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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

May 22, 2015

The Honorable
Erie County Legislature
92 Franklin Street
Buffalo, New York 14202

Re: Authorization of an Online Orientation Software Purchase

Honorable Members:

Attached is a proposed resolution and accompanying memorandum from Erie Community College (ECC) requesting authorization to enter into a contract with Advantage Design Group. The ECC Board of Trustee's, at its meeting of March 26, 2015, approved this contract. A copy of the approved Board of Trustees resolution is attached.

Thank you for your consideration of the attached. If your Honorable Body requires any further information, kindly contact Ben Packer, Erie Community College Executive Vice President for Student Affairs at 851-1102, email packer@ecc.edu, or our office, and we will be happy to accommodate your request.

Sincerely,

Mark C. Polancarz, Esq.
Erie County Executive

cc: Ben Packer, Erie Community College Executive Vice President for Student Affairs

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Ben Packer. Executive Vice President for Student Affairs-Erie Community College
Re: Authorization for Services by Advantage Design Group for Erie Community College
Date: April 17. 2015

Summary
It is recommended that the Erie County Legislature authorize a contract with Advantage Design Group and Erie Community College to assist the College with developing an online orientation. The orientation will assist in the persistence, retention and graduation rates of students.

Fiscal Implications
The vendor expense will be no more than $70,000.00 to design and set-up software to develop an online orientation. This cost will be split between the 2014-15 and 2015-16 fiscal years. ECC has adequate funds available in its operating budget to fund this expense.

Reasons for Recommendation
The software will help ECC communicate to more students by facilitating student awareness of and connection to information, programs and support services that will assist in student success. The ECC Board of Trustees can only approve contracts up to $50,000.00.

Background Information
Advantage Design Group will allow ECC to communicate earlier with incoming full-time and part-time matriculated students. Incoming students will participate in a mandatory orientation that will help further ECC's mission by facilitating student awareness of and connection to information. programs, and support services.

Consequences of Negative Action
Without this service, the persistence. retention, and graduation rates would be adversely impacted.

Steps Following Approval
Certified copies of this resolution shall be forwarded to the County Executive, President of Erie Community College. and the Chair of the ECC Board of Trustees.

5/6/15

Ben Packer
Executive Vice President for Student Affairs
Erie Community College

ERIE COUNTY LEGISLATURE-PROPOSED RESOLUTION

Erie Community College Authorization for a purchase of an online orientation software by Advantage Design Group

WHEREAS; The Erie Community College Board of Trustees approved Advantage Design Group as a vendor after a RFP process at their March 26, 2015 Board Meeting; and

WHEREAS; Advantage Design Group was the firm approved for a maximum contract not to exceed $70,000.00; and

WHEREAS; the Erie County Legislature must approve contracts in excess of $50,000.00 for the College; and

WHEREAS; Advantage Design Group will begin work on development of an online orientation to assist staff with improving persistence, retention and graduation rates of students; and

WHEREAS; Advantage Design Group was chosen as the provider for an online orientation software design and set-up. Implementation of the software will occur in the summer of 2015, with the service being piloted for students entering Spring 2016. Design work will begin upon approval of the contract. All full-time and part-time matriculated students will be required to participate in a Pre-Enrollment online orientation. Participation in the orientation will help further ECC's mission by providing services to facilitate student awareness of and connection to information, programs, and support services. The online orientation will enhance student success; and

WHEREAS; ECC has adequate operating funds available to fund this expense.

NOW, THEREFORE, BE IT RESOLVED; that the Erie County Legislature hereby approves awarding a contract to Advantage Design Company for the purpose of developing an online orientation for Erie Community College students at a cost to the college not to exceed $70,000; and be it further

RESOLVED, the President is authorized to enter a contract with Advantage Design Company for the above mentioned services, and be it further

RESOLVED, that copies of the resolution be forwarded to the Erie County Executive, the President of ECC, and the Chairman of the ECC Board of Trustees.

Erie Community College
Board of Trustees Resolution

The Erie Community College Board of Trustees Resolution Regarding the Purchase of Online Orientation Software by Advantage Design Group

March 26, 2015

WHEREAS; The Erie Community College Board of Trustees has been presented with a request to approve Advantage Design Group as a vendor following a request for proposal process; and

WHEREAS; Advantage Design Group was chosen as the provider for a student Online Orientation Software design and set-up. Implementation of the software will occur in the summer of 2015, with the service being piloted for students entering Spring 2016. Design work will begin upon approval of the contract. All full-time and part-time matriculated students will be required to participate in a Pre-Enrollment Online Orientation. Participation in the orientation will help further the College's mission by providing services to facilitate student awareness of and connection to information, programs, and support services. The Online Orientation will enhance student retention and success; and

WHEREAS; it is requested that Advantage Design Group be approved for a contract not to exceed $70,000 to provide the requested services; and

WHEREAS; the Erie County Legislature must approve contracts in excess of $50,000 for the College; and

WHEREAS; Erie Community College has adequate funds available in its own 2014-2015 budget to fund this expense; and

NOW, THEREFORE, BE IT

RESOLVED; that Erie Community College is hereby authorized to obtain the Erie County Legislature's approval to award a contract for up to $70,000 to Advantage Design Group; and be it further,

RESOLVED; that the source of funds available to pay for this expense is available in ECC's contractual services accounts and is hereby authorized for expenditure by ECC's Board of Trustees; and be it further

RESOLVED, upon approval of this expenditure by the Erie County Legislature, the President of Erie Community College or his designee, is authorized to enter into a contract with Advantage Design Group as outlined above.

ATTEST:

Stephen Boyd
Chair, Board of Trustees
Erie Community College