HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT

BID AWARD

SUBJECT: Video Lecture Capture Software
Request for Proposal #18260

The Director of the Teaching and Learning Services Division requests a contract for purchase of video lecture capture software and related services to provide faculty and staff members with the tools and technology to capture, create, import, manage and deliver classroom content over the web with speed and efficiency. The system will be a cloud based service that does not require the purchase, installation, maintenance or management of special hardware, software or servers. The system can automatically record, store and index any classroom activity – lectures, demonstrations, labs, etc. – for later review by students at any time and from any location with web access. Students can access the recorded material through a wide variety of devices, from PC or Mac to smartphones or tablets. There are no limitations on who can record, where users record, who can view or how many times a recording can be viewed. The only limiting factor is how many hours of recordings are stored in the cloud infrastructure. Recording time is sold by subscription in blocks of computer memory (1TB = approx. 1000 hours). The College intends to subscribe to 1,000 hours in the first year of the agreement and expand capacity to 2,000 hours annually in subsequent years.

The initial term of the contract shall be for a period of three (3) years, with the possibility of up to two (2) additional one (1) year extensions. This agreement replaces an expired contract for lecture capture software that offered only 500 hours of recording capacity at a higher cost. The Technology Investment Fund (TIF) provides funds of $25,000 for this purchase.

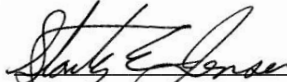The College invited proposal submissions under RFP #18260. The responses appear below.

Company Name	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total Cost
YuJa	$12,000.00	$23,500.00	$23,500.00	$59,000.00
Echo 360	23,625.00	19,125.00	19,125.00	61,875.00
SKC Communication	22,657.75	35,934.48	35,934.48	94,526.71
Kaltura	41,817.74	30,000.00	30,000.00	101,817.74
Sonic Foundry	33,140.00	41,280.00	41,280.00	115,700.00
Panopto	42,224.00	42,224.00	42,224.00	126,672.00
D2L Corp				No Reply
GoReact				No Reply
Swivl				No Reply
TechSmith Corp				No Reply
Tegrity USA				No Reply

An evaluation committee composed of faculty and representatives from Teaching and Learning Support Services and Information Technology Services reviewed proposals and products from three firms: YuJa, Echo360, and SKC Communication. After reviewing each firm's response and evaluating its lecture capture solution, the committee recommended YuJa overwhelmingly.

RECOMMENDATION:

The College administration recommends a contract award to YuJa Corporation to provide Video Lecture Capture Software in accordance with the specifications of Request for Proposal #18260.

John S. Satkowski, J.D.
Vice President of Financial Services

Stanley E. Jensen, Ph.D.
President

HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT

CONTRACT AWARD

SUBJECT: Integrated Energy Master Plan

The College administration requests a contract for the professional services necessary develop an Integrated Energy Master Plan (IEMP) for the College's Main Campus and East Campus. To develop the IEMP, environmental and energy productivity specialists will work with teams from the College to assess the current use of electricity, natural gas, and water and the environmental impact of resource waste. The effects of deferred building maintenance will also be included in the assessments. A College Community Work Team will assist the consultants in the IEMP process. Areas represented on the HFC team will include Facilities, Procurement, Finance, and Academics. Following this initial stage, teams will develop, test and adjust multiple strategies to improve the supply, distribution and efficiency of energy resources. After receiving feedback from the college community on preliminary recommendations, final plans for campus energy improvements will be developed and taken to the Board of Trustees for approval. These plans could include modifications to equipment, buildings, systems, energy sources, and the manner in which these assets are used. In general, the timing from project kick-off to final approval can vary from 8 to 12 months.

The performance goals recommended in the IEMP will be as close to global best practice as possible. Based on the experience of other educational institutions, municipalities and corporations that implemented an IEMP, the College expects to reduce its energy consumption and environmental footprint and realize a positive cash flow from its capital investments. Using 2016 as a baseline, HFC's goals over the next 20 years include: a 60% reduction in energy use, a 50% reduction in potable water use, a 50% reduction in direct and indirect greenhouse gas emissions, greater utility supply reliability, and an internal rate of return on IEMP investments of at least 8%.

