

APPENDIX A

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 7, 2022

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 10 2022-2023 ANNUAL CONTRACTS AND CONSULTANTS

10-A ACADEMIC AFFAIRS

Requested by: Jason Beardsley, Dean, Academic Affairs
Dione Carter, Dean, Academic Affairs
Reggie Ellis, Director, Athletics
Steve Hunt, Interim Director, Library and Information Services
Maral Hyeler, Director, Instructional Services/External Programs
Sasha King, Interim Associate Dean, Career/Technical Education
Maria Muñoz, Interim Dean, Equity, Pathways and Inclusion
Patricia G. Ramos, Dean, Academic Affairs
Scott Silverman, Interim Dean, Noncredit and External Programs
Tammara Whitaker, Interim Associate Dean, Online Services

Approved by: Bradley Lane, Vice-President, Academic Affairs

FACILITIES FOR INSTRUCTION

Provider	Service	Amount	Funding Source
1. List of providers on file in the office of Academic Affairs	Off-campus facilities for credit and noncredit adult as needed when in-person instruction becomes possible.	Payment per class is authorized as stated on the list	2022-2023 Office of Academic Affairs
2. List of providers on file in the Health Sciences office	Affiliation agreements between the Santa Monica College and the providers for the use of health facilities by SMC students in connection with the District's nursing program. The list is on file in the Health Sciences Office.	No charge to the District	2022-2023 District Budget/ Health Sciences
3 List of providers on file in the office of SMC Emeritus	Off-campus facilities for SMC Emeritus classes when in-person instruction becomes possible.	Payment per class is authorized as stated on the list	SMC Foundation – Emeritus account

10-A ACADEMIC AFFAIRS (continued)SOFTWARE FOR INSTRUCTION

Provider	Service	Amount	Funding Source
4. Turnitin.com	Santa Monica Community College District will provide a plagiarism detection software owned by Turnitin.com	Not to exceed: \$80,000	2022-2023 District Budget (Lottery)

ATHLETICS

Provider	Service	Amount	Funding Source
5. Kaiser Permanente	Santa Monica Community College District will provide a learning environment conducive to educating the residents in the ACGME competency areas.	Not to exceed: \$4,000	2022-2023 District Budget/ Athletics
6. WellnessMart.com	Provide athletic-related pre-participation physical exams for up to 150 student athletes during the academic year 2022-2023.	\$70.00 per physical Not to exceed \$3,500	2022-2023 District Budget/ Athletics
7. Presto Sports	Host the Athletics website: www.smccorsairs.com	Not to Exceed \$3,450	2022-2023 District Budget/ Athletics

DISTANCE EDUCATION

Provider	Service	Amount	Funding Source
8. Canvas/ Instructure	Course Management System (CMS) for District-wide use.	Current funding source is being supported through the CCCC OI (Online Education Initiative). Cost to District: \$0 Actual dollar value of one-year Canvas contract: \$288,554	2022-2023 Academic Affairs

10-A ACADEMIC AFFAIRS *(continued)*LIBRARY VENDOR

Provider	Service	Amount	Funding Source
9. Yankee Book Peddler	Provider of library books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed \$50,000	2022-2023 California State Lottery Grant
10. CCLC (Community College Library Consortium)	Provider of Library Databases and Electronic Books without taking estimates or advertising for bids as permissible under Public Contract Code 20118.3 and Education Code 81651.	Not to exceed \$300,000	2022-2023 California State Lottery Grant.

WORK STUDY AGREEMENTS

Provider	Service	Amount	Funding Source
11. Work Study Agreement with the University of California Los Angeles,	These are renewal agreements that allow university work-study students to be placed at Santa Monica College. The District pays the percentage of the students' wages as indicated. Peer tutors have worked in English, Social Science, Math, Modern Language, Science, and Supplemental Instruction.	(Costs will not accrue until in-person instruction becomes possible.) <u>UCLA</u> SMC's responsibility: 50% of total compensation paid to students. 15% administrative fees. A share of Worker's Compensation, Medicare expenses, and Unemployment insurance	2022-2023 Budget/Academic Affairs (District's share)

10-A ACADEMIC AFFAIRS *(continued)***CONTRACT EDUCATION**

The contracts are needed to support infrastructure needs (e.g., the program's web-based registration system and off-site locations) as well as content. For the contracts where no dollar amount is indicated, the amount is based on a percentage of the enrollment fees generated or real-time demand by clients for customized training programs.

Funding Source: Contracts for Contract Education are fully-funded by revenues generated through class enrollments and state funds to subsidize employee training programs based on performance.

Provider	Service
1. OMCP- Online Marketing Certified Professional	Agreement to provide prepaid OMCA Exam Vouchers for SMC Contract Education Students who complete Social Media Marketing Practitioner Certification through Market Motive. Not to exceed \$4,000/year
2. Education to Go	Agreement to offer online classes through SMC's Contract Education program in exchange for a percentage of the enrollment fees generated.
3. CRM Learning	Purchase videos for Customer Service Academy curriculum through Contract Education
4. Complete Book.com	Purchase books for Customer Service Academy curriculum through Contract Education
5. International Optimum Solutions, LLC dba Kirkpatrick Enterprises International (KEI)	Agreement to provide specialized training to Employer Training Panel (ETP) clients. Classes in Manufacturing Skills, LEAN, Six Sigma, Continuous Improvement, Quality Control, and Business Silks are approved categories of training for ETP contractors. New courses in COVID response in various industry categories will be developed and implemented. Contract amount is contingent upon market response for remote learning.

10-A ACADEMIC AFFAIRS (continued)COMMUNITY EDUCATION

The contracts are needed to support infrastructure needs (e.g., the program's web-based registration system and off-site locations) as well as content. For the contracts where no dollar amount is indicated, the amount is based on a percentage of the enrollment fees generated.

Funding Source: Contracts for Community Education are fully-funded by revenues generated through class enrollments.

Provider	Service
1. Modern Campus – owners of Augusoft Inc./Lumens	Annual maintenance agreement for Lumens Software used by Community Education for online registration and Paypal for credit card transactions. Not to exceed \$23,000
2. AUMT Institute	Agreement to offer online and in-class courses through SMC's Community Education program. A portion of the fees students pay for these classes will be revenue for Community Education, and the balance will go to AUMT. AUMT will provide Phlebotomy career training, including textbooks, supplies, materials and instructors. AUMT will dispose of waste per OSHA guidelines. Not to exceed \$20,000 Comment: Generally, funding flows from AUMT to Community Education, unless we have to facilitate the student's registration.
3. Condensed Curriculum International (CCI)	Agreement to offer online and in class courses through SMC's Community Education program in exchange for a percentage of the enrollment fees generated. CCI will provide the third-party content, including textbooks, supplies, materials and instructors for both online and classroom-based career training programs. Not to exceed \$10,000
4. Career Training Solutions, LLC	Agreement to offer online and in class courses through SMC's Community Education program in exchange for a percentage of the enrollment fees generated. Career Training Solutions will provide the third-party content, including textbooks, supplies, materials and instructors for both online and classroom-based career training programs. Not to exceed \$10,000

10-A ACADEMIC AFFAIRS *(continued)***COMMUNITY EDUCATION**

Provider	Service
5. Black Rocket	<p>Agreement to offer online and in class courses through SMC's Community Education program in exchange for a percentage of the enrollment fees generated.</p> <p>Black Rocket will provide the third-party content, including textbooks, supplies, materials and instructors for both online and classroom-based programs for youth.</p> <p>Not to exceed \$5,000</p>
6. Course Horse	<p>Agreement to offer selected courses from Community Education on Course Horse's website to serve as a marketing tool to increase enrollment and publicity for the program.</p> <p>Comment: Community Ed receives from CourseHorse a percentage of course fees only when students register through the Course Horse site. Community Education will utilize this site for a select few courses that need additional registration to meet the minimum to run. There is never a payment made from SMC to this vendor.</p>
7. Education to Go	<p>Agreement to offer online classes through SMC's Community Education program in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: Funding flows only from EdToGo to SMC.</p>
8. Institute of Reading Development	<p>Agreement with the Institute of Reading Development for the rental of classroom space at Santa Monica College in exchange for a percentage of the enrollment fees generated.</p> <p>Comment: The Institute of Reading Development offers reading programs for children and adults. The program will be publicized in the Community and Contract Education schedule of classes and website; however, all enrollments are done through IRD. Funding flows only from IRD to SMC.</p>
9. Learning Resources Network	LERN Yearly Membership \$800
10. You Got Class	<p>Agreement to offer online courses through SMC's Community Education program in exchange for a percentage of the enrollment fees generated.</p> <p>You Got Class will provide the third-party content, including textbooks, supplies, materials and instructors for online class offerings.</p> <p>Comment: Funding flows only from YouGotClass to SMC</p>
11. Southwest Printing	Printing services for all Community Education catalogs and mailers.

