

APPENDIX A

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 2, 2020

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 9 2020-2021 ANNUAL CONTRACTS AND CONSULTANTS

Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2020 through June 30, 2021, unless otherwise indicated.

Contracts for 2020-2021 have been thoroughly reviewed and evaluated by the end-users and approved by the Vice-Presidents as necessary to meet the Vision, Mission and Goals of the District. Additionally, before being presented to the Board for approval, these contracts have been carefully reviewed by the respective Vice-Presidents to ensure they are financially responsible. The following contracts are primarily renewals of existing contracts.

- A Academic Affairs/Contract Education/Community Education/Institutional Research
- B Construction/Facilities Services
- C Enrollment Development/International Education
- D Fiscal/Advocacy/ Government Relations and Institutional Communications
- E Human Resources/Personnel Commission
- F Information Technology
- G Legal Services
- H Marketing, Community Outreach, Recruitment and Web/Social Media
- I Public Information Office
- J Purchasing
- K Risk Management
- L Student Affairs

9-A ACADEMIC AFFAIRS

*Requested by: Patricia Burson, Interim Dean, Learning Resources
 Reggie Ellis, Athletic Director
 Erica LeBlanc, Dean of Academic Affairs
 Patricia G. Ramos, Dean, Workforce and Economic Development
 Scott Silverman, Associate Dean, Emeritus College
 Tammara Whitaker, Director, Online Services*

Approved by: Jennifer Merlic, Vice-President, Academic Affairs

FACILITIES FOR INSTRUCTION

Provider	Service	Amount	Funding Source
1. List of providers on file in the office of Academic Affairs	Off-campus facilities for credit and noncredit programs as needed when in-person instruction becomes possible.	Payment per class is authorized as stated on the list	2020-2021 Office of Academic Affairs
2. List of providers on file in the Health Sciences office	Affiliation agreements between the Santa Monica College and the providers for the use of health facilities by SMC students in connection with the District’s nursing program. The list is on file in the Health Sciences Office.	No charge to the District	2020-2021 District Budget/ Health Sciences
3 List of providers on file in the office of SMC Emeritus	Off-campus facilities for SMC Emeritus classes when in-person instruction becomes possible.	Payment per class is authorized as stated on the list	SMC Foundation – Emeritus account

SOFTWARE FOR INSTRUCTION

Provider	Service	Amount	Funding Source
4. Turnitin.com	Santa Monica Community College District will provide a plagiarism detection software owned by Turnitin.com	Not to exceed: \$70,000	2020-2021 District Budget (Lottery)

RECOMMENDATION NO. 9 **2020-2021 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

9-A ACADEMIC AFFAIRS *(continued)*

ATHLETICS

Provider	Service	Amount	Funding Source
5. Kaiser Permanente	Santa Monica Community College District will provide a learning environment conducive to educating the residents in the ACGME competency areas. This contract will be employed only when in-person athletics are allowed to resume.	Not to exceed: \$4,000	2020-2021 District Budget/ Athletics
6. WellnessMart.com	Provide athletic-related pre-participation physical exams for up to 150 student athletes during the academic year 2020-2021.	\$35.00 per physical Not to exceed \$3,500	2020-2021 District Budget/ Athletics
7. Presto Sports	Host the Athletics website: www.smccorsairs.com	Not to Exceed \$3,250	2020-2021 District Budget/ Athletics

DISTANCE EDUCATION

Provider	Service	Amount	Funding Source
8. Canvas/ Instructure	Course Management System (CMS) for District-wide use.	Current funding source is being supported through the CCCC OEI (Online Education Initiative). Cost to District: \$0 Actual dollar value of one-year Canvas contract: \$288,554	2020-2021 Academic Affairs

9-A ACADEMIC AFFAIRS *(continued)*LIBRARY VENDOR

Provider	Service	Amount	Funding Source
9. Yankee Book Peddler	Provider of library books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed \$50,000	2020-2021 California State Lottery Grant
10. CCLC (Community College Library Consortium)	Provider of Library Databases and Electronic Books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed \$200,000	2020-2021 California State Lottery Grant.

MALIBU CENTER

Provider	Service	Amount	Funding Source
11. SMMUSD Webster Elementary School	Reimbursement to SMMUSD for personnel services needed for SMC classes at Webster Elementary School	Not to exceed \$3,500 (Costs will not accrue until in-person instruction becomes possible)	2020-2021 District Malibu Center

9-A ACADEMIC AFFAIRS (continued)

WORKFORCE AND ECONOMIC DEVELOPMENT

Provider	Service	Amount	Funding Source
12. Economic Modeling Specialist International (Emsi)	Emsi to provide licenses for up to 10 authorized users for access to labor market data base. Applications include Analyst, Developer, Career Coach, Workforce Insight, Alumni Insight, Profile Analytics.	\$40,500	Perkins

WORK STUDY AGREEMENTS

Provider	Service	Amount	Funding Source
13. Work Study Agreements with the University of California Los Angeles, California State University Northridge and Loyola Marymount University.	These are renewal agreements that allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Peer tutors have worked in English, Social Science, Math, Modern Language, Science, and Supplemental Instruction.	(Costs will not accrue until in-person instruction becomes possible.) <u>UCLA</u> SMC's responsibility: 50 percent of total compensation paid to students. 15 percent administrative fees. A share of Worker's Compensation, Medicare expenses, and Unemployment insurance <u>CSUN</u> SMC's responsibility: 25 percent of total compensation paid to students. 20 percent administrative fees. <u>LMU</u> SMC's responsibility: 25% percent of total compensation paid to students.	2020-2021 Budget/ Academic Affairs (District's share)

9-A ACADEMIC AFFAIRS *(continued)*

CONTRACT EDUCATION

*Requested by: Sasha King, Director, Business Development,
Workforce & Economic Development Department*

Approved by: Jennifer Merlic, Vice-President, Academic Affairs

The contracts are needed to support infrastructure needs (e.g., the program’s web-based registration system and off-site locations) as well as content. For the contracts where no dollar amount is indicated, the amount is based on a percentage of the enrollment fees generated or real-time demand by clients for customized training programs.

Funding Source: Contracts for Contract Education are fully-funded by revenues generated through class enrollments and state funds to subsidize employee training programs based on performance.

Provider	Service
1. OMCP- Online Marketing Certified Professional	Agreement to provide prepaid OMCA Exam Vouchers for SMC Contract Education Students who complete Social Media Marketing Practitioner Certification through Market Motive. Not to exceed \$4,000/year
2. SimpliLearn	Agreement for online classes to be offered through SMC’s Contract Education Program in exchange for a percentage of the enrollment fees generated.
3. Education to Go	Agreement to offer online classes through SMC’s Contract Education program in exchange for a percentage of the enrollment fees generated.
4. CRM Learning	Purchase videos for Customer Service Academy curriculum through Contract Education
5. Complete Book.com	Purchase books for Customer Service Academy curriculum through Contract Education
6. NABCEP	Consultant service for delivery of seminars and courses for SMC Contract Education courses
7. International Optimum Solutions, LLC dba Kirkpatrick Enterprises International (KEI)	Agreement to provide specialized training to Employer Training Panel (ETP) clients. Classes in Manufacturing Skills, LEAN, Six Sigma, Continuous Improvement, Quality Control, and Business Silks are approved categories of training for ETP contractors. New courses in COVID response in various industry categories will be developed and implemented. Contract amount is contingent upon market response for remote learning.
8. Austin-Corp , Inc.	Agreement to provide specialized training to Employer Training Panel (ETP) clients. Classes in Manufacturing Skills, LEAN, Six Sigma, Continuous Improvement, Quality Control, and Business Silks are approved categories of training for ETP contractors. New courses in COVID response in various industry categories will be developed and implemented. Contract amount is contingent upon market response for remote learning.

RECOMMENDATION NO. 9 2020-2021 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

9-A ACADEMIC AFFAIRS *(continued)*

COMMUNITY EDUCATION

Requested by: Scott Silverman, Associate Dean, Emeritus

Approved by: Jennifer Merlic, Vice-President, Academic Affairs

The contracts are needed to support infrastructure needs (e.g., the program’s web-based registration system and off-site locations) as well as content. For the contracts where no dollar amount is indicated, the amount is based on a percentage of the enrollment fees generated.

Funding Source: Contracts for Community Education are fully-funded by revenues generated through class enrollments.