The IEMP also has the potential to develop new academic curricula in the fields of Energy Utilization Review and Energy Efficiency. Working with experts in the energy and environmental fields, the College could introduce new certificate programs, enhanced materials for current Energy Management Programs, and new degrees in Energy fields - all areas where obtaining properly trained/educated resources are currently limited and difficult to acquire. Our students could obtain some of their training by participating in the development of the IEMP.
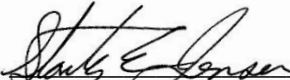
In order to produce a comprehensive and viable IEMP, the consulting firm must possess sufficient engineering talent and experience. The College recommends using Garforth International LLC. The firm has broad experience delivering energy efficiency programs to industry, colleges and communities around the world. Garforth International conducted an IEMP for Owens Community College in Toledo, Ohio in 2010, which led to achieving of a reduction of utility usage of over 40% and producing a savings of $900,000 in annual utility costs. HFC administrators and building engineers visited Lakeland Community College in Kirtland, Ohio earlier this year to meet with their

counterparts who successfully worked with Garforth to develop an IEMP Plan that led to a 50% reduction in utility usage. The HFC team also met with Garforth representatives at the College in March and had multiple phone calls and emails to discuss the program.   The College administration requests a sole source award in accordance with Board Policy #2110, which sets the bid threshold for architectural and design services at $369,641. Fees and estimated expenses for HFC's project total $129,565. Funding for the IEMP will be from the College's Plant Fund.

RECOMMENDATION:

The College administration recommends a contract award to Garforth International LLC for $129,565 for an Integrated Energy Master Plan in accordance with Proposal #170105 dated April 5, 2017.

John S. Satkowski, J.D.
Vice President of Financial Services

Stanley E. Jensen, Ph.D.
President

HENRY FORD COLLEGE
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CONTRACT AWARD

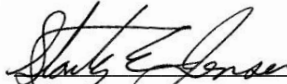**SUBJECT:** Anatomage Virtual Dissection Table

The faculty of the Science Division request a contract for the purchase and installation of one (1) Anatomage Virtual Dissection Table and related software and services. The Anatomage Table is the world's first virtual dissection table and the only one with a fully segmented real human 3D anatomy system. Users can visualize anatomy exactly as they would on a fresh cadaver. Individual structures are reconstructed in accurate 3D, resulting in an unprecedented level of real accurate anatomy, dissectible in 3D. The system includes: 81" life-size display with touch screen, three full body cadavers with highly detailed annotations, true 3D dissection – layer by layer and structure by structure, full medical level anatomy class curriculum, and 3D radiology software and medical design engineering software. The Anatomage Virtual Dissection Table and software applications are manufactured, developed, and distributed exclusively by Anatomage, Inc. The College requests a sole source award.

The cost for all equipment, software, installation and services totals $80,380. The Technology Investment Fund (TIF) provides 100% of the funding for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to Anatomage, Inc. for $80,380 for the purchase and installation of an Anatomage Virtual Dissection Table in accordance with Quote #2017-1249 dated May 10, 2017.

John S. Satkowski, J.D.
Vice President of Financial Services

Stanley E. Jensen, Ph.D.
President

HENRY FORD COLLEGE
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CONTRACT AWARD

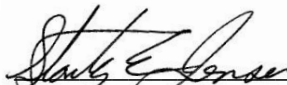**SUBJECT:** ExamSoft Software License

The faculty of the Health Sciences Division request a contract for the purchase of an ExamSoft Software License and related services. Using this student learning assessment software, faculty in the School of Nursing can deliver both objective and subjective performance measures to students and track the success of their assignments, courses and syllabi. Students will receive feedback that informs them about where they stand in the course and the exact subject areas in which they can best improve. The software also helps Nursing student prepare for NCLEX licensure examinations and helps identify at-risk students for faculty intervention. ExamSoft Worldwide, Inc. is the developer and sole distributor of this proprietary software. The College requests a sole source award.

The annual cost for the ExamSoft software license and related services totals $25,000.

RECOMMENDATION:

The College administration recommends a contract award to ExamSoft Worldwide, Inc. for the purchase an ExamSoft Software License in accordance with Master License Agreement V17.3, including Exhibit A V16.10, effective July 1, 2017.

