

# Exhibit 16

## Information/Action Item

### Approval of contracts over \$100,000

---

We are seeking authority for the Executive Director to enter into several contracts for necessary services that exceed the Executive Director's delegated authority of \$100,000. CSAC has sufficient operating funds to enter into the contracts. Funding for proposed contract with Garner consulting (#1 below) and for IT consulting services for the Team Foundation Service (#3 below) is available in the 2014-15 current fiscal year from savings in salaries between the times positions were vacated through retirement or transfers to other departments, and new employees were hired to fill those positions. Funding for the contract with C&G Technology Services (#2 below) is provided by 2014-15 and the 2015-16 allocations from the contracts with the Department of Social Services to administer the Chafee Grant for Foster Youth program.

1. Contract with Garner Consulting.

Cost: \$300,000

This contract is for IT consulting services for the Grant Delivery System Modernization Project. These services will assist CSAC Program Administration & Services Division staff and IT staff to document CSAC's current baseline processes and systems, database files, data relationships and data structure and other steps necessary for Stage 2 of the Department of Technology's Project Approval Lifecycle.

CSAC also intends to follow separate contract processes for other required Stage 2 tasks during fiscal year 2016-17.

2. Contract with C&G Technology Services, Inc.

Cost: \$224,952

This contract is for IT services to design, develop and deploy enhancements to the existing IT application for the Chafee Grant for Foster Youth program. Among other things, these enhancements will enable CSAC to identify and process unused awards quicker, allowing CSAC to make new awards to additional students earlier in the academic year.

3. Contract with a firm that has not yet been selected; the State procurement process has not yet been completed.

Cost: not to exceed \$122,000

This contract will be for IT consulting services to plan, design, configure, test and deploy Team Foundation Server (TFS). TFS is a process-improvement IT tool used to maintain control of programming code. TFS enables application development teams to enforce best practices in software development and improve the lifecycle management processes for the

## California Student Aid Commission

Department's applications. The product CSAC currently uses must be replaced because it is no longer supported by the original vendor.

Staff will report the selected vendor and exact contract amount at the next Commission meeting.

**Recommended Action:** Authorize the Executive Director to enter into the identified contracts.

**Responsible Person(s):** Keith Yamanaka  
Chief Deputy Director