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## Action

### *Fiscal Policy and Planning Committee*

#### **Approval of Contract Authority Over \$150,000 for Fiscal Year 2017-18**

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**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. This item presents an agreement that requires approval.

**Recommended Action:** Staff seeks approval for the Executive Director to execute the agreement as presented in this agenda item.

**Presenter:** Elizabeth Hambridge, Manager, Fiscal and Business Services

#### **Strategic Plan Goal**

##### ***IV. Operational Effectiveness***

- b) Align human and financial resources with Commission priorities and offer staff opportunities for development to maximize professional engagement and performance.
- c) Demonstrate professionalism and accountability for high standards of practice in all Commission operations.

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### **Introduction**

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. This item requests a delegation of contract authority to the Executive Director.

### **Background**

In 2005, the Commission on Teacher Credentialing (Commission) implemented the Teacher Credentialing Service Improvement Project, which is the credentialing system that the Commission uses today. This system was built using a customer relationship management software, Siebel, and the database used for the system is an Oracle database. Within the Streamline and Strengthen the Accreditation System project, the data warehouse, data dashboards and the Accreditation system are all built using Microsoft SQL for the databases. Aligning all of the Commission's systems onto one database platform improves the Commission's ability to support these systems and will provide ongoing cost savings for database licensing maintenance costs.

### **RFO Process**

The Commission plans to release a Request for Offers (RFO) this month seeking a contractor to complete the consolidation from an Oracle to Microsoft SQL database. The RFO will be posted publicly on the Commission's website and the Department of General Services California Electronic Procurement (Cal eProcure) website.

For those proposals received by the submission deadline, the Commission will review each proposal first for technical compliance with the instructions and completeness of the proposal in responding to all required information. Proposals that meet the initial technical compliance screening then be read by a team of Commission staff members and rated according to the scoring criteria provided in the RFO. This process of staff review is in accordance with provisions of the State Contract Code. The Commission is seeking to award the RFO in May 2018.

### **Database Consolidation Project**

This Database Consolidation RFO is not to exceed \$300,000. The new database licensing costs are estimated at \$10,000 per year which will bring the total project cost to \$310,000 (\$10,000 of the funding ongoing in nature). This project is planned to start as soon as a contract is awarded (approximately May 2018) and be completed prior to December 31, 2018.

### **Staff Recommendation**

Staff recommends the Commission approve the funding for an Oracle to Microsoft SQL data consolidation, not to exceed \$300,000, and delegate authority to the Executive Director to execute the contract once the RFO process has been completed and a contractor chosen.