Provider	Service
1. Augusoft Inc.	Annual maintenance agreement for Lumens Software used by Community Education for online registration and Paypal for credit card transactions. Not to exceed \$20,000
2. AUMT Institute	Agreement to offer online and in-class courses through SMC’s Community Education program. A portion of the fees students pay for these classes will be revenue for Community Education, and the balance will go to AUMT. AUMT will provide Phlebotomy career training, including textbooks, supplies, materials and instructors. AUMT will dispose of waste per OSHA guidelines. Not to exceed \$20,000
3. Condensed Curriculum International (CCI)	Agreement to offer online and in class courses through SMC’s Community Education program in exchange for a percentage of the enrollment fees generated. CCI will provide the third party content, including textbooks, supplies, materials and instructors for both online and classroom based career training programs. Not to exceed \$10,000
4. Course Horse	Agreement to offer selected courses from Community Education on Course Horse’s website to serve as a marketing tool to increase enrollment and publicity for the program. Comment: Community Ed receives from CourseHorse a percentage of course fees only when students register through the Course Horse site. Community Education will utilize this site for a select few courses that need additional registration to meet the minimum to run.

9-A ACADEMIC AFFAIRS (continued)

COMMUNITY EDUCATION (continued)

Provider	Service
5. Distance Learning Company	Agreement for online classes to be offered through SMC’s Community Education Program in exchange for a percentage of the enrollment fees generated.
6. Education to Go	Agreement to offer online classes through SMC’s Community Education program in exchange for a percentage of the enrollment fees generated.
7. G. Bruce Smith	Agreement to provide publicity services and produce materials for content marketing for various social media and online outlets under the direction of the Program Coordinator. Not to exceed \$10,000
8. Institute of Reading Development	Agreement with the Institute of Reading Development for the rental of classroom space at Santa Monica College in exchange for a percentage of the enrollment fees generated. Comment: The Institute of Reading Development offers reading programs for children and adults. The program will be publicized in the Community and Contract Education schedule of classes and website; however, all enrollments are done through IRD
9. Learning Resources Network	LERN Yearly Membership \$800
10. SimpliLearn	Agreement for online classes to be offered through SMC’s Community Education Program in exchange for a percentage of the enrollment fees generated.
11. Southwest Printing	Printing services for all Community Education catalogs and mailers.
12. We Search Research	Editorial copywriting; information research and verifications Not to exceed \$5,500
13. West LA Extension	Agreement to offer joint community education classes through SMC’s Community Education program in exchange for a percentage of the enrollment fees charged.
14. SMC Bookstore	Purchase books and stationery for Community Education courses.
15. List of providers on file in the Office of Community Education	Payment for delivery of seminars and courses for SMC Community Education courses. Payment per class is authorized as stated on the list.

9-A ACADEMIC AFFAIRS *(continued)*

INSTITUTIONAL RESEARCH

Requested by: Hannah Lawler, Dean, Institutional Research

Approved by: Jennifer Merlic, Vice-President, Academic Affairs

Provider	Service	Amount	Funding Source
1. Chancellor’s Office of the California Community Colleges (COCCC)	To facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK). Enables online submission of mandatory reporting.	\$5,900	2020-2021 District Budget/ Institutional Research
2. Survey Gizmo	Web-based survey tool service.	\$7,500	2020-2021 District Budget/ Institutional Research
3. Tableau	Data visualization software annual single license	Not to exceed \$1,000	Student Equity and Achievement Program
4. Precision Campus	Data reporting software maintenance support	Not to exceed \$30,000	Student Equity and Achievement Program

9-B CONSTRUCTION/FACILITIES SERVICES

Requested by: John Greenlee, Director of Facilities Finance

Charlie Yen, Director of Facilities Planning

Approved by: Chris Bonvenuto, Chief Director, Business Services

The following one-year agreements for Construction/Facilities Services are all renewals of existing contracts for services.

Provider	Services	Amount	Funding Source
1. ARC	Reprographic Services for large format building plans and construction documents	Not to exceed \$85,000	State Construction Grants/Measure S, AA, V and District Capital Funds
2. Hilltop Securities Inc.	Provide continue disclosure and post-issuance compliance services for all general obligation bonds and Certificates of Participation as required by the Securities and Exchange Commission (SEC).	Not to exceed \$20,000	Measure V, S, AA and District Capital Funds
3. KNN	Provide financial advisory for general obligation bonds and Certificates of Participation to the District.	Not to exceed \$25,000	Measure V, S, AA and District Capital Funds
4. Foundation for California Community Colleges	Annual license fee for state facilities planning program (FUSION)	Not to exceed \$25,000	District Capital Funds
5. Chris Nelson & Associates, Inc.	Provide boundary determination, ALTA/ASCM land title matters, aerial photogrammetric mapping, topography, underground utilities position and alignment, and construction control survey for the District's construction projects.	Not to exceed \$50,000	Measure V, S, AA and District Capital Funds

RECOMMENDATION NO. 9 **2020-2021 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

9-B CONSTRUCTION/FACILITIES SERVICES *(continued)*

Provider	Services	Amount	Funding Source
6. Buss-Shelger Associates	Property appraisal services	Appraisal services not to exceed \$10,000 plus reimbursable expenses and any additional services not to exceed \$250 per hour	Measure V and District Capital Funds
7. Tom Erickson	Property appraisal services	Appraisal services not to exceed \$10,000 plus reimbursable expenses	Measure V and District Capital Funds
8. YNL Architects	The consultant will provide support for various Local and State funded projects, constructability evaluation, field observation and documentation, and DSA process	\$105 per hour not to exceed \$210,000, plus up to \$2,500 in reimbursable expenses	Measure V, S, AA and District Capital Funds
9. ALMA Strategies	The consultant will provide Capital Outlay Planning, Facilities Planning and Space Utilization Services	\$80 - \$195 per hour not to exceed \$100,000, plus up to \$3,500 in reimbursable expenses	District Capital Funds
10. CCS, Closeout Certification Services Corp.	The consultant will provide DSA Closeout and Certification Consulting Services	\$80 -\$200 per hour, up to \$600 -\$ 750 per report plus reimbursable expenses.	District Capital Funds

9-B CONSTRUCTION/FACILITIES SERVICES *(continued)*

The following two-year agreements for Construction/Facilities Services are renewals of existing contracts for the following projects: Malibu Campus, Early Childhood Lab School, Student Services Building, Art Complex, and Math and Science building.

Provider	Services	Amount	Funding Source
1. Group Delta Consultants Inc.	The consultant will provide soil compaction / masonry / aggregate / mortar /welding / asphalt material testing Services	\$95 to \$245 per hour, and up to \$900 per report, plus reimbursable expenses and test reports.	Measure V, S, AA and District Capital Outlay Fund
2. Geolabs Westlake Village	Geotechnical Services	\$87.5 to \$194 per hour, Special Tests \$34 to \$4,000 per test and up to \$550 per report, plus reimbursable expenses and test reports.	State Construction Grants/Measure AA, V or S/District Capital Fund

The following new two-year agreements are for Construction/Facilities Services contracts for the following projects: Malibu Campus, Art Complex, and Math and Science building.

Provider	Services	Amount	Funding Source
1. TK1SC	The consultant will provide professional Whole Building Commissioning (WBCx) and Retro Commissioning (RCx) and BIM Services for High Performance Buildings.	\$95 to \$250 per hour, and up to \$900 per report, plus reimbursable expenses and test reports.	Measure V, S, AA and District Capital Outlay Fund

9-C ENROLLMENT DEVELOPMENT

*Requested by: Tracie Hunter, Associate Dean, Financial Aid/Scholarships
 Pressian Nicolov, Dean, International Education
 Delores Raveling, Dean, First Year Programs
 Esau Tovar, Dean, Enrollment Services
 Deirdre Weaver, Director, Student and Alumni Relations*

Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

Provider	Service	Amount	Funding Source
1. GeckoEngage	Licensing of GeckoEngage “Talk” and “Capture” modules to support outbound call center focused on student onboarding and ongoing call campaigns, and tracking of prospective students via web and at recruitment events held by SMC Outreach (e.g., high schools, college fairs).	Not to exceed \$30,000 No cost increase over previous year	Student Equity and Achievement Program
2. Credentials Solutions	The company will provide services for the online ordering and electronic processing of transcripts. This is an optional service for students.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
3. National Student Clearinghouse	The company will provide services for the automated processing of enrollment and degree verifications.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
4. Viatron	Imaging software and electronic forms maintenance agreement	Not to Exceed \$35,000	Student Equity and Achievement Program, Financial Aid, and International Education Center
5. CCC Technology Center	Participation in the use/licensing of CCCApply (online admission application)	No cost to the District.	No Cost

