
4A

Action

Fiscal Policy and Planning Committee

Approval of Agreement Awards Over \$150,000 for Fiscal Year 2015-16

Executive Summary: Section 610 of the Commission on Teacher Credentialing Policy Manual (Contract Authority) requires that agreements or contracts of \$150,000 or more be approved by the Commission.

Recommended Action: Staff requests a delegation of authority to the Executive Director to execute the agreements for the Strengthening and Streamlining Accreditation Project.

Presenter: Darren Addington, Chief Information Officer, Enterprise Technology Section

Strategic Plan Goal

II. Program Quality and Accountability

- a) Develop and maintain rigorous, meaningful, and relevant standards that drive program quality and effectiveness for the preparation of the education workforce and are responsive to the needs of California's diverse student population.

October 2015

Approval of Agreement Awards Over \$150,000 for Fiscal Year 2015-16

Introduction

This agenda item provides an update on the progress of the Strengthening and Streamlining the Accreditation system project (Accreditation Project), and proposed contracts/agreements associated with that work. Section 610 of the Commission Policy Manual¹ requires that agreements or contracts of \$150,000 or more be approved by the Commission. During the August Commission meeting, the Commission delegated authority to the Executive Director to enter into a contract with the successful bidder in response to a Request for Offer to develop one component of the new data warehouse system. This item requests the Commission delegate authority to the Executive Director to enter into additional contracts needed for the Accreditation Project as proposed in this agenda item.

Background

As reported during the August Commission meeting, the Accreditation Project's main goal is to revise the present accreditation system to be a more streamlined, coherent system of educator preparation and program quality oversight purposefully focused on the transparent demonstration of quality outcomes. The result of this work is intended to be a seamless system of high quality educator preparation and accountability. There are four phases to this project as shown in Table 1 below:

Table 1: Overview of the Phases of the Accreditation Project

Phase	How the Work will be Completed
1: Data Warehouse and Visualization Development	Contractor with Commission Staff
2: CASE and CTC Online Enhancements	Contractor with Commission Staff
3: Commission Website Revision	Contractor with Commission Staff
4: Development of Data Dashboards	Commission Staff

The Accreditation Project has several components; one of the first major components of the project is the integration of Business Intelligence (BI) platform, the development of the data warehouse, and the creation of accreditation data visualizations. Using data visualization tools within the BI platform, information can be organized and presented intuitively in a visual or pictorial context as a way to assist users in better understanding what the data indicate. By visualizing data, users can more effectively ask and answer important questions about the Commission's data. The first year of this work is to be completed using a contractor working with Commission staff. The Commission released a Request for Offer (RFO), and received bids for this work. Staff is planning on enhancing the data warehouse and visualizations with new

^{1/} CTC Policy Manual: <http://www.ctc.ca.gov/commission/pdf/CTCC-Policy-Manual.pdf>

data elements as the Commission makes policy decisions on the data that should be collected over the next several years.

CASE and CTC Online Enhancements: In addition to developing the functionality listed above, the Accreditation Project also includes making some enhancements to CTC's existing credentialing systems (CASE and CTC Online) to link these systems to the data warehouse, as needed, and improve user friendliness, data quality and system security. This will ensure more accurate data for future data visualizations. This phase of the project is scheduled to take from November 2015 until June of 2017, and CTC staff will work with contractor(s) to make the enhancements needed to the CASE and CTC Online systems. The contractor costs will be split over two fiscal years, \$600,000 for 2015/16FY and \$900,000 for 2016/17FY. This is going to be a time and materials contract and payment will only be made for enhancements as they are completed.

Commission Website Revision: Staff is planning to update the Commission's website with the latest state templates to accommodate the data dashboard system and improve user friendliness. The plan in the approved FSR is for the Commission to migrate to the Web service being offered by the Department of Technology; currently that service is not ready and some of the functionality may not meet all of the Commission's needs, so this part of the project is on hold until staff receives further information from the Department of Technology. When this part of the project begins, staff will develop an RFO for a contractor to help CTC in accomplishing this part of the project. This delay is not expected to impact the overall project timeline. As developed in the approved FSR, no contracts for this Phase are expected to exceed \$150,000.

Data Dashboards: Once the work on the data warehouse and visualizations has been completed, the contractor will provide training to Commission staff in the platform such that staff will have the capacity to develop additional data dashboards. The Commission will make policy decisions as to what data elements regarding program quality should comprise the program dashboards and the staff will develop the dashboards with the data collected and stored in the warehouse.

Accreditation Project Costs

Commission staff developed a Feasibility Study Report (FSR) for the Accreditation Project that was approved by the Department of Technology. Since this Accreditation project was approved by the Department of Technology through the FSR process it is required to be monitored closely by independent project oversight (IPO) from the Department of Technology (CalTech). CalTech monitors all reportable projects to ensure they do not exceed cost, scope, or schedule by more than 10% from what was approved in the FSR.

Table 2 lists the Accreditation project component costs that exceed \$150,000; the last two items are infrastructure components that are necessary to support the rest of the project.

Table 2: Accreditation Project Components and Costs that Exceed \$150,000

Project Components	Hardware Costs	Software Costs	Contractor Costs	Total Costs
Creating a Data Warehouse and Visualizations, using Business Intelligence (BI) software (Contractor Cost is already approved)	\$340,000	\$162,500	\$400,000	\$902,500
CASE and CTC Online enhancements to improve user friendliness, security and data quality.	\$0	\$0	\$1,500,000	\$1,500,000
Security enhancement – Network System Security (This is needed for the above items)	\$200,000	\$0	\$0	\$200,000
Backup recovery system for all of the Commission’s critical applications to be hosted by CalTech (This is needed for the top two above items)	\$600,000	\$275,000		\$875,000
Total Cost of Items Over \$150,000				\$3,477,500

Because of the nature of the project and the tight time schedules required by the approved FSR, the \$150,000 limit on delegated authority limit may cause delays or cost increases in this project. Waiting up to two months for a Commission meeting to consider a contract is likely to have an adverse impact on the project’s schedule. The Commission needs to meet the schedule to ensure the project is completed within the two years funding available for the project. The necessary security enhancement for the network system security was offered for purchase to the Commission with a discount from \$250,000 to \$200,000 if the Commission entered into a contract by the end of September 2015. After consultation with the Chair and Vice-Chair, the Executive Director signed a purchase request to take advantage of this significant savings for the Commission. Staff recommends the Commission ratify this agreement. If the Commission does not wish to ratify the agreement, the contract for the security system will be cancelled prior to the delivery of the product, and the hardware will be reacquired later at a higher cost to the Commission. In addition, the business intelligence software required and approved for this project, Tableau was urgently needed to keep the schedule on track, so the software was purchased. Staff recommends the Commission also ratify this agreement.

Staff Request

In order to keep the project moving along with no delays, staff requests that the Commission delegate authority to the Executive Director to enter into agreements not to exceed the amounts in the items listed in Table 2. Staff also recommends the Commission retroactively approve the purchase of the Business Intelligence software and the security enhancement hardware.