



Agenda Item Details

Meeting	May 11, 2021 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	6. ACTION ITEMS
Subject	6.7 Consider Ratification of an Addendum to the Independent Contractor Agreement for EdgeRock Technology in an Amount not to Exceed \$99,600. Presenter: Interim Vice Chancellor Adil Ahmed (10 minutes)
Type	Action
Preferred Date	May 11, 2021
Absolute Date	May 11, 2021
Fiscal Impact	Yes
Dollar Amount	99,600.00
Budget Source	General Fund 1-01-141-5105-1-672000-0000-00
Recommended Action	Approve ratification of Addendum #3 with EdgeRock Technology in an Amount not to Exceed \$99,600.

TO: Peralta Board of Trustees

FROM: Adil Ahmed, Interim Vice Chancellor of Finance & Administration

PREPARED BY: Maisha Jameson, Executive Assistant, Chancellor's Office

BACKGROUND/ANALYSIS:

EdgeRock Technology has provided professional services for functional finance configuration and focused on the month-end close process. They also provided the District with functional finance configuration in regard to IRS reporting processes. Both of these services were part of adhering to FCMAT recommendations and addressing audit findings.

EdgeRock Technology has also provided the District with professional services for Cash Flow and Financial Statement Reporting automation.

DELIVERABLES/SCOPE OF WORK:

Addendum #3 of this existing contract is for EdgeRock Technology. This extends their service contract to assist with year-end closeout tasks due to recent departmental vacancies that were effective as of April 30, 2021. This Addendum also includes a provision for EdgeRock Technology to provide on-boarding of the new hires by subject matter experts to ensure the district maintains compliance with applicable state and federal regulations. Immediate coverage of these critical functions in addition to the necessary onboard training was necessary to maintain continuity of operations in our Financial Aid Office.

Scope of Work for EdgeRock consultants-

1. Establishing quality control systems to correctly begin processing the new financial aid year; which includes*:
 - working with IT to develop implementation checklists

- aligning administrative online functions
 - establishing test modules for migration to production
2. Assessing and implementing test controls that define and ensure data accuracy*
 3. Creating and consolidation of data collection queries and reports *
 4. Troubleshoot ongoing issues to include reconciliation with Common Origination and Disbursement (COD) as mandated by the Department of Education**
 5. Validation of disbursements with reject reporting**
 6. Provide documentation and on board training for new and existing financial aid staff on all campuses and the district office ***
 7. Enhance district capacity to incorporate best practices using updated data processes for future financial aid operations across the district***

*necessary to process student ISIRS, packaging, verification, awarding and reporting

**necessary to accurately reconcile reject files so that errors can be correctly and maximize the draw down of federal funds

***necessary for PCCD reference of correct process for FA administration

Note: Recruitment has begun, to hire two Financial Aid Systems Technology Analysts, application closing date is May 13' 2021

Summary of EdgeRock Technology Contract:

Original Agreement (Board approved)	\$45,000	Month End Close
Addendum #1 (Board approved)	\$24,000	Purchasing Cost Services Vendor Files (\$18,000) 1099 Tax Forms Processing (\$6,000)
Addendum #2 (Board approved)	\$17,250	Implementation of Automated Cash Flow Process
Addendum #3	Not to Exceed \$99,600	Year-End Closing & Personnel Training
TOTAL CONTRACT AMOUNT	\$185,850	

ANTICIPATED COMPLETION DATE:

The date of completion is June 30, 2021.

EVALUATION AND RECOMMENDED ACTION:

The District's Finance Department evaluated the deliverables to date for EdgeRock Technology and found them to be satisfactory.

The Interim Vice Chancellor of Finance & Administration and the Interim Chancellor recommend approval.

[MARC for EdgeRock Technology's ICC Addendum#3 - signed.pdf \(7,639 KB\)](#)

Motion & Voting

Approve to Ratify Addendum #3 with EdgeRock Technology in an Amount not to Exceed \$99,600.

Motion by Nicky Gonzalez Yuen, second by Bill Withrow.

Final Resolution: Motion Carries

Yea: Julina Bonilla, Nicky Gonzalez Yuen, Linda Handy, Cindi Napoli-Abella Reiss, Bill Withrow, Kevin Jenkins, Dyana Delfin Polk, Yiru Ni