9-C ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
6. Civitas Learning Inc.	Licensing of the company's "Schedule Planner" application used by students and staff to design best-fit course schedules.	<p>\$24,000 for annual license; plus up to \$6,000 in customizations that may be requested to add a shopping cart from which students may enroll directly to classes.</p> <p>Note: The base price will increase by \$4,000 following the expiration of our 3-year contract. Vendor cites current pricing and product roadmap enhancements as reasons for increased cost.</p>	Student Equity and Achievement Program
7. Hyland	<p>Software maintenance and support of Perceptive Intelligent Capture for Transcripts.</p> <p>Given the need by SMC IT to upgrade SMC users to the latest operating system, and the fact older operating systems will no longer be supported by Microsoft, an upgrade to the latest Perceptive Intelligent Capture for software is required.</p>	Not to exceed \$33000	Student Equity and Achievement Program

9-C ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
8. TargetX	Software maintenance and support for CRM platform.	Not to exceed \$90,000	Student Equity and Achievement Program
9. Salesforce Foundation	Software maintenance and support—Enterprise Edition.	Not to exceed \$26,000	Student Equity and Achievement Program
10. Blackboard ConnectEd	Blackboard Connect basic service (Emergency, Attendance, Outreach) 24x7x365 Support: Unlimited for 36,000 units	Not to exceed \$62,000	2020-2021 District Budget/ Enrollment Development
11. Screen Magic	Software license, maintenance, support, and 2-way SMS messaging service through TargetX—Enterprise Edition	Not to exceed \$16,000	Student Equity and Achievement Program
12. QLess Inc.	Annual license fee, maintenance, and support. QLess allows the college to manage virtual lines at select student services areas such as Assessment Center and Counseling	Not to exceed \$35,000 Includes software and support No cost increase over previous year	Student Equity and Achievement Program
13. College Source	Annual contract to College Source's Transfer Evaluation System utilized by counselors and evaluators to evaluate external coursework	Not to exceed \$11,000	Student Equity and Achievement Program
14. Ellucian Company L.P.	Banner Annual Maintenance/ Software License, including Needs Analysis for 2019-2020	\$43,332	2020-2021 BFAP
15. Ellucian Company L.P.	Banner Financial Aid Remote consulting services	Not to exceed \$7,200 (40 hours at \$180/hr.)	2020-2021 District Budget/ Financial Aid

9-C ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
16. Ellucian Company L.P.	Banner 9 project management	Not to exceed \$4,500 (25 hours at \$180/hr.)	2020-2021 BFAP
17. Ellucian Company L.P.	UC4 Applications Manager by Automatic: Annual license Fee	\$18,316	2020-2021 BFAP
18. Ellucian Company L.P.	Financial Aid FM Need Analysis license fee for award year 2018-2019	\$6,481	2020-2021 BFAP
19. Campus Logic	Student forms, Award Letter/Campus Communicator, Scholarship Universe Processing software	\$213,000. (\$71,000 will be charged to 21-22 BFAP budget)	2020-2021 BFAP/Technology
20. NextGen Web Solutions	Licensing of Dynamic Forms cloud-based software for use in developing and capturing electronics forms that are fully ADA and Section 508 compliant. Includes multiple approval workflows. 20 hours of professional services. Software replaces Formatta forms that was included as part of the Viatron contract but no longer meets SMC needs.	Total Cost Year 1: \$12,000 Year 2: \$9,000 Year 3: \$9,000	Student Equity and Achievement Program
21. Work Study Agreement with Santa Monica-Malibu Unified School District.	SMCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is \$15 per hour, which will be the current rate of pay for student workers, as of July 1, 2020	Federal Work Study Program
22. SHI International	Red Hat Enterprise Linux for Virtual Datacenters	\$12,335.57	2020-2021 BFAP
23. GT Software	NetCobol for Linux x64 Enterprise	\$1,496	2020-2021 BFAP
24. Relation Insurance Services Education, Inc.	Accident/Illness insurance for F-1 visa students (mandatory) and domestic students (optional), including on-campus training for students and staff, support in providing healthcare and coverage to students.	No cost to the District. Students will pay \$170 per month for insurance coverage.	Student Insurance Fees

RECOMMENDATION NO. 9 2020-2021 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

9-C ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
25. International Education Advising Centers (A full list of Educational Advising partners is available in IEC)	Introduce SMC to prospective students, hold college fairs, arrange seminars for visiting SMC staff to meet prospective students, help prepare applications, collect and remit fees from students to SMC.	The total for educational advising contracts not to exceed \$750,000 (one-time costs of \$1,000- \$2,000 per enrolled student in good standing)	2020-2021 District Budget/ International Education
26. iXplore University (renewal)	e-brochure/web advertisement	\$9,850	2020-2021 District Budget/ International Education
27. Study in the USA (renewal)	Web ads/profiles	\$9,224	2020-2021 District Budget/ International Education
28. ISSM (Ellucian) (Renewal)	Document Management/ Services Integration	\$,6800	2020-2021 District Budget/ International Education
29. People Grove	Description: Digital mentoring network platform that provides access to private online skill share and mentoring that connects current and future alumni with prospective students and applicants. Platform connects members/future alumni for mentoring and networking career development opportunities through integration with leading social networks.	Not to exceed \$18,500	2020-2021 District/ Campus and Alumni Relations

9-D FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS

*Requested by: Kim Tran, Chief Director, Business Services
 Don Girard, Senior Director, Government Relations/Institutional Communications
 John Greenlee, Director of Facilities Finance
 Sherri Lee-Lewis, Vice-President, Human Resources*

Approved by: Chris Bonvenuto, Vice-President, Business/Administration

The following contracts for Fiscal/Advocacy are all renewals of existing contracts.

Provider	Service	Amount	Funding Source
1. Bond Logistix	Perform arbitrage rebate calculations and private use compliance calculations. Issue arbitrage rebate reports and private usage reports on all general obligation bonds and Certificates of Participation as required by the Internal Revenue Service.	Not to exceed \$15,000 per calculation/report	Measure S, U, AA, V, and the Capital Outlay Fund
2. Los Angeles County Office of Education	PeopleSoft Financial System and HRS System; i.e., general ledger, accounts payable, employee database, inventory, purchasing, 1099 reporting, payroll, retirements, PC budget, training and downloadable reports. Also includes Year 3 implementation fees for the new enterprise resource planning system to replace PeopleSoft and HRS.	Not to exceed \$600,000	2020-2021 District/Fiscal Services Budget
3. Eide Bailly LLP (formerly Valvrenek, Trine, Day & Co.)	Audit of District basic operations, grants, federal financial aid programs, radio station for the Corporation of Public Broadcasting	Not to exceed \$126,000 plus reimbursable expenses	2020-2021 District/ Board of Trustees Budget
4. Chavez Shimasaki Strategic Education Services (SES)	Lobbying and advocacy services on budget issues, legislation affecting the District, focusing on SCFF issues before the CCC Chancellor’s Office and Board of Governors, and represent the District with the Governor’s Office, and other state agencies that work with postsecondary educational institutions.	Not to exceed \$137,000 plus expenses Reflects full year cost for advocacy related to SCFF, 20-21 state budget, and other legislative priorities	2020-2021 District/ Board of Trustees Budget

RECOMMENDATION NO. 9 2020-2021 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

9-D FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS *(continued)*

Provider	Service	Amount	Funding Source
5. School Services of California, Inc.	Provide current resources in the form of bi-weekly updates on State financial and legislative matters, to assist the District with budget and cash flow analysis and projection. Includes 15 hours of business research and planning services.	Not to exceed \$7,500 plus expenses	2020-2021 District Business Administration Budget
6. Urban Dimensions <i>(Dennis Zane)</i>	Urban Dimensions will continue to provide advocacy to identify additional transportation funds at state and federal levels; and assist the college with business activities and relations with the City of Santa Monica and other governmental agencies.	Not to exceed \$55,000	2020-2021 District Transportation Budget
7. The California Statewide Delinquent Tax Finance Authority	This is a joint powers authority that finances delinquent taxes owed allowing for the District to receive the revenue from those taxes before they are collected from the taxpayer.	Fees are paid from the financing of the taxes and are not passed on to the District	Fees are paid from the financing of the taxes and are not passed on to the District
8. Total Compensation Systems, Inc.	Actuarial services related to retiree benefit liability calculations as required by GASB 45/74/75.	Not to exceed \$21,500 per report including on site presentations if necessary.	2020-2021 District/Fiscal Services Budget
9. Navex Global	In accordance with Board Policy 6116, Navex Global will maintain a Fraud Alert Hotline which utilizing both phone access and a website provides an anonymous reporting system.	Not to exceed \$10,000	2020-2021 District/Fiscal Services Budget
10. Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,500	2020-2021 Auxiliary Budget

