

Item 6

Action Item

Consideration of ratification of contracts over \$100,000

Per Commission policy, the Executive Director must obtain approval from the Commission prior to entering into a contract or executing a contract amendment in an amount over \$100,000. However, in the event an emergency approval is necessary for a contract in excess of \$100,000, the Executive Director may approve such contract with simultaneous notification to the Commission. Such emergency approval shall be ratified by the Commission at its next regularly scheduled meeting. If not ratified, the contract shall be canceled.

In accordance with this Commission policy, staff is seeking ratification of the following:

Long Beach Cal-SOAP Consortium Contract

Staff requests that the Commission approve, or alternatively, ratify a contract amendment in the amount of \$213,300 with the Long Beach Cal-SOAP Consortium for Cal-SOAP services in Los Angeles. The contract ends June 30, 2016.

As noted in Item 4, the Los Angeles Cal-SOAP Consortium is unable to provide services to its students during the 2015-16 contract period. The Long Beach Cal-SOAP Consortium has evaluated its ability to provide services to schools previously served by the Los Angeles Cal-SOAP Consortium and to meet all other statutory requirements for receipt of grant funds. Staff reviewed and approved the plan and budget submitted by Long Beach Cal-SOAP consortium for these services.

Given the gap in Cal-SOAP services and the March 2nd deadline to apply for Cal Grants and other financial aid, it is imperative that the contract amendment with Long Beach Cal-SOAP Consortium be executed. If the contract amendment process can be completed prior to the Commission meeting, it is the intention of the Executive Director to execute the contract amendment as authorized by Assignment Policy 3 of the Commission's Governance Policies and Procedures¹. The Commission will be immediately notified of the contract amendment, as required and the contract will need to be ratified by the Commission for services to continue.

¹ Assignment Policy 3 of the Governance Policies and Procedures provides:

A. The Executive Director is authorized under state law, to enter into contracts with a third-party service or product vendors in an amount not to exceed \$100,000 or more. However, in the event an emergency approval is necessary for a contract over \$100,000, the Executive Director may approve such contract with simultaneous notification to the Commission. Such emergency approval shall be ratified at the next regularly scheduled Commission meeting, and if not ratified, the contract shall be canceled. Serial contracts or commitments with the same vendor in a manner that circumvents the intent of this policy are prohibited.

California Student Aid Commission

Alternatively, if the contract amendment has not been completed as of the Commission meeting, staff is requesting that the Commission authorize the execution of the contract amendment with Long Beach Cal-SOAP Consortium in the amount of \$213,300.

Galaxy Solutions Contract

Staff asks the Commission to ratify a contract for \$247,755 with Galaxy Solutions to build a workshop management system for the Cash for College Program. The contract term lasts until June 30, 2016. As authorized under and with the support of the Chair and Vice Chair, the Executive Director signed the contract and provided simultaneous notification to the Commission on January 15, 2016.

The new workshop management system will allow organizations to register their Cash for College workshops and to order financial aid publications for those workshops. The previous system is no longer functional, and CSAC has been using a commercial internet website for Cash for College workshop registrations as a stop-gap measure for this FAFSA season. Since it is critical that the new system be in place before the next FAFSA season beginning on October 2016, it was necessary that the contractor start as quickly as possible.

The funding for the contract is included in current-year operations funding, and the contract went through the required State contract processes.

Recommended Action(s): Approve or ratify the contract amendment, as applicable, with the Long Beach Cal-SOAP Consortium in the amount of \$213,300 for Cal-SOAP services in Los Angeles.

Ratify the contract with Galaxy Solutions in the amount of \$247,755 to build a workshop management system for the Cash for College Program.

Responsible Person(s): Catalina Mistler, Chief
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Tracy Howard
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