

**APPENDIX A**

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2023

**CONSENT AGENDA: \_\_\_\_\_ CONTRACTS AND CONSULTANTS**

**RECOMMENDATION NO. 11     2023-2024 ANNUAL CONTRACTS AND CONSULTANTS**

*Requested Action: Approval/Renewal of the following annual contracts for the period of July 1, 2023 through June 30, 2024, unless otherwise indicated.*

Contracts for 2023-2024 have been thoroughly reviewed and evaluated by the end-users and approved by the vice-presidents as necessary to meet the Vision, Mission and Goals of the District. Additionally, before being presented to the Board for approval, these contracts have been carefully reviewed by the respective Vice-Presidents to ensure they are financially responsible. The following contracts are primarily renewals of existing contracts.

- A Academic Affairs/Contract Education/Community Education
- B Construction/Facilities Services
- C Enrollment Development
- D Fiscal/Advocacy/ Government Relations and Institutional Communications
- E Human Resources/Personnel Commission
- F Information Technology
- G Institutional Research
- H KCRW
- I Legal Services
- J Marketing, Community Outreach, Recruitment and Web/Social Media
- K Public Information Office
- L Purchasing
- M Risk Management
- N Student Affairs

BOARD OF TRUSTEES	Action
Santa Monica Community College District	June 6, 2023

CONSENT AGENDA:     CONTRACTS AND CONSULTANTS

**RECOMMENDATION NO. 11     2023-2024 ANNUAL CONTRACTS AND CONSULTANTS**

**11-A     ACADEMIC AFFAIRS**

*Requested by:     Dione Carter, Dean, Academic Affairs*  
*Reggie Ellis, Director, Athletics*  
*Walter Butler, Director, Library and Information Services*  
*Maral Hyeler, Director, Instructional Services/External Programs*  
*Sasha King, Interim Dean, Academic Affairs*  
*Alice Meyering, Associate Dean, Malibu Campus*  
*Maria Muñoz, Interim Dean, Equity, Pathways and Inclusion*  
*Patricia G. Ramos, Dean, Academic Affairs*  
*Scott Silverman, Interim Dean, Noncredit and External Programs*  
*Tammara Whitaker, Associate Dean, Online Services*

*Approved by:     Jason Beardsley, Interim, 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	2023-2024 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	2023-2024 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

11-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	2023-2024 District Budget (Lottery)
5. Proctorio	Santa Monica Community College District will provide a proctoring software for STEM disciplines owned by Proctorio	Not to exceed: \$60,000	2023-2024 District Budget (Lottery)

ATHLETICS

Provider	Service	Amount	Funding Source
6. 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	2023-2024 District Budget/ Athletics
7. 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	2023-2024 District Budget/ Athletics
8. Presto Sports	Host the Athletics website: <a href="http://www.smccorsairs.com">www.smccorsairs.com</a>	Not to Exceed \$3,450	2023-2024 District Budget/ Athletics

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	2023-2024 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	2023-2024 California State Lottery Grant.

11-A ACADEMIC AFFAIRS *(continued)*

DISTANCE EDUCATION

Provider	Service	Amount	Funding Source
11. Canvas/ Instructure	Course Management System (CMS) for District-wide use.	Current funding source is being supported through the CCCCC OEI (Online Education Initiative).  Cost to District: \$0  Actual dollar value of one-year Canvas contract: \$288,554	2023-2024 Academic Affairs
12. Pronto	Provide all-in-one communication software that integrates into online courses to build community and engagement.	Not to Exceed \$40,000	2023-2024 District Budget (Lottery)

WORK STUDY AGREEMENTS

Provider	Service	Amount	Funding Source
13. 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	2023-2024 Budget/ Academic Affairs (District's share)

**11-A ACADEMIC AFFAIRS** *(continued)*NONCREDIT AGREEMENTS

Provider	Service
14. Leading Age California – Gateway In Project	<p>This agreement will allow many of our Noncredit Certified Nursing Assistant (CNA) students (those deemed eligible by Leading Age California) to receive financial support for expenses incurred during their CNA studies.</p> <p>There are absolutely no costs to the District. Leading Age California will give funding directly to the students. Some funding may be provided by Leading Age California directly to the District to support our costs in serving these students.</p>

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	<p>Agreement to provide prepaid OMCA Exam Vouchers for SMC Contract Education Students who complete Social Media Marketing Practitioner Certification through Market Motive.</p> <p>Not to exceed \$4,000/year</p>
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)	<p>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.</p> <p>Contract amount is contingent upon market response for remote learning.</p>
6. Los Angeles County Department of Public Social Services	Agreement to offer classes through SMC's Contract Education program to DPSS employees.

11-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 \$25,000
2. Learning Resources Network	LERN Yearly Membership \$800
3. Southwest Printing	Printing services for all Community Education catalogs and mailers.
4. 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: Funding flows mostly from Provider to Community Education, unless we have to facilitate the student's registration.
5. 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 Comment: Funding flows mostly to Community Education, unless we have to facilitate the student's registration.
6. 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 instruction, instructors and materials for both online and in-person career training programs. Comment: Generally, funding flows mostly to Community Education, unless we have to facilitate the student's registration.  Not to exceed \$10,000

## 10-A ACADEMIC AFFAIRS (continued)

COMMUNITY EDUCATION

Provider	Service
7. 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. 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  Comment: Funding flows only from Provider to Community Education, unless we elect to add in-person instruction later this year.</p>
8. 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 Provider.</p>
9. 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>Not to exceed: \$5,000  Comment: Funding flows mostly from Provider to SMC, unless we have to facilitate the student's registration.</p>
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.  Comment: Funding flows only from Provider to SMC</p>
11. ProTrain	<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>Comment: Funding flows only from Provider to SMC</p>
12. Lovegevity	<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>Comment: Funding flows Provider to SMC.</p>