John S. Satkowski, J.D.
Vice President of Financial Services

Stanley E. Jensen, Ph.D.
President

HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT

CONTRACT AWARD

SUBJECT: Cosmed Bod Pod

The faculty of the Social Science, Arts and Fitness Division request a contract for the purchase of one (1) Cosmed Bod Pod and related accessories and services. The Bod Pod is a body composition tracking system and is the only device available worldwide that utilizes Air Displacement Plethysmography (ADP) to determine body composition (percent body fat and fat-free mass) in children and adults. The most distinctive performance feature of the Bod Pod is the application of ADP to determine whole body composition. This methodology provides a very high degree of safety for the subject compared to the most similar methodology previously available – hydrostatic (underwater) weighing which uses water displacement to completely immerse the subject. Compared to hydrostatic weighing, the Bod Pod also allows a wider variety of subjects can be tested safely, e.g., the elderly, obese, and children; enhanced testing efficiency due to computerized automation; and significantly reduced on-going maintenance costs.
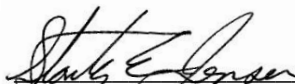
The Bod Pod will be placed in the Exercise Science Lab in the Technology Building and will give students the additional "hands-on" learning, training, and experience that employers expect from HFC graduates. Cosmed USA, Inc. is the sole manufacturer and selling authority for the Bod Pod Body Composition Tracking System. The College requests a sole source award.

The cost for all equipment, accessories and services totals $49,508.20. The Technology Investment Fund (TIF) provides 100% of the funding for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to Cosmed USA, Inc. for $49,508.20 for the purchase of a Cosmed Bod Pod in accordance with Quote #1211356 dated May 19, 2017.

John S. Satkowski, J.D.
Vice President of Financial Services

Stanley E. Jensen, Ph.D.
President

HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT

CONTRACT AWARD

SUBJECT: Disaster Recovery as a Service – Information Technology Services

The Vice President of Strategy & Information requests a requests a contract for a Disaster Recovery as a Service DRaaS program from Sentinel Technologies, Inc. The Information Technology Services (ITS) department continuously seeks to improve the security of the College's database and networks. Without a robust Disaster Recovery infrastructure, a fire, a flood, an earthquake or even a really bad storm could not only take the College offline, it could take it out completely. If the IT infrastructure is destroyed and data is permanently lost, it may be impossible to restore operations.

At the most basic level, DRaaS is the process of replicating and hosting servers and their data via a third party provider with the purpose of enabling a failover option in case an unexpected interruption or event disables the College's network.

Replication is the process of duplicating data from a production environment and transmitting it to the third party host. The replication technology should have the capability to capture frequent data snapshots in order to prevent data loss during failover.

Failover is the transitioning of end-user access during an event to the third party hosting environment. A DRaaS solution should provide a simple, straight-forward process for declaring and failing over to the replicated environment. The speed in which the solution can "stand up" the replicated environment corresponds directly to the impact on business operations. Integrated tools and support should be in place so that failover can occur, even if the College's IT is unavailable.

Failback is the process of transitioning user access from the third party failover site back to the original production environment. Once the impacted environment is fully up and running again, the DRaaS solution should have processes and tools in place that allow for a seamless switch back to production. Immediately following failback, replication processes should be re-engaged to ensure continuous protection.

Sentinel Technologies submitted a proposal for services that a complete DRaaS solution. It includes hosting at a secured data center in Chicago, 23 virtual servers, internet service for HFC's domain controller, and annual disaster recovery testing. Sentinel's DRaaS program is a proprietary and customized method for enterprises to access robust, scalable and cost effective disaster recovery services. Sentinel Technologies is a Cisco Master Security partner, as well as a Cisco Star Service Partner. For over 10 years, HFC has worked with Sentinel to build the college's network infrastructure. Throughout this relationship, Sentinel's technical team has provided exceptional service. Sentinel's in-depth knowledge of the HFC network and the unique security services they offer make this proposal and the ability to perform this service unique amongst DRaaS providers. The College requests a sole source award.
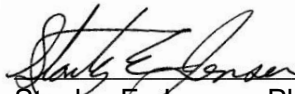
Pricing for a 36-month agreement consists of one-time startup costs of $5875 and recurring charges for services of $35,206.24 per year, for a total of $41,081.24 for the first year. This agreement replaces services currently provided by Enertron LLC whose contract with the College expires on June 30, 2017.

RECOMMENDATION:

The College administration recommends a contract award to Sentinel Technologies, Inc. for $41,081.24 for a Disaster Recovery as a Service program, in accordance with Sentinel Technologies proposal dated April 12, 2017.

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John S. Satkowski, J.D.
Vice President of Financial Services

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Stanley E. Jensen, Ph.D.
President

HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT

CONTRACT AWARD

SUBJECT: Blanket Purchase Order Approval, Fiscal Year 2018

Board policy requires the approval of blanket purchase orders at the beginning of each fiscal year. Blanket purchase orders with a dollar amount in excess of $13,354 require a separate listing for Board approval, in accordance with Administrative Guideline #6320A.
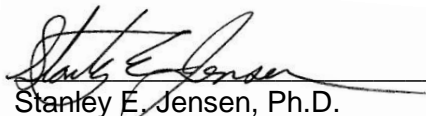
The attached blanket order list includes the vendor name, purchase order number, a brief description of the order, the department and division responsible for the purchase, and the dollar limit of the order. These orders cover the purchase of goods and services needed to maintain the program and may include emergency purchases. Purchases against these orders shall adhere to Board Policy #2450, which contains Board approved standards for obtaining competitive quotes and sealed bids.

