

## Budget, Finance, and Facilities Committee Meeting

Date: September 1, 2017

Time: 1:30 p.m.

Location: Conference Call

**Committee Members:** Kimberly Moore, Chair  
Matthew Carter, Kelvin Lawson, Harold Mills, Belvin Perry, Craig Reed

### AGENDA

- |     |               |               |
|-----|---------------|---------------|
| I.  | Call to Order | Trustee Moore |
| II. | Roll Call     | Mrs. Turner   |

### CONSENT ITEM

- |      |                                   |               |
|------|-----------------------------------|---------------|
| III. | Approval of Minutes: June 7, 2017 | Trustee Moore |
|------|-----------------------------------|---------------|

### ACTION ITEMS

- |     |  |                 |
|-----|--|-----------------|
| IV. | Approval of Campus Development Agreement Extension       | Interim VP Ford |
| V.  | Law School Test Prep Fee                                 | Interim VP Ford |
| VI. | Contractual Agreement with Application Services Provider | Interim VP Ford |

### INFORMATION ITEMS

- |       |   |                  |
|-------|---|------------------|
| VII.  | Project Updates <ul style="list-style-type: none"> <li>a) CASS Project Update/Timeline</li> <li>b) Public Private Partnership (P3)               <ul style="list-style-type: none"> <li>a. UCF Visit</li> <li>b. P3 Vendor Communication</li> </ul> </li> <li>c) University Construction (at-a-glance)</li> </ul> | AVP Kapileshwari |
| VIII. | Cost Savings (Quarterly Update)   | Interim VP Ford  |
| IX.   | Adjournment   | Trustee Moore    |

**Supplemental Document:** List of Contracts Over \$100,000

III.  
Minutes  
June 7, 2017

**Budget, Finance and Facilities Committee Minutes**  
**Trustee Kimberly Moore, Chair**

**Wednesday, June 7, 2017**

**MINUTES**

**Committee Members Present:** Chair Kimberly Moore, Trustee Mathew Carter, Trustee Kelvin Lawson, Trustee Gary McCoy, Trustee Harold Mills, Trustee Belvin Perry

**Call to Order / Roll Call**

Chair Moore called the meeting to order. Mrs. Turner called the roll. A quorum was present.

**CONSENT ITEMS**

**Approval of Minutes – February 20, 2017 and March 7, 2017**

There were no revisions to the minutes.

*The motion to approve the two consent items (February and March minutes) was made by Trustee Carter and seconded by Trustee Lawson. The motion carried.*

**ACTION ITEMS**

**Election of Vice Chair**

Trustee Mills was nominated by Trustee Carter. The nomination was seconded by Trustee Lawson. The motion carried. Trustee Harold Mills is the Vice Chair of the Budget, Finance and Facilities Committee.

**Approval of Budget - Preliminary 2017-18 Budget (Schedule 1)**

Interim VP Ford explained that Schedule 1 is a required submission to the Board of Governors (BOG) after approval from the BOT. Schedule 1 is a summary of revenue and expenditures and it is used for determining the next year's budget allocation. Trustee Mills added that for this past year, FAMU received \$11.5 million in performance funding, however that number will be reduced for 2017-18. Trustee Mills continued by indicating that last year the budget was based on 9000 students and this year the budget is based on 9500 students (an approximate \$12 million increase in tuition and fees).

Questions/Comments re: Approval of Budget:

- Trustee Carter commented that he appreciated the individual briefing calls made with Interim VP Ford and her staff to answer questions about committee materials.

This action item, Schedule 1- Preliminary 2017-18 Budget, was moved for approval by Trustee Lawson and seconded by Trustee McCoy. The motion carried.