## 10-A ACADEMIC AFFAIRS (continued)

COMMUNITY EDUCATION

Provider	Service
13. 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>
14. MedCerts, LLC	<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>Not to exceed: \$5,000</p> <p>Comment: Funding flows mostly from Provider to SMC, unless we have to facilitate the student's registration.</p>
15. GreenFig	<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>Comment: Funding flows only from Provider to SMC.</p>
16. Primo Driving Schools	<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>Comment: Funding flows only from Provider to SMC.</p>
17. We Search Research	<p>Editorial copywriting; information research and verifications</p> <p>Not to exceed \$1,000</p>
18. West LA Extension	<p>Agreement to offer joint community education classes through SMC's Community Education program in exchange for a percentage of the enrollment fees charged.</p> <p>Not to exceed \$2,500.</p> <p>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.</p>



## 10-A ACADEMIC AFFAIRS (continued)

COMMUNITY EDUCATION

Provider	Service
19. Shasta College Community Education	<p>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.</p> <p>Not to exceed \$2,500.</p> <p>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.</p>
20. PeachJar	<p>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.</p> <p>Not to exceed \$5,000.</p>
21. Beverly Drive Financial	<p>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.</p>
22. MindEdge	<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>Comment: Funding flows only from Provider to SMC</p>
23. Teknimedia	<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>Not to exceed: \$5,000</p> <p>Comment: Funding flows mostly from Provider to SMC, unless we have to facilitate the student's registration.</p>
24. Command Spanish	<p>Agreement to purchase permanent access to a Curriculum to teach Spanish phrases and terms to people who work in various industries for Community Education to market and sell to the public for time-limited access.</p> <p>Not to exceed: \$2500</p> <p>Comment: One-time expense will yield significant revenue over time.</p>
25. Collette Travel	<p>Agreement to cobrand select travel excursions, promoted to the public, for which there is a revenue share arrangement.</p> <p>Comment: funding will flow from the Provider to the District.</p>
26. List of providers on file in the Office of Community Education	<p>Payment for delivery of seminars and courses for SMC Community Education courses. Payment per class is authorized as stated on the list.</p>

**11-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, Measure SMC, and District Capital Funds
2. Foundation for California Community Colleges	Annual license fee for state facilities planning program (FUSION)	Not to exceed \$25,000	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, Measure SMC, and District Capital Funds
4. QuickBase, Inc.	License and user fee for construction project management information program	Not to exceed \$25,000	District Capital Funds
5. ALMA Strategies	The consultant will provide Capital Outlay Planning, Facilities Planning and Space Utilization Services	\$95 - \$240 per hour not to exceed \$120,000, plus up to \$3,750 in reimbursable expenses	Measure SMC and District Capital Funds

The following is a renewal of the existing contract for a three-year period.

Provider	Services	Amount	Funding Source
6. KNN Public Finance, LLC	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

**11-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
7. All Group Engineering, Inc.	The consultant will provide DSA Certified Class 1 inspection services for the Math & Science Building project and various other projects during the term of the contract.	\$120 per hour plus reimbursable expenses	Measure V, Measure SMC, and District Capital Fund
8. Rango Inspections, Inc.	The consultant will provide DSA Certified Class 1 inspection services for the Math & Science project and various other projects during the term of the contract.	\$120 per hour plus reimbursable expenses	Measure V, Measure SMC, and District Capital Fund
9. JL Inspection, Inc.	The consultant will provide DSA Certified Class 1 inspection services for the Malibu Campus project and various other projects during the term of the contract.	\$120 per hour plus reimbursable expenses	Measure V, Measure SMC, and District Capital Fund
10. Twining Laboratories	The consultant will provide construction and material testing and special inspection services.	\$95 - \$590 per hour, Special Tests \$42 - \$11,845 per test and up to \$650 per report, plus reimbursable expenses, and test reports.	Measure V, Measure SMC, and District Capital Fund
11. B2 Environmental, Inc.	The consultant will provide hazardous material monitoring and testing.	\$75 - \$150 per hour, \$15 to \$2,500 per report plus reimbursable expenses and test reports.	Measure V, Measure SMC, and District Capital Outlay Fund
12. Koury Engineering & Testing Inc.	The consultant will provide soil compaction / masonry / aggregate / mortar /welding / asphalt material testing Services	\$75 to \$800 per hour, \$20 to \$1,500 per testing, and up to \$2,500 per report, plus reimbursable expenses.	Measure V, Measure SMC, and District Capital Outlay Fund

**11-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 Promote/Broadcast module, which added the capability to bulk email and text message current and prospective students as part of call campaigns and event registrations/reminders.	Not to exceed \$15,000	Student Retention and Outreach
3. Parchment	The company will provide services for the online ordering and processing of official transcripts (mailed and electronic). T	Not to exceed \$45,000. District pays processing fees for the first two free transcripts. Students pay processing fees starting with the third transcript issued.	District and 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 \$33,923	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