9-E HUMAN RESOURCES/PERSONNEL COMMISSION

*Requested by: Tre'Shawn Hall-Baker, Dean, Human Resources
Carol Long, Director of Classified Personnel*

Approved by: Sherri Lee-Lewis, Vice-President, Human Resources

Provider	Service	Amount	Funding Source
1. Dr. Gina Gallivan (aka: Psychological Consulting Services, Inc.)	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test; Provide Fitness for Duty examinations for Police Officers if necessary. [Licensed Clinical Psychologist, Board Certified in Police and Public Safety Psychology since August 1998.]	Pre-employment \$450 per candidate; Fitness for Duty: \$400/hour (4-5 hours) includes interview, testing, follow-up calls, report if necessary; Debriefing \$350/hour per event (individual or group); Telephone consultation: \$350/hour or \$450/hour (9pm-5am). Not to exceed \$3,000	2020-2021 District Budget/ Human Resources
2. Dr. Paul Lane, Ph.D.	Psychological fitness for duty testing on designated employees (not Police Officer candidates) as directed by the Office of Human Resources; Results of tests and recommendations for fitness for duty based on testing to be transmitted to the VP of HR within two (2) weeks of the final testing session of each designated employee.	\$220 per hour for testing and reports. Not to exceed \$3,500	2020-2021 District Budget/ Human Resources
3. Los Angeles County of Education (LACOE)	Employee Assistance program (EASE) for eligible Santa Monica College employees. (Service is free to employees)	\$10,200	2020-2021 District Budget/ Human Resources

9-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
4. NEOGOV	<p>1. Upgraded software of fully hosted basis to automate the acceptance and processing of academic employment applications; will allow tracking of faculty and academic administrator recruitment, facilitate real time reporting to assist in attaining EEO and diversity goals.</p> <p>2. Renewal for annual Insight Enterprise Software licensing and related services for Personnel Commission classified online applicant tracking system</p>	<p>1. \$25,853 Annual Maintenance Fee</p> <p>2. \$10,473 Annual Maintenance Fee</p>	<p>1. 2020-2021 District Budget/ Human Resources</p> <p>2. 2020-2021 District Budget/ Personnel Commission</p>
5. SCCCD ERC (Liebert Cassidy Whitmore)	Southern California Community College Districts Employment Relations Consortium – training workshops to member institutions.	Not to exceed \$3,800	2020-2021 District Budget/ Human Resources
6. Idemia ((formerly MorphoTrust/ Identix, Inc.))	Annual Maintenance of LiveScan Fingerprinting System in use of Campus Police	\$1,599	2020-2021 District Budget/ Human Resources
7. Brentview Medical Clinic	<p>1. Provide Chest X-rays to current District employees who evidence positive TB test result as required by law.</p> <p>2. Provide full service consulting with regard to job-related employee examinations including but not limited to return to work and fitness for duty examinations</p>	<p>1. X-rays to be charged at \$50.00 per employee.</p> <p>Not to exceed \$3,500</p> <p>2. Fitness for duty exams @ \$600 max per exam</p> <p>Not to exceed \$8,000</p>	2020-2021 District Budget/ Human Resources

RECOMMENDATION NO. 9 2020-2021 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

9-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
8. Keenan and Associates	Keenan and Associates will act as Broker in securing one or more group annuity contracts for District’s Health Reimbursement Accounts (for the management group and the classified group); conduct periodic meetings to review the status of its HRA; inform the District of any changes affecting the program, assist the District with the implementation of the HRA; provide on-going consultation to District with respect to the HRA.	The carrier shall pay a renewal commission of 0.75% on the deposits, and an “asset trailer” of 0.9% accumulated assets in the group annuity contract. Keenan and MidAmerica shall receive half of the total commissions paid by the annuity carrier. Keenan shall also receive \$2.00 per active employee per quarter of the Administrative Fee (\$7.00 per active Employee per quarter) paid by the District to MidAmerica.	2020-2021 District Budget/ Human Resources
9. MidAmerica Administrative Solutions, Inc.	MidAmerica, is the exclusive provider of administrative services and technical support for the Keenan HRA Program. The District engaged MidAmerica to provide technical support and administrative services in conjunction with its HRA Program.	Administrative Fee: \$7.00 per active Employment per quarter. Quarterly Distribution Fee: \$7.00 for each claim processed up to an annual maximum of\$42.00. (All fees paid by the employer) and shall continue year to year thereafter unless and until terminated by either party upon written notice. Not to exceed: \$5,000	2020-2021 District Budget/ Human Resources

9-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
10. Total Recall Captioning	The consultant will provide for a designated class a team of two Service Providers capable of providing real time captioning services to faculty.	Not to exceed \$3,000 On-site Teamed Service Provider -\$160/hour. On-site Single Service Provider - \$60/hour. Remove Services: \$75/hour	2020-2021 Human Resources/ ADA Accommodation
11. Sign Up Interpreting	Provides Sign Language Interpreting services for deaf and/or hard of hearing faculty and staff	Not to exceed \$3,000 Individual services - \$72/hr Team Rate: \$144/hr Final annual renewal of existing contract terminating June 30, 2021	2020-2021 Human Resources/ ADA Accommodation
12. First Pacific Exchange (dba Navigate HCR)	Navigate HCR ("NHCR") is the developer and exclusive owner of an Affordable Care Act ("ACA") management information system known as HCR Toolbox. This software system will enable the District to track payroll, HRIS, time and attendance as well as benefits administration and is designed to comply with current and subsequent regulations of the ACA.	Not to exceed \$3,000	2020-2021 District Budget/ Human Resources
13. Ad Club	An agency providing assistance in placing academic recruitment postings online in Equal Employment Opportunity focused online sites.	Not to exceed \$34,000	2020-2021 District Budget/ Human Resources

9-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
14. SchoolsFirst Federal Credit Union ("FCU")	SchoolsFirst FCU is the Third Party Administrator (TPA) for the administration, education and compliance reporting of the SMC District's employees' 403b retirement savings and 457b deferred compensation programs.	Zero cost to either the district or employee for any portion of the administrative fees.	2020-2021 District Budget/ Human Resources (Not applicable)
15. Ameriflex/ Colonial Life Insurance	Administration of the flexible spending account ("FSA") also known as the Section 125 account. Colonial Life offers to district employees voluntary insurance policies including but not limited to supplemental life, cancer, accident, disability coverage, etc.	Zero cost to either the District or employee for any portion of the Section 125 FSA administration charges. Other insurance policies (except for the District's life insurance policy of \$50,000 per employee) are voluntary and employee paid	2020-2021 District Budget/ Human Resources (not applicable)
16. Peace Over Violence	Provides sexual & domestic violence prevention and intervention education services to students and employees of SMC who are victims of domestic violence/sexual assault, including training (i.e., bystander intervention, peer education, trauma-informed training, sexual/domestic violence prevention)	Zero cost to either the district or employee	2020-2021 District Budget/ Human Resources (No funding required)

9-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
17. Rape Treatment Center at Santa Monica-UCLA Medical Center	Provides trauma informed services to students and employees of SMC who are victims of sexual violence, and to enhance the overall response to sexual assault at SMC. An MOU is established to meet the statutory requirements of AB 1433 (Gatto, 2014) and to promote compliance with state and federal laws related to these issues. Services include prevention education training (i.e., bystander intervention, peer education, trauma-informed training, sexual/domestic violence prevention).	Zero cost to either the district or employee	2020-2021 District Budget/ Human Resources (No funding required)
18. Center for Pacific Asian Family	Provides services to students and employees of SMC who are victims of domestic violence/sexual assault within the Asian and Pacific Islander communities, including training (i.e., bystander intervention, peer education, trauma-informed training, sexual/domestic violence prevention)	Zero cost to either the district or employee	2020-2021 District Budget/ Human Resources (No funding required)
19. Sojourn	Provides crisis intervention, peer counseling, resource referral, and advocacy services through Sojourn's 24/7 hotline, and will serve victims in their crisis shelter, second-stage shelter, support groups, legal and social services clinics, to students and employees of SMC who are victims of sexual violence.	Zero cost to either the district or employee	2020-2021 District Budget/ Human Resources (No funding required)

RECOMMENDATION NO. 9 **2020-2021 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

