li> <li>• <b>Day 2</b> <ul style="list-style-type: none"> <li>○ Develop ideal processes</li> <li>○ Rank opportunities for improvement</li> <li>○ Articulate next steps</li> </ul> </li> <li>• <b>Prepare BPA report (post workshop)</b></li> </ul>	
<p><b>Activity two - Develop the ERP selection teams and organization:</b></p> <ul style="list-style-type: none"> <li>• Assist with the formation of a System Selection Committee</li> <li>• Facilitate a kick-off meeting with the Selection Committee <ul style="list-style-type: none"> <li>○ Define roles and responsibilities</li> <li>○ Establish evaluation groups: Finance, Human Resources, Student/Instructional, Financial Aid, and Technical</li> </ul> </li> </ul>	20 - 40
<p><b>Activity three - Finalize demonstration scripts used to evaluate ERP products:</b></p> <ul style="list-style-type: none"> <li>• Meet with each team lead to facilitate the review/creation of comprehensive demonstration scripts with evaluation groups in the following areas: <ul style="list-style-type: none"> <li>○ Admissions and registration</li> <li>○ Advising, counseling and degree audit</li> <li>○ Financial Aid</li> <li>○ Student accounts receivable</li> <li>○ Finance (GL, requisitioning/purchasing and A/P)</li> <li>○ Human Resources and Payroll</li> <li>○ Faculty, Student Self-Services, and Portal - "Web"</li> <li>○ Information Technology service and support</li> </ul> </li> <li>• Develop ERP selection project schedule</li> </ul>	60 - 80
<b>Total Hours:</b>	<b>160 - 220</b>

**Note:** Approximate hours and costs are based on the estimated tasks to complete this project, which may vary based on the assumptions listed previously and changes in MPC's needs.

**Summary of Estimated Costs:**

Labor Range:	Travel Expenses:	Total Cost Range:
\$25,600 - \$35,200	\$7,500 (5 trips)	\$33,100 - \$42,700


**Notes:**

- Rate: \$160/hour through January 20, 2014; rate may increase to \$165/hr effective January 21, 2014.
- SIG will invoice only for the consulting hours and travel expenses actually used.
- Travel time/expenses, if applicable:
  - Travel time is capped at 8 hours per trip.
  - Travel expenses are estimated at \$1,500 per consultant(s), per trip.
  - SIG will make every attempt to reduce travel costs by booking discounted coach airfares and using client-recommended lodging.
- Costs exclude all state taxes, if applicable.

For Monterey Peninsula College:

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Stephen Ma Date  
Vice President of Administrative Services

For Strata Information Group:

 9/13/13  
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Henry A. Eimstad Date  
President