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

Provider	Service	Amount	Funding Source
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	Student Equity and Achievement Program
8. Hyland	Software maintenance and support of Perceptive Intelligent Capture for Transcripts, which is used to scan incoming transcripts and capture the raw (OCR, optical character recognition) data for integration in MyCAP (SMC's course articulation program).	Not to exceed \$34,000	Student Equity and Achievement Program
9. TargetX	Software maintenance and support for CRM platform.  Licensing of TargetX Recruitment Suite. It is the primary means by which all students, including former students, are emailed in bulk and without daily limits faced by the college's Outlook application. Integrates with Salesforce to make this possible. Includes product support.	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.  Salesforce is the platform required for TargetX. It is the leading customer relationship management platform in the market. This allows MIS to push data from WebSIS to enable customization and personalization on all messages based on student academic history and demographics.	Not to exceed \$26,000  Not to exceed \$30,000 for Pardot	Student Equity and Achievement Program  Student Retention and Enrollment Outreach funds

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

Provider	Service	Amount	Funding Source
11. Finalsight (Formerly Blackboard ConnectEd)	Blackboard Connect basic service (Emergency, Attendance, Outreach) 24x7x365 Support: Unlimited for 36,000 units	Not to exceed \$65,000	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 2023-2024	\$54,747	2023-2024 BFAP
16. Ellucian Company L.P.	Banner Financial Aid Remote consulting services	Not to exceed \$29,074(126 hours at \$199/hr.)	District Budget/ Financial Aid
17. Ellucian Company L.P.	Banner 9 project management	Not to exceed \$5,074 (30 hours at \$199/hr.)	2023-2024 BFAP
18. Ellucian Company L.P.	UC4 Applications Manager by Automatic: Annual license Fee-Automated-System Project Management Software	\$22,904	2023-2024 BFAP
19. Ellucian Company L.P.	Financial Aid FM (Federal Methodology) Need Analysis license fee for award year 2023-2024. This software is used to evaluate FAFSA application data	\$8,311	2023-2024 BFAP

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

Provider	Service	Amount	Funding Source
20. Campus Logic	Student forms, Award Letter/Campus Communicator, Scholarship Universe Processing software	\$71,000	2023-2024 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.	\$11,000	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 \$15.96 per hour, which will be the current rate of pay for student workers, as of July 1, 2022	Federal Work Study Program
23. SHI International	Red Hat Enterprise Linux for Virtual Datacenters -Linux operating system is the platform that Banner and its Oracle components need to run on. Oracle and Banner are software programs that the Financial Aid department uses to process Financial Aid applications	\$13,376.76	2023-2024 BFAP
24. GT Software	NetCobol for Linux x64 Enterprise -NetCobol is a system requirement to run Banner.	\$1,584	2023-2024 BFAP
25. Strata Information Group, Inc	Consulting Services for Banner Financial Aid Functional and Technical Needs	\$65,450	2023-24 BFAP

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

Provider	Service	Amount	Funding Source
26. International Education Advising Centers (A full list of Educational Advising partners is available in IEC)	Agency agreements to 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 \$1,500,000 (in one-time costs per enrolled student in good standing)	District Budget/ International Education
27. iXplore University (renewal + new services)	Web Advertisement eBrochure Digital and admissions packet maintenance	\$7,600	District Budget/ International Education
28. Study in the USA	Digital Pro Recruitment Package	\$15,120	District Budget/ International Education
29. ISSM (Ellucian) (Renewal)	Document Management/ Services Integration	\$,8,264	District Budget/ International Education
30. 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	District/ Outreach & Onboarding
31. 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	District/ Outreach & Onboarding
32. VisitDays	Technology platform to build virtual events, hybrid events and in-person events for prospective and current students.	\$25,000	District/ Outreach & Onboarding





**11-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*  
                              *Mitchell Heskell, Dean, Educational Enterprise*

*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 District 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. 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
4. Los Angeles County Office of Education (LACOE)	Year 2 of 3, contract extension and amendment with LACOE for BEST/CGI Advantage System implementation.	Not to exceed \$307,000	2023-2024 District/Fiscal Services Budget
5. 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	2023-2024 District/ Board of Trustees Budget

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

Provider	Service	Amount	Funding Source
6. 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	2023-2024 District Business Administration Budget
7. 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	2023-2024 District Transportation Budget
8. 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
9. 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.	2023-2024 District/Fiscal Services Budget
10. 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	2023-2024 District/Fiscal Services Budget
11. Norton Medical Industries	Drug testing services to transportation employees pursuant to Board Policy 3116	Not to exceed \$1,500	2023-2024 Auxiliary Budget
12. Screamline Investment, dba Tour Coach Charter	Renewal of Athletics Event Charter Transportation Bid (year 3 of possible 5) for Fall 2023 and Spring 2024 athletics meets and tournaments.	\$123,265	2023-2024 Unrestricted General Fund

**RECOMMENDATION NO. 11     2023-2024 ANNUAL CONTRACTS AND CONSULTANTS** *(continued)***11-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	\$450	2023-2024 District Budget/ Human Resources
2. Applied Polygraphs	Polygraphs re police candidates	Not to exceed \$5,000	2023-2024 District Budget/ Human Resources
3. Arroyo Background Investigations	Investigations for police candidates, dispatchers, and CSOs	Not to exceed \$20,000	2023-2024 District Budget/ Human Resources
4. ATIXA (Association of Title IX Administrators)	Institutional membership 2020	\$4,999.00	2023-2024 District General Budget/Membership
5. 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.	2023-2024 District Budget/ Human Resources
6. 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	2023-2024 District Budget/ Personnel Commission