9-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
20. Biddle Consulting Group	OPAC software for computer skills testing; plus maintenance renewal, unlimited toll-free phone support, user's group web site, and free automatic software upgrades	\$859	2020-2021 District Budget/ Personnel Commission
21. CODESP	Online service which provides hiring assessment tools, including written test and performance test items	\$2,400	2020-2021 District Budget/ Personnel Commission
22. Liebert, Cassidy, Whitmore	Personnel training, advice	\$190 to \$295 per hour for attorney services; \$75 to \$150 per hour for paralegal services; plus expenses	2020-2021 District Budget/ Human Resources/ Personnel Commission

9-F INFORMATION TECHNOLOGY

Requested by: Information Technology Team

Approved by: Marc Drescher, Chief Director of Information Technology

Provider	Service	Amount	Funding Source
1. City of Santa Monica	Santa Monica City Co-Location agreement for 3 locations (lease agreement).	\$45,000	2020-2021 District Budget/ Information Technology
2. City of Santa Monica	Santa Monica City maintained Wide Area Network (iNet) network equipment (maintenance)	\$6,048	2020-2021 District Budget/ Information Technology
3. City of Santa Monica	Access to Santa Monica City owned high-speed data network to connect SMC campuses with the main SMC campus (lease agreement)	\$54,760	2020-2021 District Budget/ Information Technology
4. SHI / Cisco SmartNet	Annual Network technical support & maintenance	\$ 199,600	2020-2021 District Budget/ Information Technology
5. Hewlett Packard Enterprise Co	Annual campus Maintenance agreement.	\$93,00	2020-2021 District Budget/ Information Technology
6. CDW-G	VEEAM – Annual renewal of server backup and recovery software licensing for VMware virtual servers (software license and support agreement).	Not to exceed \$30,000	2020-2021 District Budget/ Information Technology
7. Computerland	Microsoft Campus Agreement/ Desktop for Education	\$160,000	2020-2021 District Budget/ Information Technology
8. Computerland	Adobe ETLA Campus Agreement/ Creative Cloud	\$90,000	2020-2021 District Budget/ Information Technology
9. Oracle	Oracle Enterprise Edition Annual Support/Maintenance Agreement	\$204,945	2020-2021 District Budget/ Information Technology

9-G LEGAL SERVICES

*Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
 Sherri Lee-Lewis, Interim Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Charlie Yen, Director, Facilities Planning
 John Greenlee, Director of Facilities Finance*

Approved by: Kathryn E. Jeffery, Superintendent/President

The following contracts for Legal Services are all renewals of existing contracts and services. The District uses the legal firms for personnel, facilities, fiscal issues; bond counsel, risk management, and legal services required by the Board on an as-needed basis.

Provider	Service	Amount	Funding Source
1. Harding, Larmore, Kutcher and Kozal	Municipal, land use and CEQA issues	\$200 to \$395 per hour plus expenses	2020-2021 Business and Administration Capital Outlay Fund Bond Measures AA, V and S funds
2. Norton Rose Fulbright US, LLP	1) Provide legal services associated with real property acquisition and Joint Powers Authority (JPA) agreement between the District and the City of Malibu, (2) Provide bond and disclosure counsel services relating to bonds and debt obligations (3) Provide legal counsel for facilities contract related issues.	\$225 to \$700 per hour, plus reimbursement of actual and necessary expenses	2020-2021 Business and Administration Budget; Bond Measures AA, V and S funds; District Capital Outlay Funds
3. Fagen Friedman & Fulfrost	Provide legal advice and representation principally in the area of labor-management issues.	\$150 to \$290 per hour, plus costs and expenses in performing legal services.	2020-2021 District Budget/Business and Administration

RECOMMENDATION NO. 9 2020-2021 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

9-G LEGAL SERVICES *(continued)*

Provider	Service	Amount	Funding Source
4. Newman, Aaronson, Vanaman LLP	Robert Myers of Newman Aaronson Vanaman is providing the services of campus counsel. The responsibilities of campus counsel include coordinating of all litigation against the College, overseeing regulatory compliance, coordinating and reducing all outside legal services, and providing legal services determined by the Superintendent/ President or her designee to reduce legal exposure and liability.	\$100 to \$375 per hour plus expenses	2020-2021 Business and Administration Capital Outlay Fund Bond Measures AA, V and S funds
5. LPI, Inc.	Provide litigation support for construction and architectural claims related to College construction projects	\$80 to \$175 per hour plus expenses \$36,000 for one year of hosting of construction management database	Capital Outlay Found Bond Measures AA, V and S funds

9-H MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA

Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications

Approved by: Kathryn E. Jeffery, Superintendent/President

The following contracts for Marketing, Community Outreach, Recruitment and Web and Social Media, are predominately renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. Univision	Fall 2020, Winter 2021 Spring 2021 and Summer 2021, radio and digital advertising, and internet/text messaging for student recruitment	Not to exceed \$200,000	2020-2021 Marketing Budget
2. Entercom: KROQ & KAMP radio	Fall 2020, Spring 2021, Summer 2021 radio and digital advertising, and internet/text messaging for student recruitment	Not to exceed \$200,000	2020-2021 Marketing Budget
3. KPWR 105.9 FM Radio	Fall 2020, Spring 2021, Summer 2021 radio and digital advertising and internet/text messaging for student recruitment	Not to exceed \$150,000	2020-2021 Marketing Budget
4. iHeartMedia KIIS 102.7 FM Radio	Fall 2020, Spring 2021, Summer 2021 radio and digital advertising and internet/text messaging for student recruitment	Not to exceed \$130,000	2020-2021 Marketing Budget
5. Vector Media for Big Blue Bus Revised Jan 2020	2020-2021 outdoor advertising for student recruitment (Vector Media is the provider for the Big Blue Bus)	Not to exceed \$156,000	2020-2021 Marketing Budget
6. Outfront Media	2020-2021 outdoor advertising for student recruitment (Outfront Media is the provider for the MTA bus system)	Not to exceed \$150,000	2020-2021 Marketing Budget

9-H MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA *(continued)*

Provider	Service	Amount	Funding Source
7. Intersection	2020-2021 outdoor advertising for student recruitment (Intersection is the provider for the Metro Expo Line)	Not to exceed \$76,100	2020-2021 Marketing Budget
8. Santa Monica Daily Press	2020-2021 print & digital advertising for college advancement; student recruitment, and community outreach	Not to exceed \$34,200	2020-2021 Marketing Budget
9. Surf Santa Monica.com	2020-2021 digital advertising for student recruitment	Not to exceed \$12,500	2020-2021 Marketing Budget
10. Strickbine Publishing for Argonaut	2020-2021 print advertising for student recruitment (Strickbine Publishing is the parent company for Argonaut)	Not to Exceed \$13,500	2020-2021 Marketing Budget
11. Malibu Times	2020-2021 print advertising for student recruitment	Not to Exceed \$6,000	2020-2021 Marketing Budget
12. La Opinión newspaper	2020-2021 print advertising for student recruitment	Not to exceed \$15,000	2020-2021 Marketing Budget
13. Los Angeles Sentinel	2020-2021 print advertising for student recruitment	Not to exceed \$5,000	2020-2021 Marketing Budget
14. Hoy! (property of Los Angeles Times)	2020-2021 print digital advertising for college advancement, student recruitment, and community outreach.	Not to Exceed \$28,000	2020-2021 Marketing Budget
15. Mirror Media: Santa Monica Mirror	2020-2021 print & digital advertising for student recruitment	Not to Exceed \$21,600	2020-2021 Marketing Budget
16. UCLA Student Media	2020-2021 print & digital advertising for student recruitment	Not to Exceed \$12,000	2020-2021 Marketing Budget
17. Ploughshares	2020-2021 print advertising for student recruitment	Not to Exceed \$1,260	2020-2021 Marketing Budget
19. Poets & Writers	2020-2021 print advertising for student recruitment	Not to Exceed \$4,590	2020-2021 Marketing Budget