10-A ACADEMIC AFFAIRS (continued)

COMMUNITY EDUCATION (continued)

Provider	Service
12. We Search Research	Editorial copywriting; information research and verifications Not to exceed \$1,000
13. West LA Extension	Agreement to offer joint community education classes through SMC's Community Education program in exchange for a percentage of the enrollment fees charged. Not to exceed \$1,500. Comment: Generally, any payment would be small. The effective result of this partnership is that both institutions see registrations they otherwise would not have gotten. It is near to a break-even between the Colleges, but more enrollments for both.
14. Shasta College Community Education	Agreement to offer selected Community Education classes from each college in the other's catalog in exchange for a percentage of the enrollment fees charged. Not to exceed \$1,500. Comment: Generally, any payment would be small. The effective result of this partnership is that both institutions see registrations they otherwise would not have gotten. It is near to a break-even between the Colleges, but more enrollments for both.
15. PeachJar	Purchased digital advertising to the families enrolled in local schools. The system allows us to buy advertising time for Community Education digital flyers to be pushed out to SMMUSD parent emails. Not to exceed \$5,000.
16. Beverly Drive Financial	Agreement to cobrand workshops Beverly Drive Financial Offers virtually, outside of the traditional Community Education classes, and in return, Beverly Drive Financial pays Community Education at SMC a referral fee as outlined in the agreement.
17. List of providers on file in the Office of Community Education	Payment for delivery of seminars and courses for SMC Community Education courses. Payment per class is authorized as stated on the list.

10-B CONSTRUCTION/FACILITIES SERVICES

Requested by: John Greenlee, Director of Facilities Finance

Charlie Yen, Director, Facilities Planning

Yu-Ngok Lo, Assistant Director, Facilities Planning

Approved by: Christopher Bonvenuto, Vice-President, Business/Administration

The following one-year agreements for Construction/Facilities Services are all renewals of existing contracts for services.

Provider	Services	Amount	Funding Source
1. ARC	Reprographic Services for large format building plans and construction documents	Not to exceed \$85,000	Measure V, and District Capital Funds
2. Foundation for California Community Colleges	Annual license fee for state facilities planning program (FUSION)	Not to exceed \$26,000	District Capital Funds
3. Chris Nelson & Associates, Inc.	Provide boundary determination, ALTA/ASCM land title matters, aerial photogrammetric mapping, topography, underground utilities position and alignment, and construction control survey for the District's construction projects.	Not to exceed \$75,000	Measure V, and District Capital Funds
4. QuickBase, Inc.	License and user fee for construction project management information program	Not to exceed \$25,000	Measure V, and District Capital Funds
5. ALMA Strategies	The consultant will provide Capital Outlay Planning, Facilities Planning and Space Utilization Services	\$84 - \$205 per hour not to exceed \$105,000, plus up to \$3,750 in reimbursable expenses	District Capital Funds

10-B CONSTRUCTION/FACILITIES SERVICES *(continued)*

The following two-year agreements for Construction/Facilities Services are renewals of existing contracts for the following projects: Malibu Campus, Art Complex, and Math and Science building.

Provider	Services	Amount	Funding Source
1. Geolabs Westlake Village	Geotechnical Services	\$75 to \$180 per hour, Special Tests \$78 to \$4,000 per test and up to \$600 per report, plus reimbursable expenses and test reports.	Measure V, and District Capital Fund
2. RMA GROUP	The consultant will provide soil compaction/ masonry/ aggregate/ mortar / welding / asphalt material testing services	\$50 to \$180 per hour, and up to \$1,800 per report, plus reimbursable expenses and test reports.	Measure V, and District Capital Fund

10-C ENROLLMENT DEVELOPMENT

*Requested by: Jose Hernandez, Interim Associate Dean, Outreach, Onboarding & Student Engagement
 Tracie Hunter, Associate Dean, Financial Aid & Scholarships
 Pressian Nicolov, Dean, International Education
 Esau Tovar, Dean, Enrollment Services*

Approved by: Teresita Rodriguez, Vice-President, Enrollment Development

Provider	Service	Amount	Funding Source
1. GeckoEngage	Licensing of GeckoEngage "Talk" and "Capture" modules to support outbound call center focused on student onboarding and ongoing call campaigns, and tracking of prospective students via web and at recruitment events held by SMC Outreach (e.g., high schools, college fairs).	GeckoTalk & Capture Not to exceed \$30,000	Student Equity and Achievement Program
2. GeckoEngage	Licensing for GeckoEngage Broadcast module	Not to exceed \$15,000	Student Retention and Outreach
3. Parchment/ Credentials Solutions	The company will provide services for the online ordering and electronic processing of transcripts. This is an optional service for students.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
4. National Student Clearinghouse	The company will provide services for the automated processing of enrollment and degree verifications for third parties.	No cost to the District. A small convenience fee is charged to the requestor.	User Fees
5. Viatron	Imaging software and electronic forms maintenance agreement	Not to Exceed \$37,500 Anticipating a 3-5% increase over previous year.	Student Equity and Achievement Program, Financial Aid, and International Education Center
6. CCC Technology Center	Participation in the use/licensing of CCCApply (online admission application)	No cost to the District.	No Cost
7. Civitas Learning Inc.	Licensing of the company's "Schedule Planner" application used by students and staff to design best-fit course schedules.	\$28,000 Per previous year's notice, pricing is expected to increase to \$28,000. Vendor cites current pricing and product roadmap enhancements as reasons for increased cost.	Student Equity and Achievement Program

10-C ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
8. Hyland	Software maintenance and support of Perceptive Intelligent Capture for Transcripts.	Not to exceed \$33,500	Student Equity and Achievement Program
9. TargetX	Software maintenance and support for CRM platform.	Not to exceed \$90,000	Student Equity and Achievement Program
10. Salesforce Foundation	Software maintenance and support—Enterprise Edition. Plus: One-year extension of Salesforce Pardot Plus Edition with Premier Support.	Not to exceed \$26,000 Not to exceed \$30,000 for Pardot	Student Equity and Achievement Program Student Retention and Enrollment Outreach funds
11. Blackboard ConnectEd	Blackboard Connect basic service (Emergency, Attendance, Outreach) 24x7x365 Support: Unlimited for 36,000 units	Not to exceed \$62,000	2022-2023 District Budget/ Enrollment Development
12. Screen Magic	Software license, maintenance, support, and 2-way SMS messaging service through TargetX—Enterprise Edition	Not to exceed \$16,000	Student Equity and Achievement Program
13. QLess Inc.	Annual license fee, maintenance, and support. QLess allows the college to manage virtual lines at select student services areas such as Admissions, Financial Aid, and Counseling	Not to exceed \$35,000 Includes software and support	Student Equity and Achievement Program
14. College Source	Annual contract to College Source's Transfer Evaluation System utilized by counselors and evaluators to evaluate external coursework	Not to exceed \$11,000	Student Equity and Achievement Program
15. Ellucian Company L.P.	Banner Annual Maintenance/ Software License, including Needs Analysis for 2019-2020	\$53,674	2022-2023 BFAP
16. Ellucian Company L.P.	Banner Financial Aid Remote consulting services	Not to exceed \$29,074(126 hours at \$199/hr.)	2022-2023 District Budget/ Financial Aid

10-C ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
17. Ellucian Company L.P.	Banner 9 project management	Not to exceed \$5,074 (30 hours at \$199/hr.)	2022-2023 BFAP
18. Ellucian Company L.P.	UC4 Applications Manager by Automatic: Annual license Fee	\$22,904	2022-2023 BFAP
19. Ellucian Company L.P.	Financial Aid FM Need Analysis license fee for award year 2021-2022	\$8,148	2022-2023 BFAP
20. Campus Logic	Student forms, Award Letter/Campus Communicator, Scholarship Universe Processing software	\$71,000	2022-2023 BFAP/Financial Aid Technology Grant
21. NextGen Web Solutions	Licensing of Dynamic Forms cloud-based software for use in developing and capturing electronics forms that are fully ADA and Section 508 compliant. Includes multiple approval workflows.	Total Cost \$9,000 (Year 3 of 3) Year 3: \$9,000	Student Equity and Achievement Program
22. Work Study Agreement with Santa Monica-Malibu Unified School District.	SMCCD will provide students eligible for the Federal Work Study Program to work as reading/math tutors at three of the SMMUSD schools – Grant Elementary School, Will Rogers learning Community, and pre-kindergarten child care facility and sixth graders at John Adams Middle School.	The rate of compensation is \$15 per hour, which will be the current rate of pay for student workers, as of July 1, 2021	Federal Work Study Program
23. SHI International	Red Hat Enterprise Linux for Virtual Datacenters	\$13,376.76	2022-2023 BFAP
24. GT Software	NetCobol for Linux x64 Enterprise	\$1,584	2022-2023 BFAP
25. Strata Information Group, Inc	Consulting Services for Banner Financial Aid Functional and Technical Needs	\$65,450	2022-23 BFAP
26. Relation Insurance Services Education, Inc.	Accident/Illness insurance for F-1 visa students (mandatory) and domestic students (optional), including on-campus training for students and staff, support in providing healthcare and coverage to students.	No cost to the District. Students will pay \$177.25 per month for insurance coverage.	Student Insurance Fees