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

Provider	Service	Amount	Funding Source
7. 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	2023-2024 District Budget/ Personnel Commission
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	2023-2024 District Budget/ Human Resources
9. Idemia (formerly MorphoTrust/ Identix, Inc.)	Annual Maintenance of LiveScan Fingerprinting System in use by Campus Police	\$1,599	2023-2024 District Budget/ Human Resources
10. JobElephant	An agency providing assistance in placing academic recruitment postings online in Equal Employment Opportunity focused online sites.	Not to exceed \$60,000	2023-2024 District Budget/ Human Resources

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

Provider	Service	Amount	Funding Source
11. 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.	2023-2024 District Budget/ Human Resources
12. 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	2023-2024 District Budget/ Human Resources
13. Liebert, Cassidy, Whitmore	Personnel training, advice	Not to exceed \$10,000	2023-2024 District Budget/ Human Resources/ Personnel Commission
14. Los Angeles County of Education (LACOE)	Employee Assistance program (EASE) for eligible Santa Monica College employees. (Service is free to employees)	\$10,200	2023-2024 District Budget/ Human Resource

11-E     HUMAN RESOURCES/PERSONNEL COMMISSION (continued)

Provider	Service	Amount	Funding Source
15. 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	2023-2024 District Budget/ Human Resources
16. 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. \$30,000 Annual Maintenance Fee	2023-2024 District Budget/ Human Resources
	2. Renewal for annual Insight Enterprise Software licensing and related services for Personnel Commission classified online applicant tracking system	2. \$20,000 Annual Maintenance Fee	2023-2024 District Budget/ Personnel Commission

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

Provider	Service	Amount	Funding Source
17. Pierside Investigations	Investigations for police candidates, dispatchers, and CSOs	Not to exceed \$20,00	2023-2024 District Budget/ Human Resources (new contract)
18. PRISM Network	A recruitment tool aimed at accessing pools of employment candidates for higher education with diverse and underrepresented backgrounds	\$40,000	2023-2024 District Budget/ Human Resources
19. 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	2023-2024 District Budget/ Human Resources
20. SCCCDC ERC (Liebert Cassidy Whitmore)	Southern California Community College Districts Employment Relations Consortium – training workshops to member institutions.	Not to exceed \$4,500	2023-2024 District Budget/ Human Resources
21. Sign Up Interpreting	Provides Sign Language Interpreting services for deaf and/or hard of hearing faculty and staff	Not to exceed \$3,000	2023-2024 District Budget/ Human Resources/ ADA funding
22. Southern 30/Equal Employment Diversity & Equity Consortium	Annual Membership for CCD with FTE over 20,000	Not to exceed \$500	2023-2024 District Budget/ Human Resources



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

Provider	Service	Amount	Funding Source
23. California Department of Justice	Fingerprinting of new hires, student workers	Not to exceed \$27,500	2023-2024 District Budget/ Human Resources
24. Talx Corporation (Equifax)	Employment, income, degree verifications	Not to exceed \$5,000	2023-2024 District Budget/ Human Resources
25. Time Clock	Time Clock software licenses and maintenance	Not to exceed \$20,000	2023-2024 District Budget/ Human Resources
26. 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.	Not to exceed \$3,000	2023-2024 District Budget/ Human Resources/ ADA funding
27. Verbit Captioning	Captioning of recorded material for student and staff use	Not to exceed \$6,500	2023-2024 District Budget/ Human Resources
28. Watermark Evaluations	Student evaluation software	Not to exceed \$45,000	2023-2024 District Budget/ Human Resources
29. Yosemite CCD- CCC Career Event 2024/ Job Registry	CCC Job Fair 2022- January 2023	\$10,000	2023-2024 District Budget/ Human Resources
30. 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.	2023-2024 District Budget/ Human Resources  (No funding required)

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

Provider	Service	Amount	Funding Source
31. 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	2023-2024 District Budget/ Human Resources  (No funding required)
32. 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	2023-2024 District Budget/ Human Resources  (No funding required)
33. 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	2023-2024 District Budget/ Human Resources  (No funding required)

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

Provider	Service	Amount	Funding Source
34. 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	2023-2024 District Budget/ Human Resources  (No funding required)
35. 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.	2023-2024 District Budget/ Human Resources  (No funding required)

**11-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	2023-2024 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)	\$102,250	2023-2024 District Budget/ Information Technology
3. Cisco SmartNet	Annual network technical support & maintenance for the District's telephone and network infrastructure.	\$ 135,000	2023-2024 District Budget/ Information Technology
4. Hewlett Packard Enterprise Co	Annual campus Maintenance agreement for District's server storage infrastructure.	\$80,000	2023-2024 District Budget/ Information Technology
5. CDW-G	VEEAM – Annual renewal of server backup and recovery software licensing.	\$40,000	2023-2024 District Budget/ Information Technology
6. Computerland	Microsoft Campus Agreement/ Desktop for Education	\$170,000	2023-2024 District Budget/ Information Technology
7. Computerland	Adobe ETLA Campus Agreement/ Creative Cloud	\$90,000	2023-2024 District Budget/ Information Technology
8. Oracle	Oracle Enterprise Edition Annual Support/Maintenance Agreement	\$204,945	2023-2024 District Budget/ Information Technology
9. Spectrum	Malibu Network Connection	\$22,000	2023-2024 District Budget/ Information Technology
10. VMWare	VMWare Server Licenses	\$39,000	2023-2024 District Budget/ Information Technology
11. Team Dynamix	IT Support Ticketing System	\$20,000	2023-2024 District Budget/ Information Technology
12. Fortinet	Support for Network Firewalls	\$60,000	2023-2024 District Budget/ Information Technology
13. NE Systems Fortinet Software	Fortinet Software (web security software)	\$80,700	2023-2024 District Budget/ Information Technology