9-H MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA *(continued)*

Provider	Service	Amount	Funding Source
20. We Search Research	Editorial copywriting; information research & verification for schedule of classes and college catalog; comprehensive review and rewriting for SMC webpages	Not to exceed \$38,500 plus reimbursable expenses	2020-2021 Marketing Budget and 2020-2021 Web & Social Media Budget
21. Randy Bellous Productions	Media services (Brochure and website photography, including pre-production and art direction)	Not to exceed \$15,000 plus reimbursable expenses not to exceed \$1,250	2020-2021 Marketing Budget
22. SantaMonica Closeup.com <i>(Fabian Lewkowicz)</i>	Media services (Brochure and website photography, including pre-production and art direction)	Not to exceed \$5,000 plus reimbursable expenses up to -\$250	2020-2021 Marketing Budget
23. Benjamin Gibbs Photography	Photography services to create library of SMC digital images for marketing and recruitment. Includes pre- and post-production and art direction.	July 1, 2020 – June 30, 2021 Not to exceed \$15,000	2020-2021 Marketing Budget
24. Amy Williams Photography	Photography services to create library of SMC digital images for marketing and recruitment. Includes pre- and post-production and art direction.	July 1, 2020 – June 30, 2021 Not to exceed \$3,000	2020-2021 Marketing Budget
25. Susan L. Wampler Communications	Consultant will provide copyediting and writing support for International View book	July 1, 2020 – August 31, 2021 Not to exceed \$6,000	2020-2021 Marketing Budget
26. Golden Cane Advertising <i>(Gregg Lewis)</i>	Advertising services (outdoor and print production and placement; electronic media production and supervision; strategic and creative direction; copywriting); online design and branding for institutional advancement (alumni)	Not to exceed \$82,800 no reimbursable expenses	2020-2021 Marketing Budget

9-H MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA *(continued)*

Provider	Service	Amount	Funding Source
27. Theo Jemison	2021 graduation webcast, photo booth, and highlight video services, for alumni development	Not to exceed \$38,000 plus reimbursable expenses	2020-2021 Marketing Budget
28. Andes Translations	Consultant will translate published articles in Spanish publications from Spanish to English, for the Public Information Office and for dissemination to the campus and external community.	Not to exceed \$500	2020-2021 Community and Academic Relations (100%)
29. RDW: OmniUpdate	Annual support for licenses, support, hosting, and modules in agreement of redesigned college website.	Year 3 of 5-year annual maintenance service cost of \$52,000 per year Dec 1, 2018 – Nov 30,2023	2020-2021 Web & Social Media Budget
30. Google, Spotify Facebook/ Instagram, Flickr Snapchat, TikTok and related social media channels.	2020-2021 web advertising (search) for student recruitment. To be split among social media channels	Not to exceed \$126,000	2020-2021 Web & Social Media Budget
31. Andrew Tonkovich	2020-2021 editorial, publicity and related professional services to produce Santa Monica Review twice yearly	Not to exceed \$9,500 plus reimbursable expenses	2020-2021 Auxiliary Budget, Santa Monica Review Program Revenues
32. Douglas Wadle	Maintenance, programming and significant updates to EMS platform to reflect COVID-19 restrictions and SMC policies. Includes Outlook configuration and training of faculty & staff	Not to exceed \$21,000, including Outlook integration, plus reimbursable expenses	2020-2021 Auxiliary Budget, SMC Performing Arts Center Program Revenues
33. Karriann Hinds	2020-2021 Community Outreach for the SMC Public Policy Institute to Los Angeles based agencies and organizations; support activities for capacity building	Not to Exceed \$10,000	2020-2021 Public Policy Institute Budget

9-I PUBLIC INFORMATION OFFICE*Requested by: Grace Smith, Public Information Officer**Approved by: Dr. Kathryn E. Jeffery, Superintendent/President*

Provider/Contract	Service	Amount	Funding Source
1. Amy Williams Photography	Consultant will provide photography services to support news releases, newsletters and other digital/print marketing content for Public Information Office. Includes pre- and post-production and art direction.	Not to exceed \$3,500	Public Affairs, District Budget (100%)
2. We Search Research	Consultant will provide year-round copywriting and research support for Public Information Office to highlight College events and initiatives, as well as editorial support for institution-wide publicity materials and institutional communications collateral.	Not to exceed \$11,000	Public Affairs, District Budget (100%)
3 Andrew Boone Photography	Consultant will provide photography services to support news releases, newsletters and other digital/print marketing content. Includes pre- and post-production and art direction.	Not to exceed \$3,000	Public Affairs, District Budget (100%)
4. Susan L. Wampler Communications	Consultant will provide copyediting and writing support for news, features, profiles, and brochures to be used across a number of communication channels for enrollment, brand management and marketing of college programs.	Not to exceed \$9,000	Public Affairs, District Budget (100%)
5. Diane Krieger Communications LLC	Consultant with vast PR and feature writing experience will provide support in developing PR and marketing communications collateral including articles and brochures for a student and community audience.	Not to exceed \$6,950	Public Affairs, District Budget (100%)

RECOMMENDATION NO. 9 **2020-2021 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

9-1 **PUBLIC INFORMATION OFFICE** *(continued)*

Provider	Term/Amount	Service	
6. Cision	Cision Media hosted database and email distribution service tool. Media Database North America; influencer data; editorial calendar; email distribution; on concurrent user, 5 usernames	Not to exceed \$5,500	Public Affairs, District Budget (100%)
7. iContact	Email Marketing Services for design and external mailing of SMC in Focus, the College's bi-monthly newsletter to members of the community affiliated boards and community support groups. Services and features include message creation, strategic support, and analysis of email campaigns.	Not to exceed \$3,600	Public Affairs, District Budget (100%)

9-J PURCHASING

Requested by: Cynthia Moore, Director, Procurement, Contracts and Logistics

Approved by: Chris Bonvenuto, Vice-President, Business and Administration

The annual award of competitive contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieved commodity and services as well as reduce administrative cost. These indirect (MRO) contracts are targeted to the products and services which SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurements to a broader aggregate approach, allowing SMC to achieve savings ranging from 20 to 65 percent

Educational & Institutional Cooperative Purchasing, Contract CNR-01362, with Airgas, to 09/30/24, for lab gases

Educational & Institutional Cooperative Purchasing, Contract CNR-01341, with B&H Photo Video, to 7/31/23, for audio visual supplies and equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01465, with Carrier Corp, to 06/30/23, for HVAC equipment, maintenance, services

Educational & Institutional Cooperative Purchasing, Contract CNR-01439, with CDWG, to 07/31/22 for computer equipment and hardware

Educational & Institutional Cooperative Purchasing, Contract CNR-01307, with Complete Book & Media, to 06/30/21, for books and instructional media

Educational & Institutional Cooperative Purchasing, Contract CNR-01399, with Enterprise Fleet, to 12/31/21 for fleet vehicles

Educational & Institutional Cooperative Purchasing, Contract CNR-01322, with Ferguson Supply, to 10/31/22 for plumbing supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01262, with Henry Schein, to 04/30/21 for athletics training and medical supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01394, with PPG Paint, to 04/30/21, for paint, coatings, and architectural finishes

Educational & Institutional Cooperative Purchasing, Contract CNR-01392, with Pitney Bowes to 04/30/21, for postage meters, equipment, supplies, intelligent lockers

Educational & Institutional Cooperative Purchasing, Contract CNR-01400, with Sherwin Williams, to 07/31/21, for paint

Educational & Institutional Cooperative Purchasing, Contract CNR-01419, with Steris Corp, to 02/28/22, for science & health laboratory Supplies/equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01459, with VWR & Wards Scientific, to 06/30/23, for general laboratory supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01366, with Xerox, to 01/31/24, for document management products and services

Foundation for California Community Colleges (FCCC), Enterprise Level Agreement with Computerland for Adobe and Microsoft licenses

Foundation for California Community Colleges (FCCC), Contract CB-235-18, with CampusLogic, to 02/21/21, for Financial Aid Communication, Verification, and Tracking System

Foundation for California Community Colleges (FCCC), Contract CB-185-17, with CDWG, to 6/1/22, for IT products and services

Foundation for California Community Colleges (FCCC), Contract CB-148-18, with Community Playthings to 08/31/2021, for childhood education furniture, fixtures, equipment

Foundation for California Community Colleges (FCCC), Contract CB-249-18, with Fastenal, to 06/30/23, for maintenance, repair, operations (MRO) products and services

Foundation for California Community Colleges (FCCC), Contract CB-0000-2302, with Golden Star Technology (GST) to 10/31/22, for Computing Equipment, Mobile and Print Devices, and Peripheral Products

Foundation for California Community Colleges (FCCC), Contract CB-0000-2303, with Golden Star Technology (GST) to 04/06/21, for Management and Application Software

Foundation for California Community Colleges (FCCC), Contract CB-0000-2304, with Golden Star Technology (GST) to 04/06/21, for Network, Server, Storage, and Peripheral Equipment

Foundation for California Community Colleges (FCCC), Contract CB-248-18, with Grainger, to 06/30/23, for maintenance, repair, operations (MRO) products

Foundation for California Community Colleges (FCCC), Contract CB-266-18, with Haworth, to 08/31/21, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-144-18, with Haworth, to 08/31/21, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-184-15, with Iron Mountain, to 11/5/20 for records management, secure shredding