**Approval of Budget - Strategic Plan Budget**

Interim VP Ford shared the slide for the Strategic Plan Budget and the operating budget. The difference of \$2.8M in budget between 2016-17 and 2017-18 was addressed strategically with Academic Affairs so there is no impact on critical items like specialized accreditation or licensure passing, etc. The legislature has approved \$1M for distance learning, \$1.7M for world class faculty and scholars, and \$1.9M for support of graduate programs in Law and SBI and also some for Pharmacy. These funds will be used to support the strategic plan and in addition Title 3 funding will also be used to support the plan.

Questions/Comments re: Strategic Plan Budget:

- Trustee Moore clarified that the budget includes some one-time funding from salary savings. Planning for year 2 of the Strategic Plan will begin this summer.
- Trustee Carter raised a question about the three additional sources of funding from the legislature this year. *Response: Interim VP Ford indicated that there are three pots of money to support each of the following: 1) \$1 million to support the distance learning program, 2) \$1.7 million for faculty recruitment, and 3) \$1.9 million to support graduate programs.*
- Trustee Mills encouraged the staff to identify funding “within the enterprise” from operating dollars in order for the strategic plan to be self-sufficient and sustainable.
- Trustee Grable requested a breakdown for the use of the \$1.7 million for faculty recruitment. *Response: Interim VP Ford read the explicit criteria.*

This action item, Strategic Plan Budget, was moved for approval by Trustee McCoy and seconded by Trustee Lawson. The motion carried.

**Approval of Amendments to Regulation 3.017: Schedule of 2017-18 Academic Year Tuition and Fees**

Interim VP Ford indicated that the proposed amendment was to increase the “repeat course fee” from \$177.57 to \$181.12. This is an increase \$3.55 as mandated by the Board of

Governors. Trustee Carter added how important this was because one of the metrics chosen by the BOG was related to excess credit hours. The repeat course fee is essentially a penalty provision that informs the BOG and our customers (students) that we are serious about curtailing the issues of repeat courses. The reason for this provision is that there is a deleterious impact on the university's funding and repeating courses slows down students' progression to graduation.

Questions re: Approval of Amendments to Regulation 3.017 (2017-18 Tuition and Fee Schedule):

- Trustee Grable asked if this provision was for one repeat or multiple repeats. *Response: Interim VP Ford responded it is for more than twice.*
- Trustee Grable emphasized how important it was for our customers to know that this is not something that FAMU is doing to students. *Response: Trustee Carter reiterated that the repeat course fee was a system-wide penalty that the BOG was imposing.*

This action item, Approval of Amendments to Regulation 3.017, was moved for approval by Trustee Lawson and seconded by Trustee Mills. The motion carried.

**Capital Improvement Program 2018-2023** AVP Kapileshwari stated that we are required to submit an updated 5-year Capital Improvement Program (CIP) to the BOG. Every year the BOG presents to the legislature with the recommended budget for additional academic support facilities for the upcoming 5-year period. Fixed Capital Outlay list and CIP are required from all universities. The CIP list aligns with the strategic priorities of the University. The list was strategically developed with the input of a cross-section of campus entities and departments.

A prioritized list of PECO-funded projects was presented. AVP Kapileshwari provided further explanation on the first three projects listed: 1) Student Affairs Building/CASS, 2) Infrastructure – Central Plant Improvements, and 3) Classroom Technology / Distance Learning Upgrade/New. BOG has had many discussion on distance learning.

**NEXT STEPS:** After CIP budget approval, the team will work with the respective academic areas and finalize the CIP report (including project information, alignment with strategic plan and preliminary calculations on the return on investment. The report will be reviewed and signed by the President and submitted to the BOG. Deadline for submission is August 1, 2017.

Trustee Moore added that to align with the strategic plan, the priority of projects on the list has changed since last year.