**11-G    INSTITUTIONAL RESEARCH**

*Requested by:*        *Hannah Lawler, Dean, Institutional Research*

*Approved by:*        *Jason Beardsley, Interim 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	2023-2024 District Budget/ Institutional Research
2. Alchemer (formerly called Survey Gizmo)	Web-based survey tool service.	\$7,500	2023-2024 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

**11-H KCRW**

Requested by: Jennifer Ferro, General Manager, KCRW

Approved by: Don Girard, Government Relations/Institutional Communications

The following contracts for KCRW are renewals of existing contracts and are funded by CPB Grant funds and donations to KCRW. Expenses that exceed CPB Grant funds are reimbursed by KCRW Foundation, Inc., billed and paid on a monthly basis.

Funding Source	Description	Amount
1. Corporation for Public Broadcasting	Acceptance of CPB Grant funds for the period from October 1, 2023 through September 30, 2024  To be expended for programs, services and related expenses from National Public Radio, American Public Media, Public Radio Exchange, and New York Public Radio.	Approximately \$1,235,000.00  Estimate based on FY23 grant amount
Provider	Description	Amount
2. National Public Radio Inc	Program acquisition and distribution fees for the period from October 1, 2023 through September 30, 2024: Morning Edition Weekend Edition All Things Considered	\$1,526,780.00 Estimate
3. National Public Radio Inc	Interconnect transmission and data capacity service fee	\$20,872.50
4. American Public Media	Program acquisition from July 1, 2023 through June 30, 2024: Marketplace BBC  Studio usage and ISDN lines Expense is incurred based on actual activity	\$117,774.00     \$6,000.00 Estimate
5. Public Radio Exchange (PRX Inc)	Program acquisition from July 1, 2023 through June 30, 2024: This American Live Reveal Moth Radio Hour	\$20,000.00
6. New York Public Radio	Program acquisition from July 1, 2023 through June 30, 2024: New Yorker Radio Hour One the Media	\$60,804.00
7. Department of Water & Power	Briarcrest tower site water tank property permission license for the period from May 1, 2024 through April 30, 2025, billed in full and payable in advance for service period	\$600.00
8. Borrego Springs Fire Protection District	Anzo Borrego tower site rent for the period from October 1, 2023 through September 30, 2024, billed in full and payable in advance for service period	\$4,051.80
9. American Towers LLC	Red Mountain tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$24,934.36

## 11-H KCRW (continued)

Provider	Description	Amount
10. American Towers LLC	San Miguel Mountain tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$11,931.92
11. Collins Tower Corporation	Laguna Peak tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$33,106.56
12. Community Radio Inc	Gibraltar Peak tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$47,449.62
13. Crown Castle GT Co LLC	Mojave tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$14,929.92
14. Lazer Media	Santa Paula tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$15,561.72
15. Point Broadcasting LLC dba Rincon Broadcasting	Santa Barbara tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$11,451.36
16. Scripps Media Inc	San Luis Obispo tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$54,458.24
17. Snow Peak Communications	San Geronio Mountains tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$8,812.50
18. Vertical Bridge CC FM LLC	Briarcrest tower site rent for the period from July 1, 2023 through June 30, 2024	\$135,080.72
	Briarcrest tower site utilities for the period from July 1, 2023 through June 30, 2024	\$35,000.00 Estimate
19. Western Summit Enterprises Inc c/o Western Summit Enterprises Inc.	Bald Mountain tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$24,934.36
20. Western Summit Enterprises Inc c/o Western Summit Enterprises Inc	Copper Mountain tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$11,931.92
21. Mountain Investments c/o Western Summit Enterprises Inc	Indio Hills tower site rent and utilities for the period from July 1, 2023 through June 30, 2024	\$33,106.56
22. Los Nettos Regional Network c/o USC Information Technology Services	Bald Mountain tower site flat rate ethernet service annual rate for the period from July 1, 2023 through June 30, 2024, billed in full and payable in advance for service period	\$5,670.00
23. Waltery Insurance Brokers	Broadcast liability coverage for the period from July 1, 2023 through June 30, 2024, billed in full and payable in advance for service period	\$7,487.00
24. Home Depot	Repair supplies for the period from July 1, 2023 through June 30, 2024	\$5,000.00 Estimate

**11-I      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	\$225 to \$500 per hour plus expenses	2023-2024 Unrestricted General Fund, Capital Outlay Fund, Bond Measures AA, V, S and SMC 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 \$745 per hour, plus reimbursement of actual and necessary expenses	2023-2024 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.	\$195 to \$360 per hour, plus costs and expenses in performing legal services.	2023-2024 District Budget/Business and Administration



**11-I**     **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	2023-2024 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	2023-2024 Capital Outlay Fund Bond Measures AA, V and S funds
6. Jeffer, Mangels, Butler & Mitchell	City of Los Angeles zoning, and land use in connection with student housing project	\$465 - \$875 per hour	2023-2024 Capital Outlay Fund Bond Measures AA, V, S, and SMC