The College uses blanket purchase orders in the following ways: to make repetitive purchases of commonly used, low dollar value goods or services; to order standard materials or maintenance supplies which require numerous shipments; and to obtain more favorable pricing through annual volume commitments. In addition to lower purchase prices, the benefits of using blanket orders include fewer requisitions and purchase orders issued, decreased demand for storage space for materials, reduced amounts of paperwork, and lower administrative costs.

RECOMMENDATION:

The College administration recommends approval of the attached Blanket Purchase Order List for Fiscal Year 2018, in accordance with Board Policy and Guidelines.

John S. Satkowski, J.D.
Vice President of Financial Services

Stanley E. Jensen, Ph.D.
President

HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT

CONTRACT AWARD

SUBJECT: EAB Navigate – A Student Retention Tool for Guided Pathways

Navigate is a student-facing platform for two-year institutions built for mobile and web that delivers personalized yet scalable guidance to each student by assigned support personnel. In short, it is a modernized version of an Early Alert System. CPI Retention committees, HFC Retention Advisory Committee and the Guided Pathways "Keeping on the Track" subcommittee, all recommended that HFC purchase and implement an early alert system to significantly increase student retention, success and completion rates. The implementation of such a system is identified as an objective in the College's Strategic Plan and Retention Plan. During the past year, the College has engaged in research to determine the best tool by which to reduce attrition, connect students to important academic, personal and career resources and to provide students with personalized engagement and success information. In October 2016, Complete College America announced EAB as a recipient of the GPS Direct Seal of Approval, an award that recognizes software platforms that most align with the organization's Guided Pathways to Success (GPS) initiative. EAB will provide the College with tools to more effectively:
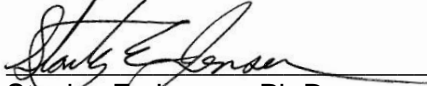
- streamline student onboarding (reduce confusion for new students and connect them with the right resources from the moment they first arrive on campus);
- improve student communication (ensure students read and act on critical messages to help them stay on track);
- support members in research and application strategy (EAB provides members of Navigate a new service to identify grant funding sources and offer guidance during the application process);
- increase applicant conversion (combat declining enrollment numbers by eliminating pain points and engaging applicants in their educational goals); and
- reduce attrition using guided pathway implementation (Scale Guided Pathways across campus to support individual student needs and intervene at critical points in the student lifecycle).

The cost, over the next three years, is $226,147 (technical implementation is $19,250 and travel cost of $7,500, year 1 annual service fee is $63,250, year 2 annual service fee is $66,413 and year 3 annual service fee is $69,734). Although the College is prepared to pay for the implementation using operational funding, grant funds and appropriate fees have been identified as first options of paying for the system. The College requests a sole source award.

RECOMMENDATION:

The College recommends a contract award to the Educational Advisory Board (EAB) over a three year period for $226,147 for the purchase of its Navigate software license, technical implementation, and training and support services. This recommendation is in accordance with the quote dated May 18, 2017.

John S. Satkowski, J.D.
Vice President of Financial Services

Stanley E. Jensen, Ph.D.
President

HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT

CONTRACT AWARD

SUBJECT: SARS Anywhere

SARS Anywhere is an easy-to-use appointment scheduling system for student service offices at colleges, universities and other higher education institutions. The scheduling component allows students to manage their own appointments and allows support service staff to make, reschedule and cancel appointments. It also allows academic advisors, counselors and other specialists to work with their own schedules. The drop-in component is used to register and track unscheduled visits. All of these functions are web-based and are compatible with the four major browsers.

The one-time cost for SARS is $20,000 with additional costs of $7,950 ($27,950 year 1) for training and support costs during implementation. After the first year, the maintenance cost for the system will be $4,000.00.
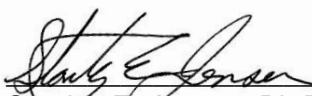
Presently, the Counseling Department schedules appointments using antiquated and decentralized methods. This system will allow students access to counselors' availability and schedule an appointment with him or her from anywhere. There is both texting and email features to provide students with just-in-time updates if there is an emergency and the counselor needs to reschedule, if an earlier appointment becomes available and to notify a walk-in student that their counselor is now free if they step out for a moment to take care of other business.