#### Questions re: Capital Improvement Program:

- Trustee Carter asked if there was consideration of the decreased amount of PECO funding when prioritizing the CIP list. Response: *AVP Kapileshwari responded affirmatively that the listed projects were in priority order. Trustee Moore added that at a very minimum we hope that the CASS project would receive full funding through completion since there has already been some investment in the project.*
- Trustee Carter asked how much more is needed to complete the CASS project. Where is the CASS project structurally Response: *AVP Kapileshwari stated that the estimated cost is \$39 million and to date we have received \$12.5 million in the last 2 years. This year the legislature has approved \$3.5 million for this year. AVP Kapileshwari added that the team is working with the design and construction manager to determine what we can get accomplished with the funds we already have. Initial project schedule had the design completion in November of this year, followed by GMP from the construction manager. Currently the project team is working on phasing the project to accommodate the incremental funding received.*
- Trustee Lawson commented that dormitories should be on the priority list. Response: *AVP Kapileshwari responded that the list presented is for PECO-Eligible projects only and dormitories are considered Auxiliary. The summary sheet includes projects from all sources of funding. President Robinson clarified that the CIP is for PECO eligible project and the information for Auxiliaries is included in a separate area. Trustee Mills shared the information that he has received from the team regarding the facility condition index for all the facilities on the campus.*
- Trustee Grable asked, considering previous years, how long have some of the projects been on the PECO-eligible list. Response: *AVP Kapileshwari indicated that several of the projects have been on the list for at least the 2 years that he has been there, some even longer. Priority is based on the strategic plan. This year for example based on a meeting with the BOG it was shared that instead of new facilities the focus should be on existing facilities. Therefore the prioritized list of projects emphasized renovation projects instead of just new construction.*

#### Summary Recommendations re: Capital Improvement Plan

- It was recommended that the BOT receive a complete list of facilities and infra-structure projects from all funding sources.

- It was recommended that information is researched from the past 5 or 10 years on how FAMU has fared in obtaining PECO funding in comparison to other Florida universities. Then we need to determine what we would do with the funding that we did not get previously and what verifiable and quantifiable improvements to FAMU, particularly as it relates to the performance metrics, could happen with “equity dollars.”

Trustee McCoy moved for approval of the CIP and the motion was seconded by Trustee Carter. The motion carried.

### **Palmetto Street Easement**

AVP Kapileshwari stated that the City is working on several projects including the Magnolia Street project (east of Monroe). Magnolia Street becomes Palmetto Street on the West of South Adams Street. Currently there are no sidewalks on that side. Having sidewalks will be in the best interests of the City and FAMU. A graphic depiction was shown. Financing will be entirely by the City. The easement on Palmetto Street was recommended for approval.

Trustee Carter moved for approval of the Palmetto Street Easement and the motion was seconded by Trustee Lawson. The motion carried.

## **INFORMATION ITEMS**

### **Project Updates**

**CASS Project.** AVP Kapileshwari formally introduced Craig Talton. Mr. Talton reported on the current status and next steps on the CASS project using presentation slides. Trustee Moore added that there is on-going engagement with the BOG staff. The FAMU team has met every milestone to date as indicated on the timeline.

### Questions re: CASS:

- Trustee Lawrence asked when do we start building. *Response: Mr. Talton stated that actual building is projected to commence in March 2018. We are doing a phased-in approach in building based on when and how much funding is secured.*
- Trustee Moore added that to receive additional funding from the legislators and to be in a better position to be on the BOG’s A list, we have to show the “readiness” of projects.
- Several Trustees commented that it is imperative that the CASS building is advocated by the BOG and is among the projects on their “A-List”.

**Public Private Partnership (P3) Project.** Mr. Talton explained that the P3 project began approximately 18 months ago and was divided into 3 phases. Jones Lang LaSalle (JLL) are the consultants that we have secured to assist in the process. Additionally, the FAMU team has consulted and discussed with other P3-experienced individuals at other universities. Mr. John Pittman at the University of Central Florida has offered to provide complimentary assistance in the process as needed.

Student housing and parking garage offering were the two similar components reviewed in the proposals of the two firms under consideration. The next steps include review and approval of the project budget and the Best and Final Offer from Construct Two Group. Final contract provisions will be review and approved by the President and BOT. Additionally, the project will be reviewed and approved by BOG and the Division of Bond Finance.