10-C ENROLLMENT DEVELOPMENT *(continued)*

Provider	Service	Amount	Funding Source
27. International Education Advising Centers (A full list of Educational Advising partners is available in IEC)	Introduce SMC to prospective students, hold college fairs, arrange seminars for visiting SMC staff to meet prospective students, help prepare applications, collect and remit fees from students to SMC.	The total for educational advising contracts not to exceed \$750,000 (one-time costs of \$1,000- \$2,000 per enrolled student in good standing)	20222023District Budget/ International Education
28. iXplore University (renewal + new services)	Web Advertisement eBrochure Digital and admissions packet maintenance	\$7,600	2022-2023 District Budget/ International Education
29. Study in the USA (new services)	Digital Pro Recruitment Package	\$15,120	2022-2023 District Budget/ International Education
30. ISSM (Ellucian) (Renewal)	Document Management/ Services Integration	\$,8,100	2022-2023 District Budget/ International Education
31. People Grove	Digital mentoring network platform that provides access to private online skill share and mentoring that connects current and future alumni with prospective students and applicants. Platform connects members/future alumni for mentoring and networking career development opportunities through integration with leading social networks	Not to exceed \$28,700	2022-2023 District/ Outreach & Onboarding
32. Hubspot	Technology platform that facilitates live chat and outgoing call functions that can be utilized by student workers to virtually engage with prospective and new students.	\$10,080	2022-2023 District/ Outreach & Onboarding

10-C **ENROLLMENT DEVELOPMENT** *(continued)*

Provider	Service	Amount	Funding Source
33. VisitDays	Technology platform to build virtual events, hybrid events and in-person events.	\$25,000	2022-2023 District/ Outreach & Onboarding
34. Motimatic	Technology platform to engage students who stopped out during or due to the pandemic to re-apply and re-enroll at SMC	\$25,000	Student Retention and Outreach

10-D FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS

Requested by: *Kim Tran, Chief Director, Business Services*
 Don Girard, Senior Director, Government Relations/Institutional Communications
 John Greenlee, Director of Facilities Finance
 Sherri Lee-Lewis, Vice-President, Human Resources
Approved by: *Christopher Bonvenuto, Vice-President, Business/Administration*

The following contracts for Fiscal/Advocacy are all renewals of existing contracts.

Provider	Service	Amount	Funding Source
1. BLX Group, LLC	Perform arbitrage rebate calculations and private use compliance calculations. Issue arbitrage rebate reports and private usage reports on all general obligation bonds as required by the Internal Revenue Service.	Not to exceed \$100,000	Measure V, AA, and the Capital Outlay Fund
2. Eastshore Consulting, LLC	Provide continuing disclosure and post-issuance compliance services as required by the Securities and Exchange Commission (SEC) for general obligation bonds and any other debt obligation. Plus, assist staff with analytical support on fiscal related projects.	Not to exceed \$25,000	Measure V, AA and District Capital Fund 40.0
3. KNN	Provide financial advisory services from time to time on matters relating to general obligation bonds and any other debt obligation of the District.	Not to exceed \$25,000	Measure V, AA and District Capital Fund 40.0
4. Los Angeles County Office of Education	BEST Financial System and HRS System; i.e., general ledger, accounts payable, employee database, inventory, purchasing, 1099 reporting, payroll, retirements, PC budget, training and downloadable reports.	Not to exceed \$300,000	2022-2023 District/Fiscal Services Budget
5. Eide Bailly LLP	Audit of District basic operations, grants, federal financial aid programs, radio station for the Corporation of Public Broadcasting	Not to exceed \$135,000 plus reimbursable expenses	2022-2023 District/ Board of Trustees Budget

10-D FISCAL/ADVOCACY/GOVERNMENT RELATIONS/INSTITUTIONAL COMMUNICATIONS *(continued)*

Provider	Service	Amount	Funding Source
6. Chavez Shimasaki Strategic Education Services (SES)	Lobbying and advocacy services on budget issues, legislation affecting the District, focusing on SCFF issues before the CCC Chancellor's Office and Board of Governors, and represent the District with the Governor's Office, and other state agencies that work with postsecondary educational institutions.	Not to exceed \$144,000 plus expenses Reflects full year cost for advocacy related to SCFF, 2022-2023 state budget, and other legislative priorities	2022-2023 District/ Board of Trustees Budget
7. School Services of California, Inc.	Provide current resources in the form of bi-weekly updates on State financial and legislative matters, to assist the District with budget and cash flow analysis and projection. Includes 15 hours of business research and planning services.	Not to exceed \$7,500 plus expenses	2022-2023 District Business Administration Budget
8. Urban Dimensions (Dennis Zane)	Urban Dimensions will continue to provide advocacy to identify additional transportation funds at state and federal levels; and assist the college with business activities and relations with the City of Santa Monica and other governmental agencies.	Not to exceed \$60,000	2022-2023 District Transportation Budget
9. The California Statewide Delinquent Tax Finance Authority	This is a joint powers authority that finances delinquent taxes owed allowing for the District to receive the revenue from those taxes before they are collected from the taxpayer.	Fees are paid from the financing of the taxes and are not passed on to the District	Fees are paid from the financing of the taxes and are not passed on to the District
10. Total Compensation Systems, Inc.	Actuarial services related to retiree benefit liability calculations as required by GASB 45/74/75.	Not to exceed \$21,500 per report including on site presentations if necessary.	2022-2023 District/Fiscal Services Budget
11. Navex Global	In accordance with Board Policy 6116, Navex Global will maintain a Fraud Alert Hotline which utilizing both phone access and a website provides an anonymous reporting system.	Not to exceed \$10,000	2022-2023 District/Fiscal Services Budget
12. Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,500	2022-2023 Auxiliary Budget

10-E HUMAN RESOURCES/PERSONNEL COMMISSION

Requested by: *Tre'Shawn Hall-Baker, Dean, Human Resources*

Carol Long, Director of Classified Personnel

Approved by: *Sherri Lee-Lewis, Vice-President, Human Resources*

Provider	Service	Amount	Funding Source
1. ACHRO-EEO (Association of Chief Human Resources Officers & Equal Employment Officers)	EEO related trainings and educational programs	\$350	2022-2023 District Budget/ Human Resources
2. Ad Club	An agency providing assistance in placing academic recruitment postings online in Equal Employment Opportunity focused online sites.	Not to exceed \$40,000	2022-2023 District Budget/ Human Resources
3. Applied Polygraphs	Polygraphs re police candidates	Not to exceed \$5,000	2022-2023 District Budget/ Human Resources
4. Arroyo Background Investigations	Investigations for police candidates, dispatchers, and CSOs	Not to exceed \$20,000	2022-2023 District Budget/ Human Resources
5. ATIXA (Association of Title IX Administrators)	Institutional membership 2020	\$4,999.00	2022-2023 District General Budget/Membership
6. Brentview Medical Clinic	1. Provide Chest X-rays to current District employees who evidence positive TB test result as required by law. 2. Provide full service consulting with regard to job-related employee examinations including but not limited to return to work and fitness for duty examinations	1. X-rays to be charged at \$50.00 per employee. Not to exceed \$3,500 2. Fitness for duty exams @ \$600 max per exam. Not to exceed \$8,000.	2022-2023 District Budget/ Human Resources
7. PRISM Network	A recruitment tool aimed at accessing pools of employment candidates for higher education with diverse and underrepresented backgrounds	\$40,000	2022-2023 District Budget/ Human Resources (new contract)

10-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
8. First Pacific Exchange (dba Navigate HCR)	Navigate HCR (“NHCR”) is the developer and exclusive owner of an Affordable Care Act (“ACA”) management information system known as HCR Toolbox. This software system will enable the District to track payroll, HRIS, time and attendance as well as benefits administration and is designed to comply with current and subsequent regulations of the ACA.	Not to exceed \$3,000	2022-2023 District Budget/ Human Resources
9. Idemia (formerly MorphoTrust/ Identix, Inc.)	Annual Maintenance of LiveScan Fingerprinting System in use by Campus Police	\$1,599	2022-2023 District Budget/ Human Resources
10. Keenan and Associates	Keenan and Associates will act as Broker in securing one or more group annuity contracts for District’s Health Reimbursement Accounts (for the management group and the classified group); conduct periodic meetings to review the status of its HRA; inform the District of any changes affecting the program, assist the District with the implementation of the HRA; provide on-going consultation to District with respect to the HRA. See MidAmerica, below.	The carrier shall pay a renewal commission of 0.75% on the deposits, and an “asset trailer” of 0.9% accumulated assets in the group annuity contract. Keenan and MidAmerica shall receive half of the total commissions paid by the annuity carrier. Keenan shall also receive \$2.00 per active employee per quarter of the Administrative Fee (\$7.00 per active Employee per quarter) paid by the District to MidAmerica.	2022-2023 District Budget/ Human Resources