**11-J      MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA**

*Requested by:      Don Girard, Senior Director, Government Relations/Institutional Communications  
                          Rebecca Agonafir, Director Marketing  
                          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 2023, Winter 2024 Spring 2024 and Summer 2024, radio and digital advertising, and internet/text messaging for student recruitment	Not to exceed \$215,010	2023-2024 Marketing Budget
2. Audacy: KROQ, KAMP & KRTH radio	Fall 2023, Spring 2043 and Summer 2024 radio and digital advertising, and internet/text messaging for student recruitment	Not to exceed \$180,100	2023-2024 Marketing Budget
3. KPWR 105.9 FM Radio	Fall 2023, Spring 2043 and Summer 2024 radio and digital advertising and internet/text messaging for student recruitment	Not to exceed \$145,000	2023-2024 \$145,000 Marketing Budget
4. iHeartMedia KIIS & KRRL 102.7 FM Radio	Fall 2023, Spring 2043 and Summer 2024 radio and digital advertising and internet/text messaging for student recruitment	Not to exceed \$208,000	2023-2024 \$166,650 Marketing Budget \$41,350 Outreach and Retention funds
5. KBUU-FM Malibu	2023-2024 Radio Advertising targeting Malibu zip code 90265	Not to exceed \$10,000	2023-2024 Marketing Budget
6. Google, Spotify Facebook/ Instagram, Flickr Snapchat, TikTok and related social media channels.	2023-2024 web advertising (search) for student recruitment.  To be split among social media channels	Not to exceed \$ 425,000	2023-2024 \$100,000 Marketing Budget  \$325,000 Outreach and Retention funds
7. Vector Media for Big Blue Bus	2023-2024 outdoor advertising for student recruitment (Vector Media is the provider for the Big Blue Bus)	Not to exceed \$230,500	2023-2024 \$150,500 Marketing Budget  \$80,000 Outreach and Retention funds

**11-J**      **MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA** *(continued)*

Provider	Service	Amount	Funding Source
8. Outfront Media	2023-2024 outdoor advertising for student recruitment (Outfront Media is the provider for the Metro bus system)	Not to exceed \$152,000	2023-2024 \$146,000 Marketing Budget \$6,000 Outreach and Retention funds
9. Intersection	2023-2024 outdoor advertising for student recruitment (Intersection is the provider for the Metro Light Rail)	Not to exceed \$160,100	2023-2024 \$71,377 Marketing Budget \$88,650 Outreach and Retention funds
10. Santa Monica Daily Press	2023-2024 print & digital advertising for college advancement; student recruitment, and community outreach	Not to exceed \$46,700	2023-2024 \$34,200 Marketing Budget \$12,500 Outreach and Retention funds
11. Mirror Media	2023-2024 print & digital advertising for college advancement; student recruitment, and community outreach	Not to exceed \$25,980	2023-2024 Marketing Budget
12. Surf Santa Monica.com	2023-2024 digital advertising for student recruitment	Not to exceed \$12,500	2023-2024 Marketing Budget
13. Strickbine Publishing for Argonaut	2023-2024 print advertising for student recruitment (Strickbine Publishing is the parent company for Argonaut)	Not to Exceed \$13,500	2023-2024 Marketing Budget
14. 13 Star Media dba Malibu Times	2023-2024 print advertising for student recruitment	Not to Exceed \$13,500	2023-2024 Marketing Budget
15. J. Bee NP Publishing, LTD. Db a The Acorn Newspapers	2023-2024 advertising for new campus & student recruitment	Not to Exceed \$12,000	2023-2024 Marketing Budget
16. Canyon Chronicles	2023-2024 advertising for new campus & student recruitment	Not to Exceed \$4,000	2023-2024 Marketing Budget
17. Pepperdine	2023-2024 advertising for new campus & student recruitment	Not to Exceed \$4,000	2023-2024 Marketing Budget
18. LA Times Español	2023-2024 digital advertising for college advancement, student recruitment, and community outreach.	Not to Exceed \$60,000	2023-2024 \$28,000 Marketing Budget \$32,000 Outreach and Retention funds
19. La Opinión newspaper	2023-2024 print advertising for student recruitment	Not to exceed \$15,000	2023-2024 Marketing Budget

**11-J      MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA** *(continued)*

Provider	Service	Amount	Funding Source
20. Los Angeles Sentinel	2023-2024 print advertising for student recruitment	Not to exceed \$5,000	2023-2024 Marketing Budget
21. Ploughshares	2023-2024 print advertising for student recruitment	Not to Exceed \$1,260	2023-2024 Marketing Budget
22. Poets & Writers	2023-2024 print advertising for student recruitment	Not to Exceed \$4,590	2023-2024 Marketing Budget
23. 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	2023-2024 Marketing Budget and Web & Social Media Budget
24. Randy Bellous Productions	Media services (Photography and photo archive acquisition)	Not to exceed \$5,000 plus reimbursable expenses not to exceed \$750	2023-2024 Marketing Budget
25. SantaMonica Closeup.com (Fabian Lewkowicz)	Photo acquisition for use in brochures and website	Not to exceed \$1,500	2023-2024 Marketing Budget
26. Benjamin Gibbs Photography	Photography services to create library of SMC digital images for marketing and recruitment. Includes pre-and post-production and art direction.	Not to exceed \$25,000	2023-2024 Marketing Budget
27. Amy Williams Photography	Photography services to create library of SMC digital images for marketing and recruitment. Includes pre-and post-production and art direction.	Not to exceed \$8,000	2023-2024 Marketing Budget
28. Photographers TBD Pending RFP	Photography services to update photos to reflect current teaching and support staff, current student mix, and SMC programs	Not to exceed \$100,000	\$100,000 Outreach and Retention funds
29. Susan L. Wampler Communications	Consultant will provide copyediting and writing support for student recruitment pieces	Not to exceed \$6,000	2023-2024 Marketing Budget
30. HyperTexted, Ruel Nollodo	Consultant will provide copyediting and writing support for student recruitment pieces	Not to exceed \$10,000	2023-2024 Marketing Budget