Questions re: P3:

- Trustee Lawson indicated that we have an interest in P3 as well as some reservations as it is uncharted territory. Do we feel we have the right level of expertise giving us good advice on structure, financing, real estate issues, etc.? Are more people needed at JLL or outside of JLL to consult and educate us as we move forward? Trustee Moore asked Interim VP Ford if more support was needed. *Response: Mr. Talton responded that JLL came highly recommended from FIU and they are nationally known. Also Mr. Pittman of UCF was highly recommended. Additionally the committee is comprised of individuals with expertise in their respected areas. Several on the committee has sought additional information from other universities within and outside of Florida. Interim VP Ford indicated that moving forward we will try to identify someone on campus with P3 expertise.*
- Trustee Lawson asked if the process allowed for flexibility to make changes. For example, there was discussion that the scope should be narrowed to focus on what is most critical. *Response: Mr. Talton indicated that there is flexibility in the process. We are looking at scaling down based on what the university needs.*
- Trustee Lawrence asked if the BOG was fully apprised of what we were doing and are we using the BOG expertise? *Response: Trustee Moore indicated that the BOG staff is being updated regularly. Additionally, there are regularly scheduled meetings with the BOG staff where the P3 initiative is discussed.*
- Trustee McCoy asked for a written compilation of the pros/cons and lessons learned and asked that such a document is shared with the BOT. *Response: Trustee Moore indicted that staff can provide such a document to the full board.*

**NOTE: Due to time limitations, Trustee Moore moved to Cost Savings agenda item and requested the Board review the documents provided for the University Construction Projects and Succession Planning.**

**Cost Savings (Quarterly Update)**

Interim VP Ford referred the board to the presentation slide that listed several cost savings strategies along with approximate savings. The virtual payable process is similar to the P-Card process where vendors will be paid with a virtual payable card. The University will receive annual rebates of approximately \$800,000. The estimated implementation date for the Virtual Payable Process is December 2017.

**The meeting was adjourned.**

## IV.

# Approval of Campus Development

Meeting Date September 2017Agenda Item: IV**Item Origination and Authorization**

Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____
Resolution <u>X</u> _____	Contract _____	Grant _____	Other _____

**Action of Board**

Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____
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**Subject:** Florida A&M University and the City of Tallahassee are parties to a Campus Development Agreement, dated March 16, 2015, which for the term of the agreement determines the impacts of proposed campus developments on public facilities, services, and public transportation. The termination date of the Campus Development Agreement is December 31, 2017, unless the parties extend it by mutual consent. Florida A&M University has requested that the City agree to extend the Campus Development Agreement by one year to December 31, 2018 to allow University time to submit a revised Master Plan and Agreement to the City for consideration. In the extension agreement Florida A&M University is also notifying the City that has completed water sewage analysis of Campus.

**Rationale:** The Strategic Plan for Florida A&M University was approved in June 2017. The master planning update process was slowed down in order for the Campus Development Agreement and Master Plan to be aligned with its Strategic Plan. The most recent Capital Improvement Plan and the University's strategic plan will be used in updating the master plan.

**Recommendation:** Authorize the president to enter into an agreement with the City of Tallahassee to extend the term of the current Campus Development Agreement to December 31, 2018 substantially in the form set forth on Exhibit "A" subject to the review and approval of the Office of the General Counsel.

**FOURTH AMENDMENT TO  
CAMPUS DEVELOPMENT AGREEMENT BETWEEN  
THE CITY OF TALLAHASSEE AND FLORIDA A & M UNIVERSITY**

**THIS FOURTH AMENDMENT TO CAMPUS DEVELOPMENT AGREEMENT (hereinafter referred to as “Agreement”)** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the **CITY OF TALLAHASSEE** (hereinafter referred to as “City”), a municipal corporation of the State of Florida, and **FLORIDA A&M UNIVERSITY** (hereinafter referred to as “University”).

