

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
January 9, 2012**

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 6
January 9, 2012

**AWARD OF CONTRACT
CONSTRUCTION ADMINISTRATION SERVICES
SCIENCE EAST BUILDING RENOVATION, ROCKVILLE CAMPUS
BID NUMBER 606-004**

BACKGROUND

This contract award provides for architectural and engineering construction administration services for the Science East building renovation on the Rockville Campus. The Science East renovation supports the mathematics department and general purpose classroom needs. In June 2006, the Board of Trustees appointed Burt Hill, Inc., (now Stantec Architecture, Inc.) as project architect to provide design through construction administration services for three new construction and renovation projects that form the Rockville Campus Science Center complex: Science Center, Science East, and Science West. In March 2009, the Board awarded a contract to Burt Hill (Stantec) for the design portion of the architecture and engineering services for the Science East renovation.

The initial proposal for construction administration services from Stantec Architecture Inc. was subject to extensive review and negotiation with College staff resulting in a final proposal of \$724,600 for these services for the Science East building renovation. Funding is included in the approved FY12 capital budget and the State will participate with its standard 50 percent share of this contract. Board of Trustees approval is required for contract awards over \$100,000.

RECOMMENDATION

It is recommended that, contingent upon Maryland Department of General Services approval, a contract for architectural and engineering construction administration services for the Science East building renovation be awarded to Stantec Architecture, Inc., of Washington, DC, at a fee of \$724,600.

BACK-UP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON(S)

Mr. Capp
Dr. Wormack
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland**

Resolution Number: **12-01-01**
Adopted on: **1/9/2012**

Agenda Item Number: 6
January 9, 2012

Subject: Award of Contract for Construction Administration Services, Science East Building Renovation, Rockville Campus, Bid Number 606-004

WHEREAS, on June 19, 2006, by Resolution #06-06-063, the Board of Trustees appointed Burt Hill, Inc., as project architect to provide design and construction administration services for construction of the Rockville Campus Science Center and also for the renovations of the Science East and Science West buildings; and

WHEREAS, on March 17, 2009, by Resolution #09-03-025, the Board of Trustees awarded a contract for complete design services for the renovation of the Science East building on the Rockville Campus to Burt Hill, Inc.; and

WHEREAS, the vice president of facilities & security requests approval of an architectural and engineering construction administration services contract for the Science East building renovation; and

WHEREAS, based upon the Board's prior appointment of Burt Hill, Inc., the Facilities Office requested a fee proposal from Burt Hill, now known as Stantec Architecture, Inc., and negotiated a final fee for architectural and engineering construction administration services for the Science East building renovation; and

WHEREAS, the interim associate senior vice president for administrative and fiscal services certifies that, contingent upon Maryland State Department of General Services approval, funds are available in the FY12 capital budget to enable the College to award the construction administration services contract for the Science East building renovation as recommended; and

WHEREAS, the president of the College recommends the following action; now therefore be it

Resolved, That contingent upon Maryland State Department of General Services approval, a contract for architectural and engineering construction administration services for the Science East building renovation on the Rockville Campus is awarded to Stantec Architecture, Inc., of Washington, DC, at a fee of \$724,600; and be it further

Resolved, That the Board of Trustees respectfully requests of the Maryland State Department of General Services, full state-eligible funding for this contract; and be it further

Resolved, That following state approval, the president is authorized to execute the contract with Stantec Architecture, Inc., of Washington, DC, on behalf of the College for architectural and engineering construction administration services for the Science East building renovation on the Rockville Campus.

DPP:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 7
January 9, 2012

**AMENDMENT TO AWARD OF CONTRACT,
TALENT MANAGEMENT SYSTEM, BID NUMBER 510-001**

BACKGROUND

At the December 14, 2009, meeting of the Board of Trustees, a contract award was approved for the purchase of a talent management system for the Office of Human Resources under resolution number 09-11-112. The talent management system integrates and aligns the unique talents of staff with the organizational goals and values through the life cycle of the employees. The original purchase award was for five talent management system suites: (a) Performance Management, (b) Workforce Succession Planning, (c) Recruitment Management, (d) Compensation Planning, and (e) Learning Management. Due to the downturn in the economy at the time the award was approved, a limited expenditure was authorized. As a result, only three of the five suites were purchased: Performance Management, Recruitment Management, and Workforce Succession Planning.

Without the Learning Management suite and the Goals and Development modules, the system does not function as synergistically as it should. The purchase of the Performance Management component allowed for online performance appraisals, which become part of the employee's permanent file. This file can be accessed year after year and provides a detailed and comprehensive account of an employee's prior year's performance and goals for the upcoming year as agreed upon between the employee and the supervisor. However, it has been discovered that without the Goals and Development modules, the information is not permanently captured. The Goals and Development modules are where the employee's performance development plan is captured and synchronized with Performance Management. The Learning Management component tracks and maintains records of the employee's training activities as well as interfaces with the other modules. It provides the functionality to integrate and link all of the College's training and development activities (classroom, online, blended, etc.) with these interrelated and interdependent suites. As a result, employees will have the capability and tools to build comprehensive developmental plans and goals, and the institution will build a foundation for high-quality succession plans. Additionally, the Learning Management module's e-learning library contains information on an extensive and wide array of topics, such as: management, leadership, communication skills, technology applications, environment and safety issues, legal compliance issues, and information technology certifications. The College will have the ability to create a seamless talent management system for human resources, supervisors, and staff that will enhance productivity, and monitor and track performance, progress, and success.

The total cost for the purchase of the Goals and Development modules, and the Learning Management suites is \$306,794. This amount includes software, implementation, and one year licensing fee.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve amending the award of contract to authorize additional expenditure to purchase the Learning Management suite, along with the Goals and Development modules from Taleo Corporation, of Dublin, California, for a total of \$306,794, an amount which includes software, implementation and one year of licensing fees.

It is further recommended that licenses be renewed for three one-year terms in the amount of \$115,284 per year, under the same terms and conditions, provided performance is satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Board Policy 63001

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Ms. Espinosa
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **12-01-02**
Adopted on: **1/9/2012**

Agenda Item Number: 7
January 9, 2012

Subject: Amendment to the Award of Contract, Talent Management System

WHEREAS, the Board of Trustees approved an award of contract for the purchase of a talent management system, resolution number 09-11-112, at its December 2009 meeting; and

WHEREAS, the award included five talent management system suites (a) Performance Management, (b) Workforce Succession Planning, (c) Recruitment & Applicant Management, (d) Compensation Planning, and (e) Learning Management. Due to the downturn in the economy at the time the award was approved, a limited expenditure was authorized, and only three of the five suites were purchased: (a) Performance Management, (b) Workforce Succession Planning, and (c) Recruitment Management; and

WHEREAS, The vice president of human resources has determined that additional Taleo components are needed to fulfill the Office of Human Resources operational requirements for a comprehensive talent management and human resource information system; and

WHEREAS, the acting vice president of procurement affirms that amending the contract award is justified as a sole source, and the interim vice president of finance/chief financial officer certifies that funds are available in the FY12 operating budget; and

WHEREAS, modifications to contracts valued above \$50,000 require Board approval; and

WHEREAS, the president of the College recommends the following action; now therefore be it

Resolved, That the contract be amended for the purchase of the Learning Management suite, along with the Goals and Development modules to Taleo Corporation, of Dublin, California, in the amount of \$306,794, which includes software, implementation, and one year of licensing fees; and be it further

Resolved, That licenses be renewed for three one-year terms in the amount of \$115,284 per year, under the same terms and conditions, provided performance is satisfactory, funding is available, and it is in the best interest of the College.

DPP:abg