November 20, 2017

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President

SUBJECT: Request to procure academic room scheduling and optimization software

Item Description

This item requests The District Board of Trustees to authorize the College to enter into a contract to purchase software to support academic room scheduling and optimization at a cost not exceeding $370,000 for an initial 5-year term.

Overview and Background

Virtually all of the student information systems (SIS) on the market, including our legacy system, Integrow, provide the basic ability to assign specific course sections to specific rooms at specific days and times. However, the process for doing so is frequently a cumbersome, manual process and, as a result, institutions have historically purchased software specifically designed to automate the process of academic room scheduling and to optimize the use of classroom space. Workday decided automatic room scheduling and room optimization is best provided by existing third-party companies and so the College is looking to procure such a product.

There are very specific technological requirements for a room scheduling and optimization product to work with Workday. In consultation with Workday we determined that there are three products on the market that can integrate with the Workday SIS (it turns out that these also happen to be the leading vendors in the room scheduling and optimization space). We have had initial web-based demonstrations of all three software products and, as a result, have narrowed the choice to two vendors. These two vendors are now in the process of providing on-campus demonstrations of their products.

As The District Board of Trustees does not meet in December, we are bringing this proposal to you in November. We expect to make a decision on the best product for the College by the end of November and to complete contracts before the end of this calendar year (which is something the vendors requested in order to provide the College with reduced pricing, and which will also meet the timeline for our Workday SIS implementation). We received quotations and are engaging in extensive pricing negotiations with each finalist to obtain the best product for the College at the lowest possible price. The amount requested, $370,000 for a 5-year term, represents the current cost of the higher of the two products.

Past Actions by the Board

None.

Funding/Financial Implications

This item is a part of the College's 2016-17 Technology Plan and will be procured per FDOE Rule 6A-14.0734(2)(g) for IT purchases. The source of funding will be restricted funds for the first year and the TCC operating budget for future years.

Staff Resource

Bret Ingerman, Feleccia Moore-Davis

Recommended Action

Authorize the College to enter into a contract to purchase software to support academic room scheduling and optimization at a total cost not exceeding $370,000 for an initial 5-year term.