**WHEREAS**, University and the City have an existing Campus Development Agreement, dated March 16, 2015, which determines the impacts of proposed campus development for the term of the agreement on public facilities and services, and public transportation; and

**WHEREAS**, the termination date of the Campus Development Agreement is December 31, 2017, unless the parties extend it by mutual consent; and

**WHEREAS**, University has requested that the City agree to extend the Campus Development Agreement by two one years to December 31, 2018 to allow University time to submit a revised Master Plan and Agreement to the City for consideration; and

**WHEREAS**, University has completed Potable Water System Analysis and a Sanitary Sewer Collection and Disposal System Analysis required by Sections 11.2 and 11.3 of the Campus Development Agreement to and it has been approved by the City; and

**WHEREAS**, this amendment is being done pursuant to Sec.163.3225, Florida Statutes, after two required public hearings.

**NOW, THEREFORE**, in consideration of the covenants contained herein and the performance thereof, the parties do hereby agree as follows:

1. The foregoing recitations are true and correct and are incorporated herein by reference.
2. Section 5.0, Term of Agreement, of the Campus Development Agreement is amended as follows:

“This Agreement shall become effective upon execution by both parties and shall remain in effect through December 31, 2018, unless extended by the mutual consent of the University and the City, in accordance with Section 15.0 of this Agreement.”

3. In all other respects, the Campus Development Agreement shall remain unchanged and in full force and effect.

**IN WITNESS THEREOF**, the parties have set their hands and seals on the day and year indicated.

**APPROVED** by the City Commission of the City of Tallahassee on NEW DATE.

**APPROVED** by Florida A&M University on \_\_\_\_\_, 2017.

Signed, seal and delivered in the presence of:

FLORIDA AGRICULTURAL AND  
MECHANICAL UNIVERSITY

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Larry Robinson, Interim President

\_\_\_\_\_  
Witness

Date: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF LEON

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgements, personally appeared Larry Robinson, Interim President, Florida Agricultural and Mechanical University, who produced \_\_\_\_\_ as identification or who is personally known to me to be the person described herein and who executed the foregoing, and acknowledged the execution thereof to be his free act and deed, for the purposes therein mentioned.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
NOTARY PUBLIC  
(Seal)

CITY OF TALLAHASSEE

\_\_\_\_\_  
Andrew D. Gillum, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
James O. Cooke IV, City Treasurer-Clerk

\_\_\_\_\_  
Lewis E. Shelley, City Attorney

STATE OF FLORIDA  
COUNTY OF LEON

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgements, personally appeared Andrew D. Gillum, Mayor, who produced \_\_\_\_\_ as identification, or who is personally known to me to be the person described herein and who executed the foregoing, and acknowledged the execution thereof to be his free act and deed, for the purposes therein mentioned.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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NOTARY PUBLIC

(Seal)

V.

Law School Test Prep Fee



**Florida Agricultural and Mechanical University  
Board of Trustees  
ACTION ITEM**

**Budget & Finance Committee**

**Date: September 1, 2017**

**Agenda Item: Law School Test Prep Fee**

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution _____	Contract _____	Grant _____	Other _____	

  

Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

**Subject:** Law School Test Prep Fee

**Rationale:**

Pursuant to Board Regulation 7.003(23):

Every five years the university board of trustees shall review the fee to determine if the fee has met its intended outcomes and whether the fee should be increased, decreased or discontinued. The university board of trustees shall submit its findings to the board. Any subsequent decreases or continuation in these fees are delegated to the university board of trustees, with notification to the chancellor.

The Board of Governors approved the implementation of a Law School Test Prep Fee at FAMU on March 22, 2012.

**Attachments:** None

**Recommendation:**

It is recommended that FAMU continues the Law School Test Prep Fee with deferment of fee collection.

