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  

Recommended Action: Approve ratification of Addendum #3 with EdgeRock Technology in an Amount not to Exceed $99,600.
2. Aligning administrative online functions
   - Establishing test modules for migration to production

3. Assessing and implementing test controls that define and ensure data accuracy*

4. Creating and consolidation of data collection queries and reports *

5. Troubleshooting ongoing issues to include reconciliation with Common Origination and Disbursement (COD) as mandated by the Department of Education**

6. Validation of disbursements with reject reporting**

7. Provide documentation and onboarding 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

<table>
<thead>
<tr>
<th>Summary of EdgeRock Technology Contract:</th>
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<tbody>
<tr>
<td>Original Agreement (Board approved)</td>
<td>$45,000</td>
</tr>
<tr>
<td>Addendum #1 (Board approved)</td>
<td>$24,000</td>
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<td></td>
<td></td>
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<tr>
<td>Addendum #2 (Board approved)</td>
<td>$17,250</td>
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<tr>
<td>Addendum #3</td>
<td>Not to Exceed $99,600</td>
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<tr>
<td>TOTAL CONTRACT AMOUNT</td>
<td>$185,850</td>
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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.

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