**11-J**      **MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA** *(continued)*

Provider	Service	Amount	Funding Source
31. Printing and mailing of Academic, Emeritus, and Community Education Schedule of Classes	For student recruitment and community engagement	Pending RFP	2023-2024 Marketing and Community Ed Budget
32. Brandfolder	Digital Asset Management Software for marketing materials including photos and videos.	Year 3 of 3-year annual software cost of \$16,850 per year July 1, 2021– June 30, 2024	2023-2024 Marketing Budget
33. 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	2023-2024 Web & Social Media Budget
34. Andrew Tonkovich	2023-2024 editorial, publicity and related professional services to produce Santa Monica Review twice yearly.	Not to exceed \$10,000 plus reimbursable expenses	2023-2024 Auxiliary Budget, Santa Monica Review Program Revenues
35. 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	2023-2024 Community & Academic Relations (100%)
36. 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 \$1,000	2023-2024 Community and Academic Relations (100%)
37. Blue Star Media	Video/Communication pieces for Santa Monica College	Not to exceed \$49,999 Year 3 of 3	2023-2024 Community & Academic Relations (100%)
38. Focus Group Pending RFP	Reestablish baseline regarding student perception of SMC	Not to exceed \$50,000	2023-2024 Outreach and Retention Funds

**11-J      MARKETING, COMMUNITY OUTREACH, RECRUITMENT, WEB/SOCIAL MEDIA** *(continued)*

Provider	Service	Amount	Funding Source
39. Public lecture series at CMD and Malibu campuses Pending RFP	Program and curriculum-specific series of public lectures for purposes of campus promotion	Not to exceed \$30,000	2023-2024 Outreach and Retention Funds
40. Open Influence	Influencer advertising messaging for student recruitment. Leverage Gen-Z influencers across Instagram and TikTok to generate awareness of and drive traffic to SMC's course offerings for the Fall2023 semester.	Not to exceed \$75,000	2023-2024 Outreach and Retention Funds
41. A3 Printing	Open PO to address ongoing signage and communication needs within the District	Not to exceed \$5,000	2023-2024 Community & Academic Relations

**11-K 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 \$3,500	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 \$1,500	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 \$11,820	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 \$11,600	Public Affairs, District Budget (100%)

**11-K    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.	Not to exceed \$4,550	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 \$4,250	Public Affairs, District Budget (100%)
8. Jennifer George	Consultant will provide audio and video transcription services of interviews to contribute content for news releases, newsletters, speeches, and other institutional communications produced by the Public Information Office.	Not to exceed \$800	Public Affairs, District Budget (100%)



**11-L 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*

The annual award of competitive and piggyback contracts bid through various state and local agencies allows SMC to leverage buying power through strategic sourcing and achieved commodity and services as well as reduce administrative cost. These indirect (MRO) contracts are targeted to the products and services which SMC routinely purchases. Leveraging the aggregate buying power and strategic sourcing is a process that moves SMC away from numerous individual procurements to a broader aggregate approach, allowing SMC to achieve savings ranging from 20 to 65 percent.

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

Educational & Institutional Cooperative Purchasing, Contract EI00221, with **B&H**, to 09/30/27, for photographic, audio visual, technology supplies and equipment

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

Educational & Institutional Cooperative Purchasing, Contract EI00104, with **Complete Book & Media Supply**, to 04/30/26 for books and videos

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

Educational & Institutional Cooperative Purchasing, Contract EI00216, with **Ferguson Supply**, to 11/30/27 for plumbing supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01496, with **Grainger**, to 12/31/24 for maintenance, repair, operations supplies

Educational & Institutional Cooperative Purchasing, Contract CNR-01511, with **Humanscale**, to 08/07/25 for ergonomic furnishings and accessories

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 02/28/27, for science & health laboratory Supplies/equipment

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), Contract 00004443, with **B&H**, to 05/19/24, for photographic, audio visual, technology supplies

Foundation for California Community Colleges (FCCC), Enterprise Level Agreement with **Computerland** for Adobe and Microsoft licenses

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 01/30/2025, for Lighting and Electrical Supplies

Foundation for California Community Colleges (FCCC), Contract CB-148-18, with **Community Playthings** to 08/31/2023, for childhood education furniture, fixtures, equipment

Foundation for California Community Colleges (FCCC), Contract 00004497, with **Ellucian** (CampusLogic), to 02/28/27, for Financial Aid Communication, Verification, and Tracking System

Foundation for California Community Colleges (FCCC), Contract CB-249-18, with **Fastenal**, to 06/30/25, for maintenance, repair, operations (MRO) products and services

Foundation for California Community Colleges (FCCC), Contract CB-248-18, with **Grainger**, to 06/30/24, for maintenance, repair, operations (MRO) products

Foundation for California Community Colleges (FCCC), Contract CB-266-18, with **Haworth**, to 08/31/23, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-144-18, with **Haworth**, to 08/31/23, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-265-18, with **Krueger International (KI)**, to 08/31/23, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-145-18, with **Krueger International (KI)**, to 08/31/23, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-252-18, with **Lakeshore** to 08/31/2023, for early childhood education furniture, fixtures, equipment

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

Foundation for California Community Colleges (FCCC), Contract CB-146-18, with **Platinum Visual**, to 08/30/23, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract 0000-5699, with **PlanetBids**, to 02/28/2025, for e-bid system