## VI.

# Contractual Agreement with Application Services Provider

## Budget & Finance Committee

Date September 1 2017

Agenda Item: VI

Item Origination and Authorization				
Policy ____	Award of Bid ____	Budget Amendment ____	Change Order ____	
Resolution ____	Contract_x ____	Grant ____	Other ____	

  

Action of Board				
Approved ____	Approved w/ Conditions ____	Disapproved ____	Continued ____	Withdrawn ____

**Subject:** FAMU Information Technology Services (ITS) is seeking to continue the contractual relationship with Sierra-Cedar as its Application Services Provider hosting the University's ERP System (iRattler) as a sole source provider. ITS is seeking your approval to renew the hosting contract for an additional five (5) term, beginning September 17, 2017 and ending September 2022.

**Rationale:** Sierra-Cedar has a strong history of providing outstanding services and support to Higher Educational Institutions, and has provided outstanding hosting services and support for FAMU's Enterprise Resource Program Applications for the past five (5) years. Services includes excellent system response time during high demand periods and periodic maintenance windows. Sierra-Cedar are leaders in providing hosting services in higher education to include 48 clients utilizing Oracle (PeopleSoft) including 10 clients that are using PeopleSoft Campus Solutions. More specifically, Sierra-Cedar provides some unique benefits, including the following:

- 1) Industry-leading service and infrastructure performance credits per Sierra-Cedar's Service Level Agreement.
- 2) Service Level Commitments that are included in the base hosting services pricing agreement, including 99.8% availability, with credits up to 100% of the monthly hosting fee for failure to meet this threshold.
- 3) Sierra-Cedar has provided uninterrupted hosting and support services and is familiar with FAMU's applications, users, business processes and supporting requirements.
- 4) Provides for ongoing operations on an established, stabilized infrastructure that supports the performance needs of FAMU.
- 5) Allows the University to undertake other critical business and system initiatives to support the institution such as planned critical upgrade projects for Human Capital Management (HCM) and Campus Solutions (CS). These upgrades requires 6 to 8 months for HCM and 8-10 months for CS
- 6) Has eliminated major disruptions in services such as student registration, financial aid processes, vendor payments, year-end closing, reporting requirements, and third party interfaces such as Wells Fargo Banking, BlackBoard, Material and Supplies Suppliers (ESM), PeopleFirst, CyberSource, Pcard (Bank of America) and Barnes and Nobles, etc.

Changing ASP providers at this particular point would compromise and adversely impact the continuity of FAMU's business processes, it would certainly be beneficial and in the best interests of the university to retain its current provider, Sierra-Cedar.

**Recommendation:** Approval to renew and continue contractual agreement with Sierra-Cedar to provide application hosting services for our Enterprise Resource Planning system (iRattler). Annual Cost: \$1,148,916.00

**Attachments:** Amendment 4, Renewal and Sole Source Certification

**Prepared by:** Information Technology and Procurement Services

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY SOLE SOURCE CERTIFICATION

In accordance with authority granted under Florida A&M University Regulation 6.005(10) (b), the following documentation is submitted in support of a request to purchase the items(s) listed below that are only available from one vendor.

Vendor: Sierra-Cedar

Account Number: 020100 (ITS) Cost \$ Annual Cost \$1,148,916

Justification:

Florida A&M University's Information Technology Services (ITS) is responsible for the implementation and maintenance of the University's Enterprise Resource Planning (ERP) System. Part of ITS' responsibility is to provide adequate infrastructure and support that will render best in class uninterrupted services to the university's community and stakeholders. The University's ERP System is the backbone for providing online services supporting Human Resources, Financial Services, and Campus Solutions (Student Enrollment and Registration).