Foundation for California Community Colleges (FCCC), Contract CB-265-18, with Krueger International (KI), to 08/31/21, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-145-18, with Krueger International (KI), to 08/31/21, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-252-18, with Lakeshore to 08/31/2021, for early childhood education furniture, fixtures, equipment

Foundation for California Community Colleges (FCCC), Contract CB-237-18, with Neogov to 02/12/21, for Software & Technology

Foundation for California Community Colleges (FCCC), Contract CB 15-016 with Office Depot, to 11/1/2020 for office supplies

Foundation for California Community Colleges (FCCC), Contract CB-159-17, with PlanetBids, to 02/2/22, for On-Line Bid/Vendor Management, Contract Management and Insurance Certificate Management Services Software Services

Foundation for California Community Colleges (FCCC), Contract CB-146-18, with Platinum Visual, to 08/30/21, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-194-16, with SHI, to 12/31/20, for computer hardware and software

Foundation for California Community Colleges (FCCC), Contract CB-263-18, with Steelcase, to 08/31/21, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-155-18, with Steelcase, to 08/31/21, for furniture and fixtures applications

Glendale Unified School District Contract P-13/1819, with Apple Inc., to 10/16/23, for Computer Equipment, Software, Peripherals and Service

Los Angeles Community College District IT Master Agreement 40402, with Golden Star Technology (GST), to 11/01/20 for Hewlett Packard Computer Equipment Handheld and Print Devices and Peripheral Equipment, Desktop and Laptop Computers, Tablets, Cell Phones

NASPO VALUEPOINT Contract ADSPO16-130652/7-16-70-37, with CDWG, to 04/07/21, for Software VAR services

NASPO VALUEPOINT Contract 7-15-70-34-022, with Cisco Systems, Inc., to 07/31/21, for Servers (Computer Equipment, Peripherals and Related Services)

NASPO VALUEPOINT Contract MNWNC-108/7-15-70-34-003, with Dell Marketing LP, 07/31/21, for Computer Equipment, Peripherals and Related Services

NASPO VALUEPOINT Contract MA454/7-16-99-28-01, with FEDEX Corporate Services Inc, to 11/28/21, Small Package Delivery Services

NASPO VALUEPOINT Contract MA16000234-1/7-16-99-26-02, with Fisher Scientific Co to 03/31/21 for Laboratory Equipment and Supplies

NASPO VALUEPOINT Contract MA2018/7-16-99-28-03, with General Logistics Systems (Golden State Overnight Delivery Services) to 11/28/21, Small Package Delivery Services

NASPO VALUEPOINT Contract MNWNC115/MNNVP134/7-15-70-34-002, with Hewlett Packard Enterprise, 07/31/21, for Computer Equipment, Peripherals and Related Services

NASPO VALUEPOINT Contract MNWNC115/MNNVP133/7-15-70-34-001, with HP Inc, 07/31/21, for Computer Equipment, Peripherals and Related Services

NASPO VALUEPOINT Contract MA065/7-16-99-28-02, with UPS, to 11/28/21, Small Package Delivery Services

NASPO VALUEPOINT Contract 00612/7-14-99-22, with U.S. Bank, to 12/31/20, for commercial card services

National Cooperative Purchasing Alliance (NCPA) Contract 11-32 with Discount School Supply to 08/31/21, for childhood education furniture, fixtures, equipment

National Cooperative Purchasing Alliance (NCPA) Contract 07-53 with Landscape Forms to 09/30/20, for furniture and fixtures applications

National Cooperative Purchasing Alliance (NCPA) Contract NCPA 02-27 with Waxie, to 04/30/22, for janitorial supplies

Omnia Partners/National IPA, Contract R161701, with Anixter, to 03/31/21, for Networking Products and Solutions

Omnia Partners/National IPA Contract 151089, with AXON, to 01/31/21, for Body Worn Cameras and Storage System

Omnia Partners/U.S. Communities for Region 4 ESC, Contract R160701, with BSN Sports/US Games, to 9/30/2021, for Athletic and Physical Education Supplies

Omnia Partners/U.S. Communities for the Prince William County Public Schools Virginia, Contract R-BB-19002 with Cintas, to 10/31/23, for Facilities Management Products and Solutions

Omnia Partners for the City of Kansas City, Contract EV2671 with Columbia, to 12/31/26 for Utility, Transportation and Golf Vehicles plus Related Accessories, Equipment, Parts and Services

Omnia Partners/U.S. Communities Contract R170101/R5195, with Daktronics through 04/30/21 for scoreboards and electronic signs

Omnia Partners/U.S. Communities for the County of Los Angeles, Contract EV2370, with Graybar Electric Company, Inc., to 01/31/23, for Electrical, Heating, Ventilation and Supplies

Omnia Partners/U.S. Communities for the County of Maricopa City Phoenix AZ, Contract 16154, with Home Depot Pro., to 12/31/21, for Maintenance and Hardware Supplies

Omnia Partners/U.S. Communities for Region 4 ESC, Contract R190503, with School Specialty, to 06/30/22 for education school supplies and furniture

Omnia Partners/U.S. Communities for Prince William County Public Schools Virginia, Contract R-TC-18004, with Virco, to 12/31/22, for furniture

SOURCEWELL (NJPA) Contract 051017-CPI, with ChargePoint+, to 7/25/21, for Electric Vehicle Supply Equipment and Related Services.

SOURCEWELL (NJPA) Contract 061417-MML, with McKesson Medical, to 7/25/2021, for Health & Safety, Medical, Surgical, and First Aid Related Equipment, Supplies, Accessories & Service.

SOURCEWELL (NJPA) Contract 041917-PIT, with Pitney Bowes, Inc., to 05/17/21, for Mailing and Postage Equipment with Related Software, Accessories, Services, and Supplies

SOURCEWELL Contract 041917-NPI, with Quadriant, Inc. formerly Neopost, Inc., to 05/17/21, for Mailing and Postage Equipment with Related Software, Accessories, Services and Supplies

State of California (CMAS) Contract, Contract 4-09-71-0087A, with ALLSTEEL Inc., to 12/31/2023, for Office Furnishings Systems, seating, files and Architectural Interiors

State of California (CMAS) Contract 4-15-71-0145A with Arcadia Chair Co to 02/29/24 for furniture and fixtures applications

State of California (CMAS) Contract 4-17-23-0045A with AVIATE Enterprises, Inc, to 01/31/21 for Tennant Co. Equipment and Services

State of California (CMAS) Contract 4-06-78-0031A Field Turf USA to 11/30/21 for Synthetic Turf

State of California (CMAS) Contract 4-18-78-0053B with Lakeshore Learning Materials to 09/22/22, for childhood education furniture, fixtures, equipment

9-K RISK MANAGEMENT

Requested by: Risk Management Office

Approved by: Kim Tran, Chief Director, Business Services

Chris Bonvenuto, Vice-President, Business and Administration

Funding Source: 2020-2021 Risk Management Budget

Provider	Service	Amount
1. Keenan and Associates	Property and Casualty Claims Administration Services Agreement: Claims management services for the District's self-insured property and liability insurance program.	Not to exceed \$42,000
2. Keenan and Associates	To provide loss control services not included in the PIPS Workers Compensation Program.	Not to exceed \$51,000
3. Clean Harbors	Provides hazardous waste management and disposal services.	Not to exceed \$95,000
4. Dr. Maureen Sassoon	To provide Industrial Hygiene related consultation services such as air monitoring for asbestos abatement projects, chemicals, noise levels, lab analysis, reports, training, and other health and safety issues to include training, surveys and written reports.	Not to Exceed \$2,000
5. Student Insurance Agency	Accident and Injury Insurance Coverage for Domestic Students and Student Athletes Enrolled and attending regular scheduled classes/ practices. Coverage includes: Mandatory BASIC; Mandatory SCAT; Mandatory STUCAT.	Not to Exceed \$163,475
6. Brentview Medical	Provides industrial injury medical services for new claims and other medical employment related services as needed.	\$2,500
7. Midway Industrial Health Care Services	Provides industrial injury medical services for new claims and other medical employment related services as needed.	\$500
8. Ellis Environmental	Provide hazardous materials testing, abatement management, indoor air quality, mold testing, chemical lab analysis	\$7,000

9-L STUDENT AFFAIRS

*Requested by: Brenda Benson, Senior Administrative Dean, Counseling, Retention, and Student Wellness
 Johnnie Adams, Chief of Police
 Susan Fila, Director, Health and Wellbeing
 Ferris Kwar, Project Manager, Sustainability Coordination
 Isaac Rodriguez, Associate Dean, Student Life*