10-E HUMAN RESOURCES/PERSONNEL COMMISSION (continued)

Provider	Service	Amount	Funding Source
11. Dr. Paul Lane	Psychological fitness for duty testing on designated employees (not Police Officer candidates) as directed by the Office of Human Resources; Results of tests and recommendations for fitness for duty based on testing to be transmitted to the VP of HR within two (2) weeks of the final testing session of each designated employee.	\$220 per hour for testing and reports. Not to exceed \$3,500	2022-2023 District Budget/ Human Resources
12. Los Angeles County of Education (LACOE)	Employee Assistance program (EASE) for eligible Santa Monica College employees. (Service is free to employees)	\$10,200	2022-2023 District Budget/ Human Resource
13. MidAmerica Administrative Solutions, Inc.	MidAmerica, is the exclusive provider of administrative services and technical support for the Keenan HRA Program. The District engaged MidAmerica to provide technical support and administrative services in conjunction with its HRA Program.	Administrative Fee: \$7.00 per active Employment per quarter. Quarterly Distribution Fee: \$7.00 for each claim processed up to an annual maximum of \$42.00. Platform Fee: \$1.00 per active participant per month for providing MidAmerica platform benefits and features billed quarterly. All fees paid by the employer and shall continue year to year thereafter unless and until terminated by either party upon written notice. Not to exceed \$7,500	2022-2023 District Budget/ Human Resources

10-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
14. NeoGov	1. Upgraded software of fully hosted basis to automate the acceptance and processing of academic employment applications; will allow tracking of faculty and academic administrator recruitment, facilitate real time reporting to assist in attaining EEO and diversity goals.	1. \$25,853 Annual Maintenance Fee	2022-2023 District Budget/ Human Resources
	2. Renewal for annual Insight Enterprise Software licensing and related services for Personnel Commission classified online applicant tracking system	2. \$10,473 Annual Maintenance Fee	2022-2023 District Budget/ Personnel Commission
15. Office Depot	Office Supplies	Not to exceed \$6,000	2022-2023 District Budget/ Human Resources
16. Psychological Consulting Services, Inc. (aka: Dr. Gina Gallivan)	To administer psychological tests to Community College Police Officer candidates and provide the District with a written evaluation of each candidate within ten working days after the administration of each test; Provide Fitness for Duty examinations for Police Officers if necessary. [Licensed Clinical Psychologist, Board Certified in Police and Public Safety Psychology since August 1998.]	Pre-employment \$450 per candidate; Fitness for Duty: \$400/hour (4-5 hours) includes interview, testing, follow-up calls, report if necessary; Debriefing \$350/hour per event (individual or group); Telephone consultation: \$350/hour or \$450/hour (9pm-5am). Not to exceed \$3,000	2022-2023 District Budget/ Human Resources

10-E HUMAN RESOURCES/PERSONNEL COMMISSION (continued)

Provider	Service	Amount	Funding Source
17. SCCCDC ERC (Liebert Cassidy Whitmore)	Southern California Community College Districts Employment Relations Consortium – training workshops to member institutions.	Not to exceed \$4,500	2022-2023 District Budget/ Human Resources
18. Sign Up Interpreting	Provides Sign Language Interpreting services for deaf and/or hard of hearing faculty and staff	Individual services - \$72/hr; Team Rate: \$144/hr; Final annual renewal of existing contract terminating June 30, 2021. Not to exceed \$3,000	2022-2023 District Budget/ Human Resources/ ADA funding
19. State Department of CA; Dept of Justice	Fingerprinting of new hires, student workers	Not to exceed \$27,500	2022-2023 District Budget/ Human Resources
20. Time Clock	Time Clock software license for various departments	Not to exceed \$5,000	2022-2023 District Budget/ Human Resources
21. Total Recall Captioning	The consultant will provide for a designated class a team of two Service Providers capable of providing real time captioning services to faculty.	For onsite captioning: \$93.64/hour with a 2-hour minimum. For classroom CART: \$109.25/hour with a 1-hour minimum. For meetings and events: \$140.46/hour with a 1- hour minimum. For foreign language remote: \$156.10/hour with a 1- hour minimum. Not to exceed \$3,000	2022-2023 District Budget/ Human Resources/ ADA funding
22. Verbit Captioning	Captioning of recorded material for student and staff use	Not to exceed \$6,500	2022-2023 District Budget/ Human Resources

10-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
23. Watermark Evaluations	Student evaluation software	Not to exceed \$42,500	2022-2023 District Budget/ Human Resources
24. Yosemite CCD-CCC Virtual Career Event 2023 / Job Registry	CCC Job Fair 2022-January 2023	\$1,000	2022-2023 District Budget/ Human Resources
25. Ameriflex/Colonial Life Insurance	Administration of the flexible spending account ("FSA") also known as the Section 125 account. Colonial Life offers to district employees voluntary insurance policies including but not limited to supplemental life, cancer, accident, disability coverage, etc. Other insurance policies (except for the District's life insurance policy of \$50,000 per employee) are voluntary and employee paid.	Zero cost to either the District or employee for any portion of the Section 125 FSA administration charges.	2022-2023 District Budget/ Human Resources (No funding required)
26. SchoolsFirst Federal Credit Union ("FCU")	SchoolsFirst FCU is the Third Party Administrator (TPA) for the administration, education, and compliance reporting of the SMC District's employees' 403b retirement savings and 457b deferred compensation programs.	Zero cost to either the district or employee for any portion of the administrative fees.	2022-2023 District Budget/ Human Resources (No funding required)

10-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
27. Center for the Pacific Asian Family	Provides services to students and employees of SMC who are victims of domestic violence/sexual assault within the Asian and Pacific Islander communities, including training (i.e., bystander intervention, peer education, trauma-informed training, sexual/domestic violence prevention)	Zero cost to either the district or employee	2022-2023 District Budget/ Human Resources (No funding required)
28. Peace Over Violence	Provides sexual & domestic violence prevention and intervention education services to students and employees of SMC who are victims of domestic violence/sexual assault, including training (i.e., bystander intervention, peer education, trauma-informed training, sexual/domestic violence prevention)	Zero cost to either the district or employee	2022-2023 District Budget/ Human Resources (No funding required)
29. Rape Treatment Center at Santa Monica-UCLA Medical Center	Provides trauma informed services to students and employees of SMC who are victims of sexual violence, and to enhance the overall response to sexual assault at SMC. An MOU is established to meet the statutory requirements of AB 1433 (Gatto, 2014) and to promote compliance with state and federal laws related to these issues. Services include prevention education training (i.e., bystander intervention, peer education, trauma-informed training, sexual/domestic violence prevention).	Zero cost to either the district or employee	2022-2023 District Budget/ Human Resources (No funding required)

10-E HUMAN RESOURCES/PERSONNEL COMMISSION *(continued)*

Provider	Service	Amount	Funding Source
30. The People Concern/ Sojourn	Provides crisis intervention, peer counseling, resource referral, and advocacy services through Sojourn's 24/7 hotline, and will serve victims in their crisis shelter, second-stage shelter, support groups, legal and social services clinics, to students and employees of SMC who are victims of sexual violence.	Zero cost to either the district or employee	2022-2023 District Budget/ Human Resources (No funding required)
31. Liebert, Cassidy, Whitmore	Personnel training, advice	\$190 to \$295 per hour for attorney services; \$75 to \$150 per hour for paralegal services; plus expenses	2022-2023 District Budget/ Human Resources/ Personnel Commission
32. eSkill	eSkill provides software and services for developing and administering remote written and computer skills testing. Included in the agreement is unlimited technical support for us and for all candidates, and a web site that provides access to all services, including over 60,000 test items.	\$3,150	2022-2023 District Budget/ Personnel Commission
33. CODESP (Cooperative Organization for the Development of Employee Selection Procedures)	Online service which provides hiring assessment tools, including written test and performance test items	\$2,400	2022-2023 District Budget/ Personnel Commission