This package comes with unlimited licenses and texting. After implementation in the Counseling areas, other departments across campus will have the opportunity to implement SARS in their areas.

RECOMMENDATION:

The College recommends a sole source contract award to SARS Software Products for the licensing rights for SARS Anywhere scheduling software in the amount of $27,950.

John S. Satkowski, J.D.
Vice President of Financial Services

Stanley E. Jensen, Ph.D.
President

STAFF RECOMMENDATIONS

Recommended motion: Move to approve the following staff recommendations at HFC:

Resignation (A-11)

Lisa Copprue, appointed 8/1/07, Student Affairs, Vice President, submitted 5/5/17, effective 6/21/17.

Leyla Field, appointed 9/2/15, Admissions and Recruiting, International Admissions Associate III, submitted 6/1/17, effective 6/14/17.

Lauren Frederick, appointed 9/22/15, Workforce Development, Department Secretary (Part-Time), submitted 5/9/17, effective 5/10/17.

Tanya McFadden, appointed 12/12/16, Student Success, Interim Director, submitted 5/5/17, effective 5/24/17.

Rebecca Michalski, appointed 10/13/13, Industrial Technology Division, Assistant to the Associate Dean, submitted 6/7/17, effective 6/21/17.

Appointment (B-11)

Randall Eiermann, 29219 Sheridan Street, Garden City, 48135, Computer Tech Associate (Full-Time), Network and Infrastructure, $22.26 per hour, Step 4, effective 5/30/17, 12 Months.

Brandon Hall, 14465 Syracuse Street, Taylor, 48180, Computer Tech Associate (Full-Time), Network and Infrastructure, $20.67 per hour, Step 2, effective 7/1/17, 12 Months.

James Knerr, 8031 Robinson Avenue, Allen Park, 48101, Computer Tech Associate (Full-Time), Network and Infrastructure, $22.62 per hour, Step 4, effective 7/1/17, 12 Months.

Anna Kuluk, 12944 Ward Street, Southgate, 48195, Scanning Clerk (Full-Time), Financial Aid, $12.39 per hour, Step 3, effective 6/26/17, 12 Months.

Nancy Meyers, 25156 Blanche Court, Brownstown Township, 48134, Help Desk Technician II, Web and Application Services, $22.62 per hour, Step 4, effective 7/1/17, 12 Months.

Jason Mills, 30978 Stone Ridge Drive, Wixom, 48393, Help Desk Associate, Web and Application Services, $19.25 per hour, Step 4, effective 7/1/17, 12 Months.

April Robinson, 16492 Fairmount, Detroit, 48205, Facilities Associate (Full-Time), Facility Services, $12.17 per hour, Step 1, effective 6/12/17, 12 Months.

Andrew Roy, 222 Cumberland, Brighton 48114, Admissions/Recruiter (Full-Time), Admissions and Recruiting, $19.60 per hour, Step 2, effective 7/5/17, 12 Months.

Daniel Wilson, 25532 Colgate Street, Dearborn Heights, 48125, Facilities Associate (Full-Time), Facility Services, $12.17 per hour, Step 1, effective 6/12/17, 12 Months.

Salary Change in Status (C-11)

Sharon Pearl Picking, Manager, Financial Aid, from Grade 8, Step 14, 2016-2021 Henry Ford Community College Administrators' Associate Salary Schedule, Local 71, to Grade 7, Step 11, 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71; REASON: Reclassification per Local 71 Reclassification Committee.

Change in Classification (D-11)

Paul Fisher, from Associate Dean, Business and Computer Technology Division, Grade 1, Step 9, HFCC Administrators' Association, to Economics Instructor, Business and Computer Technology Division, PhD, Step 11, Schedule HFCC Federation of Teachers; REASON: Return to faculty position, effective 7/1/17.

Michelle Holinski, from Secretary, Advising and Student Success, to Department Secretary, Advising and Student Success, effective 6/1/17, $18.03 per hour, $0.25 longevity, $0.86 increase, total $19.14 per hour, Step 8, 12 Months; REASON: Reclassification per HFCC-SSA Reclassification Committee.

Michael Wieczorek, from Engineer A, Salina Intermediate/Elementary School to Facilities Engineer, Facility Services, effective TBD, $21.42 per hour, $0.20 longevity, $0.40 license, $0.40 degree, $0.12 hours, $0.04 skills, $6.19 increase, total $28.77 per hour, Step 4, 12 Months.