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

Foundation for California Community Colleges (FCCC), Contract CB-263-18, with **Steelcase**, to 08/31/23, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Contract CB-155-18, with **Steelcase**, to 08/31/23, for furniture and fixtures applications

Foundation for California Community Colleges (FCCC), Agreement 00003321, with **EAB**, to 03/30/30, for Starfish Enterprise Success Platform

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**, 07/31/23, 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 MA16000234-1, with **Fisher Scientific**, 09/30/23, for Lab Equipment and Supplies

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**, 07/31/23, for Computer Equipment, Peripherals and Related Services

NASPO VALUEPOINT Contract MNWNC115/MNNVP133/7-15-70-34-001, with **HP Inc**, 07/31/23, for Computer Equipment, Peripherals and Related Services

NASPO VALUEPOINT Contract MA16000234-2, with **VWR**, 09/30/23, for Lab Equipment and Supplies

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

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 01/31/25, 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 06/30/24 for education school supplies and equipment

Omnia Partners/U.S. Communities for Prince William County Public Schools Virginia, Contract R-TC-18004, with **Virco**, to 12/31/24, 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 7/25/23, for Electric Vehicle Supply Equipment and Related Services.

SOURCEWELL (NJPA) Contract 042221-CPI, with **ChargePoint Inc.**, to 7/20/25, for Electric Vehicle Equipment

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 3-22-01-1027, with **SHI International**, to 02/19/26, for Information Technology Goods and Services

Department of General Services (DGS) Contract 1-22-23-23A-I, **Various Dealerships**, to 04/30/25, for Fleet Vehicles- Vans and SUVs

Department of General Services (DGS) Contract 1-22-23-20A-K, **Various Dealerships**, to 04/30/25, for Fleet Vehicles- Trucks

Department of General Services (DGS) Contract 1-22-23-10A-E, **Various Dealerships**, to 04/30/25, for Fleet Vehicles- Cars

**11-M 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: 2023-2024 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 \$160,000
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 \$115,000
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 \$15,000

**11-N 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, Special Programs  
 Thomas Bui, 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 \$3,000	2023-2024 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	2023-2024 District Budget/Campus Police
2. Sun Ridge Systems	Annual Support Agreement (CAD, RMS, JDIC)	Not to exceed: \$13,000	2023-2024 District Budget/Campus Police
3. Lexipol	Provides services related to the policy manual and any updates	Not to exceed \$3,500	2023-2024 District Budget/Campus Police
4. Early Warning Labs LLC	Earthquake software	Not to exceed \$12,000	2023-2024 District Budget/Campus Police
5. Livesafe (RedVector)	Safety app	Not to exceed \$12,300	2023-2024 District Budget/Campus Police and Auxiliary Services
6. Zoll Corp.	AEDs	Not to exceed \$3,500	2023-2024 District Budget/Campus Police

**11-N 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	2023-2024 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.	\$1,448	2023-2024 District Budget/ Career Services Center
3. GradLeaders	Software that communicates career opportunities to students; Year three of a three- year contract	\$5,150	2023-2024 District Budget/ 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: \$9,850	2023-2024 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	2023-2024 SEAP (Student Equity and Achievement Program)

**11-N STUDENT AFFAIRS** *(continued)*

**PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES and CENTER FOR WELLNESS & WELLBEING**

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



**11-N STUDENT AFFAIRS** *(continued)*

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES and CENTER FOR WELLNESS & WELLBEING  
*(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-N STUDENT AFFAIRS** *(continued)*

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES and CENTER FOR WELLNESS & WELLBEING  
*(continued)*

Provider	Service	Amount	Funding Source
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 Care & Prevention Team.	No cost to the District	N/A
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 Care & 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 Care & 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 Care & 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 Care & Prevention Team.	No cost to the District	N/A
16. Common Ground	This is a Memorandum of Understanding (MOU) with Common Ground to provide HIV testing services in Student Health Services	No cost to the District	N/A

**11-N STUDENT AFFAIRS** *(continued)*

PROFESSIONAL SERVICES – STUDENT HEALTH SERVICES and CENTER FOR WELLNESS & WELLBEING  
*(continued)*

Provider	Service	Amount	Funding Source
17. Ava T. Shamban, M.D.	This is a Memorandum of Understanding (MOU) with Dr. Ava T. Shamban to provide dermatology services in Student Health Services	No cost to the District	N/A
18. 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 \$3,855	Funded by Student Health Fees
19. Doctors of St. John's	This is a contract with Doctors of St. John's who acts 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 \$30,000	Funded by Student Health Fees
20. ProtoCall	ProtoCall Services provides students with mental health access to trained mental health professionals via telephone 24/7. Faculty and staff can also call ProtoCall to consult about a student in crisis. ProtoCall staff work closely with the on-campus clinicians in the Center for Wellness & Wellbeing to ensure continuity of care.	Annual cost of \$35,000	2023-2024 Mental Health Grant

11-N 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	2023-2024 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.	\$94,000 per year Three (3) years with two (2) optional one (1) year extensions 3.5% hourly rate increase per year	2023-2024 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	2023-2024 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.	\$65,000 per year Three (3) years with two (2) optional one (1) year extensions 2.0% hourly rate increase per year	2023-2024 DSPS DHH Allocation and District Budget

**11-N STUDENT AFFAIRS** *(continued)*

STUDENT CARE TEAMS

Provider	Service	Amount	Funding Source
1. Karen Lynn Rothstein	External Evaluator, Title V Grant	Not to exceed: \$6,750	2023-2024 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	2023-2024 District Budget/ Sustainability