10-F INFORMATION TECHNOLOGY

Requested by: Information Technology Team

Approved by: Marc Drescher, Chief Director of Information Technology

Provider	Service	Amount	Funding Source
1. City of Santa Monica	Santa Monica City maintained Wide Area Network (iNet) network equipment (maintenance)	\$6,500	2022-2023 District Budget/ Information Technology
2. City of Santa Monica	Access to Santa Monica City owned high-speed data network to connect SMC campuses with the main SMC campus (lease agreement)	\$100,000	2022-2023 District Budget/ Information Technology
3. Cisco SmartNet	Annual network technical support & maintenance for the District's telephone and network infrastructure.	\$ 190,000	2022-2023 District Budget/ Information Technology
4. Hewlett Packard Enterprise Co	Annual campus Maintenance agreement for District's server storage infrastructure.	\$80,000	2022-2023 District Budget/ Information Technology
5. CDW-G	VEEAM – Annual renewal of server backup and recovery software licensing.	\$40,000	2022-2023 District Budget/ Information Technology
6. Computerland	Microsoft Campus Agreement/ Desktop for Education	\$170,000	2022-2023 District Budget/ Information Technology
7. Computerland	Adobe ETLA Campus Agreement/ Creative Cloud	\$90,000	2022-2023 District Budget/ Information Technology
8. Oracle	Oracle Enterprise Edition Annual Support/Maintenance Agreement	\$204,945	2022-2023 District Budget/ Information Technology

10-G INSTITUTIONAL RESEARCH

Requested by: *Hannah Lawler, Dean, Institutional Research*
Approved by: *Bradley Lane, Vice-President, Academic Affairs*

Provider	Service	Amount	Funding Source
1. Chancellor's Office of the California Community Colleges (COCCC)	To facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act (SRTK). Enables online submission of mandatory reporting.	\$5,900	2022-2023 District Budget/ Institutional Research
2. Alchemer (formerly called Survey Gizmo)	Web-based survey tool service.	\$7,500	2022-2023 District Budget/ Institutional Research
3. Tableau	Data visualization software annual single license	Not to exceed \$1,000	Student Equity and Achievement Program
4. Precision Campus	Data reporting software maintenance support	Not to exceed \$30,000	Student Equity and Achievement Program

10-H LEGAL SERVICES

*Requested by: Christopher Bonvenuto, Vice-President, Business/Administration
 Don Girard, Senior Director, Government Relations/Institutional Communications
 Sherri Lee-Lewis, Vice-President, Human Resources
 Robert Myers, Campus Counsel
 Charlie Yen, Director, Facilities Planning
 John Greenlee, Director of Facilities Finance*

Approved by: Kathryn E. Jeffery, Superintendent/President

The following contracts for Legal Services are all renewals of existing contracts and services. The District uses the legal firms for personnel, facilities, fiscal issues; bond counsel, risk management, and legal services required by the Board on an as-needed basis.

Provider	Service	Amount	Funding Source
1. Harding, Larmore, Kutcher and Kozal	Municipal, land use and CEQA issues	\$200 to \$450 per hour plus expenses	2022-2023 Business and Administration Capital Outlay Fund Bond Measures AA, V and S funds
2. Norton Rose Fulbright US, LLP	1) Provide legal services associated with real property acquisition and Joint Powers Authority (JPA) agreement between the District and the City of Malibu, (2) Provide bond and disclosure counsel services relating to bonds and debt obligations (3) Provide legal counsel for facilities contract related issues.	\$225 to \$700 per hour, plus reimbursement of actual and necessary expenses	2022-2023 Business and Administration Budget; Bond Measures AA, V and S funds; District Capital Outlay Funds
3. Fagen Friedman & Fulfrost	Provide legal advice and representation principally in the area of labor-management issues.	\$165 to \$305 per hour, plus costs and expenses in performing legal services.	2022-2023 District Budget/Business and Administration

RECOMMENDATION NO. 10 **2022-2023 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)*

10-H **LEGAL SERVICES** *(continued)*

Provider	Service	Amount	Funding Source
4. Vanaman German LLP	Robert Myers of Vanaman German is providing the services of campus counsel. The responsibilities of campus counsel include coordinating of all litigation against the College, overseeing regulatory compliance, coordinating and reducing all outside legal services, and providing legal services determined by the Superintendent/ President or her designee to reduce legal exposure and liability.	\$100 to \$375 per hour plus expenses	2022-2023 Business and Administration Capital Outlay Fund Bond Measures AA, V and S funds
5. LPI, Inc.	Provide litigation support for construction and architectural claims related to College construction projects	\$80 to \$175 per hour plus expenses \$36,000 for one year of hosting of construction management database	Capital Outlay Found Bond Measures AA, V and S funds
6. Dannis Woliver Kelly	Mandated costs – Legal services	\$215 to \$300 per hour plus expenses	2022-2023 Unrestricted General Fund

10-I MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA

*Requested by: Don Girard, Senior Director, Government Relations/Institutional Communications
 Kiersten Elliott, Dean, Community and Academic Relations
 Paul Trautwein, Director of Web & Social Media
 Approved by: Kathryn E. Jeffery, Superintendent/President*

The following contracts for Marketing, Community Outreach, Recruitment and Web and Social Media, are predominately renewals of existing contracts and services.

Provider	Service	Amount	Funding Source
1. Univision	Fall 2022, Winter 2023 Spring 2023 and Summer 2023, radio and digital advertising, and internet/text messaging for student recruitment	Not to exceed \$215,000	2022-2023 Marketing Budget
2. Audacy: KROQ, KAMP & KRTH radio	Fall 2022, Spring 2023 and Summer 2023 radio and digital advertising, and internet/text messaging for student recruitment	Not to exceed \$180,100	2022-2023 Marketing Budget
3. KPWR 105.9 FM Radio	Fall 2022, Spring 2023 and Summer 2023 radio and digital advertising and internet/text messaging for student recruitment	Not to exceed \$185,000	2022-2023 \$135,000 Marketing Budget \$50,000 Outreach and Retention funds
4. iHeartMedia KIIS & KRRL 102.7 FM Radio	Fall 2021, Spring 2022, Summer 2022 radio and digital advertising and internet/text messaging for student recruitment	Not to exceed \$208,000	2022-2023 \$157,000 Marketing Budget \$51,000 Outreach and Retention funds
5. Google, Spotify Facebook/ Instagram, Flickr Snapchat, TikTok and related social media channels.	2022-2023 web advertising (search) for student recruitment. To be split among social media channels	Not to exceed \$ 300,000	2022-2023 \$50,000 Web and Social Media Budget \$250,000 Outreach and Retention funds

10-I MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA (continued)

Provider	Service	Amount	Funding Source
6. Vector Media for Big Blue Bus	2022-2023 outdoor advertising for student recruitment (Vector Media is the provider for the Big Blue Bus)	Not to exceed \$230,500	2022-2023 \$160,093 Marketing Budget \$70,350 Outreach and Retention funds
7. Outfront Media	2022-2023 outdoor advertising for student recruitment (Outfront Media is the provider for the MTA bus system)	Not to exceed \$142,000	2022-2023 \$135,000 Marketing Budget \$7,000 Outreach and Retention funds
8. Intersection	2022-2023 outdoor advertising for student recruitment (Intersection is the provider for the Metro Expo Line)	Not to exceed \$153,500	2022-2023 \$92,327 Marketing Budget \$61,087 Outreach and Retention funds
9. Santa Monica Daily Press	2022-2023 print & digital advertising for college advancement; student recruitment, and community outreach	Not to exceed \$34,200	2022-2023 Marketing Budget
10. Mirror Media	2022-2023 print & digital advertising for college advancement; student recruitment, and community outreach	Not to exceed \$25,980	2022-2023 Marketing Budget
11. Surf Santa Monica.com	2022-2023 digital advertising for student recruitment	Not to exceed \$12,500	2022-2023 Marketing Budget
12. Strickbine Publishing for Argonaut	2022-2023 print advertising for student recruitment (Strickbine Publishing is the parent company for Argonaut)	Not to Exceed \$13,500	2022-2023 Marketing Budget
13. 13 Star Media dba Malibu Times	2022-2023 print advertising for student recruitment	Not to Exceed \$12,000	2022-2023 Marketing Budget

10-I MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA (continued)

Provider	Service	Amount	Funding Source
14. J. Bee NP Publishing, LTD. Dba The Acorn Newspapers	2022-2023 advertising for new campus & student recruitment	Not to Exceed \$8,000	2022-2023 Marketing Budget
15. Canyon Chronicles	2022-2023 advertising for new campus & student recruitment	Not to Exceed \$4,000	2022-2023 Marketing Budget
16. Pepperdine	2022-2023 advertising for new campus & student recruitment	Not to Exceed \$4,000	2022-2023 Marketing Budget
17. LA Times Español	2022-2023 digital advertising for college advancement, student recruitment, and community outreach.	Not to Exceed \$60,000	2022-2023 \$28,000 Marketing Budget \$32,000 Outreach and Retention funds
18. La Opinión newspaper	2022-2023 print advertising for student recruitment	Not to exceed \$15,000	2022-2023 Marketing Budget
19. Los Angeles Sentinel	2022-2023 print advertising for student recruitment	Not to exceed \$5,000	2022-2023 Marketing Budget
20. Ploughshares	2022-2023 print advertising for student recruitment	Not to Exceed \$1,260	2022-2023 Marketing Budget
21. Poets & Writers	2022-2023 print advertising for student recruitment	Not to Exceed \$4,590	2022-2023 Marketing Budget
22. We Search Research	Editorial copywriting; information research & verification for schedule of classes and college catalog; comprehensive review and rewriting for SMC webpages	Not to exceed \$38,500 plus reimbursable expenses	2022-2023 Marketing Budget and Web and Social Media Budget
23. Randy Bellous Productions	Media services (Brochure and website photography, including pre-production and art direction)	Not to exceed \$5,000 plus reimbursable expenses not to exceed \$750	2022-2023 Marketing Budget
24. SantaMonica Closeup.com (Fabian Lewkowicz)	Photo acquisition for use in brochures and website	\$1,500 plus reimbursable expenses up to \$125	2022-2023 Marketing Budget