Approved by: Mike Tuitasi, Vice-President, Student Affairs

PROFESSIONAL SERVICES – OFFICE OF STUDENT LIFE

Provider	Service	Amount	Funding Source
1. Bruce Bishop, Parliamentarian	Provide instruction and consultation on Robert’s Rule of Order and Parliamentary Procedures for the Associated Students leaders.	Not to exceed \$3,000	2020-2021 District Budget/ Office of Student Life

PROFESSIONAL SERVICES – CAMPUS POLICE

Provider	Service	Amount	Funding Source
1. Sun Ridge Systems	Annual Support Agreement (CAD, RMS, JDIC)	Not to exceed: \$13,000	2020-2021 District Budget

PROFESSIONAL SERVICES – CAREER SERVICES CENTER

Provider	Service	Amount	Funding Source
1. College Central Network	Provide functionality to collect, enter and approve job postings, search resumes, and refer them to prospective employers and to generate reports about students, alumni, employers and job postings.	\$1,215.51	2020-2021 District Budget/ Career Services Center
2. Bridges Transitions Co. (Choices 360)	Online Career Exploration program. Helps students learn about careers, education, income and some self-assessment. Helps students to both explore and plan for future careers and college majors.	\$2,000	2020-2021 District Budget/ Career Services Center

RECOMMENDATION NO. 9 **2020-2021 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

9-L STUDENT AFFAIRS *(continued)*

PROFESSIONAL SERVICES-CRISIS PREVENTION TEAM

Provider	Service	Amount	Funding Source
1. Maxient	Annual Service Fee for conduct management software used by Student Judicial Affairs, Title IX, and the Care and Prevention Team	Not to exceed: \$9,500	2020-2021 District Budget/ Crisis Prevention Team

CHILD CARE AND RELATED SERVICES

Provider	Service	Amount	Funding Source
Participating Agencies: Santa Monica-Malibu Unified School District (SMMUSD) and Santa Monica Community College District (SMCCD)	Memorandum of Understanding (MOU) for Santa Monica Preschool Collaborative to provide staff for full day/full year child care and development services up to 108 children under the age of six. Services will be delivered in two sites: John Adams Child Development Center and Washington West Preschool. SMMUSD will be the operational agent for the Collaborative and will be responsible for staffing, management and oversight of the centers.	\$114,750	2020-2021 District Budget/ Child Care Services

ONLINE ORIENTATION SOFTWARE SERVICES

Provider	Service	Amount	Funding Source
1. Comevo Inc.	Comevo provides SMC with an Online Orientation platform. Our online orientation program a critical component of our matriculation process for first-year students.	Not to exceed \$10,000	2020-2021 SEAP (Student Equity and Achievement Program)

9-L STUDENT AFFAIRS *(continued)*PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES

Provider	Service	Amount	Funding Source
1. Westside Food Bank	This is contract with Westside Food Bank to provide fresh produce and canned goods to students for the pop-up drive through food pantry and the food pantry.	\$2,500 annually	California Community Colleges Hunger Free Grant
2. Westside Family Health Center	This is a Memorandum of Understanding (MOU) with Westside Family Health Center to provide comprehensive healthcare services and educational information at Santa Monica College. The Health Center also refers students in need of healthcare services on an ongoing basis.	No cost to the District	N/A
3. UCLA Behavioral Health System	This is a Memorandum of Understanding (MOU) with UCLA Health System to provide educational information in the form of workshops at Santa Monica College. The Health Center also refers students in need of OBGYN services to UCLA on an ongoing basis.	No cost to the District	N/A
4.. Common Ground	This is a Memorandum of Understanding (MOU) with Common Ground to provide free and confidential HIV testing, health information, and educational information in the form of workshops at Santa Monica College. The Health Center also refers students in need of these services to Common Ground on an ongoing basis.	No cost to the District	N/A
5. Edelman Mental Health Clinic	This is a Memorandum of Understanding (MOU) with Edelman Mental Health Clinic to provide therapeutic services to Santa Monica College students who are MediCal eligible and qualify for services. Services are provided on campus.	No cost to the District	N/A

RECOMMENDATION NO. 9 2020-2021 ANNUAL CONTRACTS AND CONSULTANTS *(continued)*

9-L STUDENT AFFAIRS *(continued)*

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES *(continued)*

Provider	Service	Amount	Funding Source
6. Exceptional Children Foundation (ECF)	This is a Memorandum of Understanding (MOU) with ECF to provide therapeutic services to SMC students who are MediCal eligible and qualify for services. Services are provided on campus.	No cost to the District	N/A
7. University of Southern California	This is a Memorandum of Understanding (MOU) with UCS's Telehealth program that provides free confidential virtual therapy for students. This service will offer students a space in the health center to access a telehealth therapist through USC program.	No cost to the District	N/A
8. Safe Place for Youth	This is a Memorandum of Understanding (MOU) with Safe Place for Youth, who will assist our students who are homeless or at-risk of homelessness to apply for housing.	No cost to the District	N/A
9. UCLA School of Social Work	This is a Memorandum of Understanding (MOU) with UCLA School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A
10. Columbia University School of Social Work	This is a Memorandum of Understanding (MOU) with Columbia University School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A
11. USC School of Social Work	This is a Memorandum of Understanding (MOU) with USC School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A

RECOMMENDATION NO. 9 **2020-2021 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

9-L STUDENT AFFAIRS *(continued)*

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES *(continued)*

Provider	Service	Amount	Funding Source
12. California State University Dominguez Hills School of Social Work	This is a Memorandum of Understanding (MOU) with Cal State DH School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A
13. Titanium	This is a contract with Titanium software to provide an electronic health record platform for documentation purposes in the Center for Wellness an Wellbeing	\$2,500	Student Health Fees
14. Chart Logic	This is a contract with Chart Logic software to provide an electronic health record platform for documentation purposes in the Health Center	\$6,000	Student Health Fees
15. St. Johns Physicians Partners	This is a contract with Doctors of St. John’s who act as SMC Health Services Medical Director, which is required of all California Community Colleges. Doctors are also available to come to Health Services to provide services on an as needed basis.	\$30,000	Student Health Fees
16. Protocall	This is a contract with Protocall to provide our 24/7 emotional support hotline to students.	\$20,000	California Community Colleges Mental Health Grant
17. US Vets	This is a Memorandum of Understanding (MOU) with US Vets to provide therapeutic services to Santa Monica College student veterans. Services are provided on campus in the VRC.	No cost to District	N/A

9-L STUDENT AFFAIRS (continued)

PROFESSIONAL SERVICES – CENTER FOR STUDENTS WITH DISABILITIES

Provider	Service	Amount	Funding Source
1. Sign-Up Interpreting	The agency provides American Sign Language Interpreting Services to deaf/hard of hearing students for equal access. The Center for Students with Disabilities only has 1 full-time staff interpreter and 2 part-time interpreters so agency interpreters are needed to fulfill accommodation requests.	\$86,000 per year Three (3) years with two (2) optional one (1) year extensions 3.5% hourly rate increase per year	2020-2021 DSPS DHH Allocation and District Budget
2. Quick Caption	Provides closed and remote closed captioning services for students who are deaf or hard of hearing in the classroom. The agency also provides transcripts for DHH students.	\$86,000 per year Three (3) years with two (2) optional one (1) year extensions 3.5% hourly rate increase per year	2020-2021 DSPS DHH Allocation and District Budget
3. Purple Communications	The agency provides American Sign Language Interpreting Services to deaf/hard of hearing students for equal access. The Center for Students with Disabilities only has 1 full-time staff interpreter and 2 part-time interpreters, so agency interpreters are needed to fulfill accommodation requests.	\$47,000 per year Three (3) years with two (2) optional one (1) year extensions 2% hourly rate increase per year	2020-2021 DSPS DHH Allocation and District Budget
4. Total Recall	Provides closed and remote closed captioning services for students who are deaf or hard of hearing in the classroom. The agency also provides transcripts for DHH students.	\$48,000	2020-2021 DSPS Allocation

RECOMMENDATION NO. 9 **2020-2021 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

9-L STUDENT AFFAIRS *(continued)*

SUSTAINABILITY

Provider	Service	Amount	Funding Source
1. Right Click, DBA Ride Amigos	Provider of an online survey tool used for calculating Average Vehicle Ridership included in the annual Mandated Trip Reduction Plan for the City of Santa Monica and a monthly sustainable commuter online reporting system for all District employees.	Not to exceed: \$13,000	2020-2021 District Budget/ Sustainability