FAMU ITS program is seeking to continue the contractual relationship with Sierra- Cedar as its Application Services Provider hosting the University's ERP System as a sole source provider. Sierra-Cedar has a strong history of providing outstanding services and support to Higher Educational Institutions, and has provided outstanding hosting services and support for FAMU's ERP Applications for the past five (5) years. Services includes excellent system response time during high demand periods and periodic maintenance windows. Sierra-Cedar are leaders in providing hosting services in higher education to include 48 clients utilizing Oracle (PeopleSoft) including 10 clients that are using PeopleSoft Campus Solutions. More specifically, Sierra-Cedar provides some unique benefits, including the following:

Continuation on Page 2

I, the undersigned, certify the above to be true and correct to the best of my knowledge and belief

Signature: [Handwritten Signature] Title: Assoc. VP of CIO Date: 1/5/2017

I, the undersigned designee of the Florida A&M University Office of Procurement Services, as delegated in Regulation 6.005(10) (b), (or a designee delegated the authority as described in, hereby concur with the above justification and recommend the procurement of the above as a sole source. If applicable, the reason(s) for disapproval are:

[Handwritten Signature] Director of Procurement Services Date:

I, the undersigned designee, acting for and on behalf of the University President pursuant to the delegation authority approve ( ) , disapprove ( ) the procurement of the above as a sole source. If applicable, the reason(s) for disapproval are:

[Handwritten Signature] VP, Finance and Administration Date: 1/6/17

POSTED FROM 1/9/17 @ 00:00 AM To DATE 1/12/17 @ 10:06 AM TIME 10:00

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN REGULATION 6.005(9) (K), SHALL CONSTITUTE A WAIVER OF THE RIGHT TO PROCEEDINGS. Revised 08-12 st

### Sole Source Justification Continuation

- 1) Industry-leading service and infrastructure performance credits per Sierra-Cedar's Service Level Agreement.
- 2) Service Level Commitments that are included in the base hosting services pricing agreement, including 99.8% availability, with credits up to 100% of the monthly hosting fee for failure to meet this threshold.
- 3) Sierra-Cedar has provided uninterrupted hosting and support services and is familiar with FAMU's applications, users, business processes and supporting requirements.
- 4) Provides for ongoing operations on an established, stabilized infrastructure that supports the performance needs of FAMU.
- 5) Allows the University to undertake other critical business and system initiatives to support the institution such as planned critical upgrade projects for Human Capital Management (HCM) and Campus Solutions (CS). These upgrades requires 6 to 8 months for HCM and 8-10 months for CS.
- 6) Has eliminated major disruptions in services such as student registration, financial aid processes, vendor payments, year-end closing, reporting requirements, and third party interfaces such as Wells Fargo Banking, BlackBoard, Material and Supplies Suppliers (ESM), PeopleFirst, CyberSource, Pcard (Bank of America) and Barnes and Nobles, etc.

Changing ASP providers at this particular point would compromise and adversely impact the continuity of FAMU's business processes, it would certainly be beneficial and in the best interests of the university to retain its current provider, Sierra-Cedar.

Supplemental Document:  
List of Contracts Over \$100,000

**Budget & Finance Committee**  
**Date: September 1, 2017**  
**Agenda Item: (Contracts over \$100,000)**

**1. Contractor: Air Charter Division**

Contract #: C-ITN 0016-2017  
 Contract Start Date: 10-01-2017  
 Contract Expiration Date 10-31-2017  
 Contract Amount: \$ 208,000.00

This contractor will provide and serve as an agent for the University and provide air transportation services for the 2018 football seasons.

Itinerary:

TRIP	DATE	Routing	Aircraft	Seats
1	10/6/17	ORF and return	MD83	163
2	10/20/17	PHF and return	MD-83	163
3	10/27/17	BWI and return	MD-83	163

**2. Contractor: Seven Hills Commercial Cleaning & Painting, LLC**

Contract #: 0007-2017 ITB  
 Contract Start Date: 06-07-17  
 Contract Expiration Date One Year from date executed  
 Contract Amount: \$ 266,343.00

This contractor will provide cleaning services for FAMU Housing Department.

**3. Contractor: Lexmark Enterprise Software –**

Contract #: C-0080-17  
 Contract Start Date: 2/13/17  
 Contract Expiration Date Five years from the date of execution  
 Contract Amount: \$ 674,885.00 for a period of 5 years

This contractor will provide imaging software license and professional services.