10-I MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA (continued)

Provider	Service	Amount	Funding Source
25. Benjamin Gibbs Photography	Photography services to create library of SMC digital images for marketing and recruitment. Includes pre-and post-production and art direction.	July 1, 2022 – August 31, 2023 Not to exceed \$25,000	2022-2023 Marketing Budget
26. Amy Williams Photography	Photography services to create library of SMC digital images for marketing and recruitment. Includes pre-and post-production and art direction.	July 1, 2022 – August 31, 2023 Not to exceed \$8,000	2022-2023 Marketing Budget
27. Susan L. Wampler Communications	Consultant will provide copyediting and writing support student recruitment pieces	July 1, 2022 – August 31, 2023 Not to exceed \$6,000	2022-2023 Marketing Budget
28. HyperTexted, Ruel Nollado	Consultant will provide copyediting and writing support student recruitment pieces	July 1, 2022 – August 31, 2023 Not to exceed \$6,000	2022-2023 Marketing Budget
29. Golden Cane Advertising	Advertising services (outdoor and print production and placement; electronic media production and supervision; strategic and creative direction; copywriting); online design and branding for institutional advancement	Not to exceed \$92,000 no reimbursable expenses	2022-2023 Marketing Budget
30. Loma Media	Commencement Live Streaming & Filming graduation commencement speaker video recordings, live webcast services, and 7 student profile videos, for marketing and campus promotion purposes.	Year 3 of 3-year contract \$38,261	2022-2023 Community and Academic Relations (100%)

10-I MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA *(continued)*

Provider	Service	Amount	Funding Source
31. Andes Translations	Consultant will translate published articles in Spanish publications from Spanish to English, for the Public Information Office and for dissemination to the campus and external community.	Not to exceed \$1,500	2022-2023 Community and Academic Relations (100%)
32. RDW Group	Annual support for licenses, support, hosting, and modules in agreement of redesigned college website.	Year 5 of 5 year annual maintenance service cost of \$52,000 per year December 1, 2018 – November 30, 2023	2022-2023 Web and Social Media Budget
33. Andrew Tonkovich	2022-2023 editorial, publicity and related professional services to produce Santa Monica Review twice yearly	Not to exceed \$10,000 plus reimbursable expenses	2022-2023 Auxiliary Budget, Santa Monica Review Program Revenues
34. Douglas Wadle	Maintenance, programming and significant updates to EMS platform to reflect COVID-19 restrictions and SMC policies. Includes Outlook configuration and training of faculty & staff	Not to exceed \$21,000, including Outlook integration, plus reimbursable expenses	2022-2023 Auxiliary Budget, SMC Performing Arts Center Program Revenues
35. Karriann Hinds	2021-2022 Community Outreach for the SMC Public Policy Institute to Los Angeles based agencies and organizations; support activities for capacity building	Not to exceed \$7,000	2022-2023 Public Policy Institute Budget
36. Blue Star Media	Video/Communication pieces for Santa Monica College	Not to exceed \$49,999 Year 3 of 3	2022-2023 Community and Academic Relations (100%)
37. Brandfolder	Digital Asset Management Software for marketing materials including photos and videos	Year 2 of 3-year annual software cost of \$16,850 per year July 1, 2021– June 31, 2024	2022-2023 Marketing Budget

10-I **MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA** *(continued)*

Provider	Service	Amount	Funding Source
38. Southwest Offset Printing	Printing and mailing of Academic, Emeritus, and Community Education Schedule of Classes for student recruitment and community engagement	Not to exceed \$225,000 SMC is exercising the second year of a two-year renewal option referenced in contract A181876RS	2022-2023 Marketing and Community Education Budget
39. KBUU-FM Malibu	2022-2023 radio advertising targeting Malibu zip code 90265	Not to exceed \$10,000	2022-2023 Marketing Budget

10-J PUBLIC INFORMATION OFFICE*Requested by: Grace Smith, Public Information Officer**Approved by: Dr. Kathryn E. Jeffery, Superintendent/President*

Provider/Contract	Service	Amount	Funding Source
1. Amy Williams Photography	Consultant will provide photography services to support news releases, newsletters, social media, and other digital/print marketing content for Public Information Office. Includes pre- and post-production and art direction.	Not to exceed \$3,000	Public Affairs, District Budget (100%)
2. We Search Research	Consultant will provide year-round copywriting and research support for Public Information Office to highlight College events and initiatives, as well as editorial support for institution-wide publicity materials and institutional communications collateral.	Not to exceed \$11,000	Public Affairs, District Budget (100%)
3. Andrew Boone Photography	Consultant will provide photography services to support news releases, newsletters and other digital/print marketing content. Includes pre- and post-production and art direction.	Not to exceed \$3,000	Public Affairs, District Budget (100%)
4. Susan L. Wampler Communications	Consultant will provide copyediting and writing support for news, features, profiles, and brochures to be used across a number of communication channels for enrollment, community-building, brand management and marketing of college programs.	Not to exceed \$12,000	Public Affairs, District Budget (100%)
5. Diane Krieger Communications LLC	Consultant with vast PR and feature writing experience will provide support in developing PR and marketing communications collateral including articles and brochures for a student and community audience. Consultant will also continue to assist PIO and SMC Emergency Operations Team with content creation and editing of various marketing/PR materials related to COVID education/reopening/return-to-campus communications.	Not to exceed \$9,600	Public Affairs, District Budget (100%)

10-J PUBLIC INFORMATION OFFICE *(continued)*

Provider	Term/Amount	Service	
6. Cision	Cision Media hosted database and email distribution service tool. Media Database North America; influencer data; editorial calendar; email distribution; on concurrent user, 5 usernames. Cision Media will also provide PR newswire distribution services for (1) nationwide-impact SMC story and (1) state-local distribution.	Not to exceed \$7,890	Public Affairs, District Budget (100%)
7. iContact	Email Marketing Services for design and external mailing of SMC in Focus, the College's bi-monthly newsletter to members of the community affiliated boards and community support groups. Services and features include message creation, strategic support, and analysis of email campaigns.	Not to exceed \$3,576	Public Affairs, District Budget (100%)

10-K PURCHASING

Requested by: *Nyla Cotton, Director, Procurement, Contracts and Logistics*
 Kim Tran, Chief Director, Business Services
Approved by: *Christopher Bonvenuto, Vice-President, Business and Administration*

Public Contract Code 20118 gives the District the authority to purchase through another public agency bid. This is commonly referred to as piggybacking. The annual award of piggyback-allowed contracts bid through various state and local agencies allows SMC to purchase without advertising for bids, if it is determined it to be in the best interests of the district. The district is recommending participation in the following piggyback-allowed bids, as listed below during the 2022-2023 fiscal year. The bids are valid for the entire fiscal year with the exception of those notes with their respective expirations.

Educational & Institutional Cooperative Purchasing, Contract CNR-01362, with Airgas, to 09/30/24, for lab gases

Educational & Institutional Cooperative Purchasing, Contract CNR-01341, with B&H Photo Video, to 7/31/23, for audio visual supplies and equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01465, with Carrier Corp, to 06/30/23, for HVAC equipment, maintenance

Educational & Institutional Cooperative Purchasing, Contract CNR-01439, with CDWG, to 07/31/27 for computer equipment and hardware

Educational & Institutional Cooperative Purchasing, Contract CNR-01399, with Enterprise Fleet, to 12/31/26 for fleet vehicle leasing

Educational & Institutional Cooperative Purchasing, Contract CNR-01322, with Ferguson Supply, to 10/31/22 for plumbing supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01394, with PPG Paint, to 04/30/26, for paint, coatings, and architectural finishes

Educational & Institutional Cooperative Purchasing, Contract CNR-01392, with Pitney Bowes to 04/30/26, for postage meters, equipment, supplies, intelligent lockers

Educational & Institutional Cooperative Purchasing, Contract CNR-01400, with Sherwin Williams, to 07/31/26, for paint

Educational & Institutional Cooperative Purchasing, Contract CNR-01419, with Steris Corp, to 02/28/22, for science & health laboratory Supplies/equipment

Educational & Institutional Cooperative Purchasing, Contract CNR-01459, with Avantor (VWR & Wards Scientific), to 06/30/23, for general laboratory supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01366, with Xerox, to 01/31/24, for document management products and services

Foundation for California Community Colleges (FCCC), Agreement No. 00004215, with Biocept, Inc., to 01/21/23, for COVID-19 testing products/services

10-K **PURCHASING** *(continued)*

Foundation for California Community Colleges (FCCC), Enterprise Level Agreement with Computerland for Adobe 7/28/2022 and Microsoft licenses 5/22/2020

Foundation for California Community Colleges (FCCC), Contract CB-235-18, with Campus Logic, to 02/01/23, for Financial Aid Communication, Verification, and Tracking System

Foundation for California Community Colleges (FCCC), Contract 00004442, with CDWG, to 05/25/24, for IT products and services

Foundation for California Community Colleges (FCCC), Contract CB-259-18, with CED/All Phase Electric to 01/30/2023, for Lighting and Electrical Supplies

Foundation for California Community Colleges (FCCC), Contract CB-148-18, with Community Playthings to 08/31/2022, for childhood education furniture, fixtures, equipment

Foundation for California Community Colleges (FCCC), Contract CB-249-18, with Fastenal, to 06/30/23, for maintenance, repair, operations (MRO) products and services

Foundation for California Community Colleges (FCCC), Contract CB-248-18, with Grainger, to 06/30/23, for maintenance, repair, operations (MRO) products

Foundation for California Community Colleges (FCCC), Contract CB-266-18, with Haworth, to 08/31/22, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-144-18, with Haworth, to 08/31/22, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-265-18, with Krueger International (KI), to 08/31/22, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-145-18, with Krueger International (KI), to 08/31/22, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-252-18, with Lakeshore to 08/31/2022, for early childhood education furniture, fixtures, equipment

Foundation for California Community Colleges (FCCC), 0000-4526 with Office Depot to 06/30/24 for Office Supplies

Foundation for California Community Colleges (FCCC), Contract CB-146-18, with Platinum Visual, to 08/30/22, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract 0000-3633 Powerflex Systems, to 05/31/23, for electric vehicle supply, equipment, products and services

Foundation for California Community Colleges (FCCC), Contract 0000-3962, with Shaw Contract Flooring to 10/31/23, for flooring and materials

10-K PURCHASING *(continued)*

Foundation for California Community Colleges (FCCC), Contract CB-263-18, with Steelcase, to 08/31/22, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-155-18, with Steelcase, to 08/31/22, for furniture and fixtures applications

Fullerton Joint Union High School District Contract EC2021/22 #140, with Shade Structures Inc dba USA Shade and Fabric Structures, to 06/30/26, for DSA approved shade structures

Glendale Unified School District Contract P-13/1819, with Apple Inc., to 10/16/23, for Computer Equipment, Software, Peripherals and Service

NASPO VALUEPOINT Contract 7-20-70-47-01, with Cisco Systems, Inc., to 09/30/24, for Data Communications Equipment (networking, routers, switches, security and network storage)

NASPO VALUEPOINT Contract MNWNC-108/7-15-70-34-003, with Dell Marketing LP, 07/31/22, for Computer Equipment, Peripherals and Related Services

NASPO VALUEPOINT Contract MA454, with FEDEX Corporate Services Inc, to 11/28/26, Small Package Delivery Services

NASPO VALUEPOINT Contract MA454, with General Logistics Systems (Golden State Overnight Delivery Services) to 11/28/26, Small Package Delivery Services

NASPO VALUEPOINT Contract MNWNC115/MNNVP134/7-15-70-34-002, with Hewlett Packard Enterprise, 07/31/22, for Computer Equipment, Peripherals and Related Services

NASPO VALUEPOINT Contract MNWNC115/MNNVP133/7-15-70-34-001, with HP Inc, 07/31/22, for Computer Equipment, Peripherals and Related Services

National Cooperative Purchasing Alliance (NCPA) Contract 11-32 with Discount School Supply to 08/31/22, for childhood education furniture, fixtures, equipment

National Cooperative Purchasing Alliance (NCPA) Contract 07-53 with Landscape Forms to 09/30/22, for furniture and fixtures applications

National Cooperative Purchasing Alliance (NCPA) Contract NCPA 02-27 with Waxie, to 04/30/24, for janitorial supplies

Omnia Partners/U.S. Communities for Region 4 ESC, Contract R160701, with BSN Sports/US Games, to 9/30/2023, for Athletic and Physical Education Supplies

Omnia Partners/U.S. Communities for the Prince William County Public Schools Virginia, Contract R-BB-19002 with Cintas, to 10/31/25, for Facilities Management Products and Solutions

Omnia Partners for the City of Kansas City, Contract EV2671 with Columbia, to 12/31/26 for Utility, Transportation and Golf Vehicles plus Related Accessories, Equipment, Parts and Services

10-K PURCHASING (continued)

Omnia Partners/U.S. Communities for University of California Contract 2021002889, with Fisher Science through 06/30/25 for science and lab supplies

Omnia Partners/U.S. Communities for the County of Los Angeles, Contract EV2370, with Graybar Electric Company, Inc., to 01/31/23, for Electrical, Heating, Ventilation and Supplies

Omnia Partners/U.S. Communities for the County of Maricopa City Phoenix AZ, Contract 16154, with Home Depot Pro., to 12/31/26, for Maintenance and Hardware Supplies

Omnia Partners/U.S. Communities for Region 4 ESC, Contract R190503, with School Specialty, to 06/30/23 for education school supplies and furniture

Omnia Partners/U.S. Communities for Prince William County Public Schools Virginia, Contract R-TC-18004, with Virco, to 12/31/22, for furniture

Omnia Partners for Region 4 ESC, Contract R192008 with Wesco Distribution (Wesco/Anixter) to 03/31/25 for Maintenance Repair Operations supplies and Equipment

SOURCEWELL (NJPA) Contract 051017-CPI, with ChargePoint+, to 7/25/22, for Electric Vehicle Supply Equipment and Related Services.

SOURCEWELL (NJPA) Contract 061417-MML, with McKesson Medical, to 7/25/2022, for Health & Safety, Medical, Surgical, and First Aid Related Equipment, Supplies, Accessories & Service.

State of California DGS Cal EProcure Contract 7-20-99-42, with U.S. Bank, to 12/31/25, for commercial procurement card services

State of California (CMAS) Contract, Contract 4-09-71-0087A, with ALLSTEEL Inc., to 12/31/2023, for Office Furnishings Systems, seating, files and Architectural Interiors

State of California (CMAS) Contract 4-15-71-0145A with Arcadia Chair Co to 02/29/24 for furniture and fixtures applications

State of California (CMAS) Contract 4-06-78-0031A Field Turf USA to 08/07/26 for Synthetic Turf

State of California (CMAS) Contract 3-19-70-3483B ITSavvy to 09/04/23 for Router-Network, Storage Device Computer Laptop, CISCO Brand

State of California (CMAS) Contract 4-18-78-0053B with Lakeshore Learning Materials to 09/22/22, for childhood education furniture, fixtures, equipment

State of California (CMAS) Contract 3-22-01-1027, with SHI International, to 02/19/26, for Information Technology Goods and Services

10-L RISK MANAGEMENT

Requested by: Daniel Phillips, Director, Safety and Risk Management

Approved by: Kim Tran, Chief Director, Business Services

Christopher Bonvenuto, Vice-President, Business and Administration

Funding Source: 2022-2023 Risk Management Budget

Provider	Service	Amount
1. Keenan and Associates	Property and Casualty Claims Administration Services Agreement: Claims management services for the District's self-insured property and liability insurance program.	Not to exceed \$100,000
2. Keenan and Associates	To provide loss control services not included in the PIPS Workers Compensation Program.	Not to exceed \$56,100
3. Clean Harbors	Provides hazardous waste management and disposal services.	Not to exceed \$105,000
4. Student Insurance Agency	Accident and Injury Insurance Coverage for Domestic Students and Student Athletes Enrolled and attending regular scheduled classes/ practices. Coverage includes: Mandatory BASIC; Mandatory SCAT; Mandatory STUCAT.	Not to Exceed \$163,475
5. Brentview Medical	Provides industrial injury medical services for new claims and other medical employment related services as needed.	Not to exceed \$2,500
6. Midway Industrial Health Care Services	Provides industrial injury medical services for new claims and other medical employment related services as needed.	Not to exceed \$500
7. Ellis Environmental	Provide hazardous materials testing, abatement management, indoor air quality, mold testing, chemical lab analysis	Not to exceed \$10,000

10-M STUDENT AFFAIRS

*Requested by: Johnnie Adams, Chief of Police
 Deydra Blye, Project Manager, Student Care Teams
 Susan Fila, Interim Associate Dean, Student Health and Wellbeing
 Denise Henninger, DSPS Manager
 Ferris Kavar, Project Manager, Sustainability
 Nick Mata, Interim Dean, Special Programs
 Janet Robinson, Interim Dean, Counseling
 Thomas Bui, Interim Associate Dean, Student Life*

Approved by: Michael Tuitasi, Vice-President, Student Affairs

PROFESSIONAL SERVICES – OFFICE OF STUDENT LIFE

Provider	Service	Amount	Funding Source
1. Bruce Bishop, Parliamentarian	Provide instruction and consultation on Robert's Rule of Order and Parliamentary Procedures for the Associated Students leaders.	Not to exceed \$2,700 (10% reduction from previous year)	2022-2023 District Budget/ Office of Student Life

PROFESSIONAL SERVICES – CAMPUS POLICE

Provider	Service	Amount	Funding Source
1. Axon Enterprises Inc.	Provides body cameras and cloud based video management services. In Year 4 of a 5-year contract	\$9,547	2022-2023 District Budget/Campus Police
2. Sun Ridge Systems	Annual Support Agreement (CAD, RMS, JDIC)	Not to exceed: \$13,000	2022-2023 District Budget/Campus Police

10-M STUDENT AFFAIRS *(continued)*

PROFESSIONAL SERVICES – CAREER SERVICES CENTER

Provider	Service	Amount	Funding Source
1. Bridges Transitions Co. (Choices 360)	Online Career Exploration program. Helps students learn about careers, education, income and some self-assessment. Helps students to both explore and plan for future careers and college majors.	\$2,000	2022-2023 District Budget/ Career Services Center
2. College Central Network	Provide functionality to collect, enter and approve job postings, search resumes and refer them to prospective employers, and to generate reports about students, alumni, employers and job postings.	\$1,216	2022-2023 District Budget/ Career Services Center
3. GradLeaders	Software that communicates career opportunities to students; Year #2 of a 3 year contract	\$7,250	2022-2023 District Budget/ Career Services Center and SEAP

PROFESSIONAL SERVICES-CRISIS PREVENTION TEAM

Provider	Service	Amount	Funding Source
1. Maxient	Annual Service Fee for conduct management software used by Student Judicial Affairs, Title IX, and the Care and Prevention Team	Not to exceed: \$9,500	2022-2023 District Budget/ Crisis Prevention Team

ONLINE ORIENTATION SOFTWARE SERVICES

Provider	Service	Amount	Funding Source
1. Comevo Inc.	Comevo provides SMC with an Online Orientation platform. Our online orientation program a critical component of our matriculation process for first-year students.	Not to exceed \$10,000	2022-2023 SEAP (Student Equity and Achievement Program)

10-M STUDENT AFFAIRS *(continued)*

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES

Provider	Service	Amount	Funding Source
1. Didi Hirsch Mental Health Services	This is a Memorandum of Understanding (MOU) with Didi Hirsch to provide educational information in the form of workshops at Santa Monica College. The Center for Wellness and Wellbeing also refers students for mental health treatment to Didi Hirsch.	No cost to District	N/A
2. Colors with Antioch University	This is a Memorandum of Understanding (MOU) with Colors to provide therapeutic services to Santa Monica College students in the LGBTQ+ community. Services are provided virtually and on ground (post pandemic when allowable).	No cost to the District	N/A
3. Westside Family Health Center	This is a Memorandum of Understanding (MOU) with Westside Family Health Center to provide comprehensive healthcare services and educational information at Santa Monica College. The Health Center also refers students in need of healthcare services on an ongoing basis.	No cost to District	N/A
4. Edelman Mental Health Clinic	This is a Memorandum of Understanding (MOU) with Edelman Mental Health Clinic to provide therapeutic services to Santa Monica College students who are MediCal eligible and qualify for services. Services are provided on campus.	No cost to the District	N/A
5. Exceptional Children Foundation (ECF)	This is a Memorandum of Understanding (MOU) with ECF to provide therapeutic services to Santa Monica College students who are MediCal eligible and qualify for services. Services are provided virtually and on ground (post pandemic when allowable).	No cost to District	N/A

10-M STUDENT AFFAIRS (continued)

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES (continued)

Provider	Service	Amount	Funding Source
6. US Vets	This is a Memorandum of Understanding (MOU) with US Vets to provide therapeutic services to Santa Monica College student veterans. Services are provided virtually and on ground (post pandemic when allowable).	No cost to District	N/A
7. Department of Mental Health	This is a Memorandum of Understanding (MOU) with the Department of Mental Health to provide therapeutic services to Santa Monica College student veterans. Services are provided virtually and on ground (post pandemic when allowable).	No cost to the District	N/A
8. Family Services of Santa Monica (FSSM)	This is a Memorandum of Understanding (MOU) with FSSM to provide therapeutic services to Santa Monica College students in the Pico Promise Program. Services are provided virtually and on ground (post pandemic when allowable).	No cost to the District	N/A
9. University of Southern California	This is a Memorandum of Understanding (MOU) with UCS's Telehealth program that provides free confidential virtually therapy for students. Services are provided virtually and on ground for students (post pandemic when allowable).	No cost to the District	N/A
10. Safe Place for Youth	This is a Memorandum of Understanding (MOU) with Safe Place for Youth, who will assist our students who are homeless or at-risk of homelessness to apply for housing. Services are provided virtually and on ground (post pandemic when allowable).	No cost to the District	N/A
11. UCLA School of Social Work	This is a Memorandum of Understanding (MOU) with UCLA School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A

10-M STUDENT AFFAIRS *(continued)***PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES** *(continued)*

Provider	Service	Amount	Funding Source
12. Columbia University School of Social Work	This is a Memorandum of Understanding (MOU) with Columbia University School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A
13. USC School of Social Work	This is a Memorandum of Understanding (MOU) with USC School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A
14. Cal State Dominguez Hills School of Social Work	This is a Memorandum of Understanding (MOU) with Cal State Dominguez Hills School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A
15. Cal State LA School of Social Work	This is a Memorandum of Understanding (MOU) with Cal State LA School of Social Work to provide social work internships for graduate students to work in Wellness services, as well as our Crisis Prevention Team.	No cost to the District	N/A
16. Titanium	This is a contract with Titanium software to provide an electronic health record platform for documentation purposes in the Center for Wellness and Wellbeing and Student Health Services	Annual cost of \$2500	Funded by Student Health Fees
17. Doctors of St. John's (formally Peak Medical Group)	This is a contract with Doctors of St. John's who act as SMC Health Services Medical Director, which is required of all California Community Colleges. Doctors are also available to come to Health Services to provide services on an as needed basis.	Annual cost of \$35,000	Funded by Student Health Fees

10-M STUDENT AFFAIRS *(continued)*

PROFESSIONAL SERVICES – CENTER FOR STUDENTS WITH DISABILITIES

Provider	Service	Amount	Funding Source
1. Sign-Up Interpreting	The agency provides American Sign Language Interpreting Services to deaf/hard of hearing students for equal access. The Center for Students with Disabilities only has 2 full-time staff interpreters and 1 part-time interpreter so agency interpreters are needed to fulfill accommodation requests.	\$130,000 per year Three (3) years with two (2) optional one (1) year extensions 3.5% hourly rate increase per year	2022-2023 DSPS DHH Allocation and District Budget
2. Quick Caption	Provides real time captioning services (CART) for students who are deaf or hard of hearing in the classroom and for campus activities. The agency also provides transcripts for DHH students.	\$109,000 per year Three (3) years with two (2) optional one (1) year extensions 3.5% hourly rate increase per year	2022-2023 DSPS DHH Allocation and District Budget
3. Purple Communications	The agency provides American Sign Language Interpreting Services to deaf/hard of hearing students for equal access. The Center for Students with Disabilities only has 1 full-time staff interpreter and 2 part-time interpreters, so agency interpreters are needed to fulfill accommodation requests.	\$20,000 per year Three (3) years with two (2) optional one (1) year extensions 2% hourly rate increase per year	2022-2023 DSPS DHH Allocation and District Budget
4. Total Recall	Provides real time captioning services (CART) for students who are deaf or hard of hearing in the classroom and for campus activities. The agency also provides transcripts for DHH students.	\$50,000 per year Three (3) years with two (2) optional one (1) year extensions 2.0% hourly rate increase per year	2022-2023 DSPS DHH Allocation and District Budget

10-M STUDENT AFFAIRS *(continued)*

STUDENT CARE TEAMS

Provider	Service	Amount	Funding Source
1. Karen Lynn Rothstein	External Evaluator, Title V Grant	Not to exceed: \$13,000	Title V Grant- Navigating Pathways to Success

SUSTAINABILITY

Provider	Service	Amount	Funding Source
1. Right Click, DBA Ride Amigos	Provider of an online survey tool used for calculating Average Vehicle Ridership included in the annual Mandated Trip Reduction Plan for the City of Santa Monica and a monthly sustainable commuter online reporting system for all District employees.	Not to exceed: \$13,000	2022-2023 District Budget/ Sustainability