



Strata Information Group, Inc.
Statement of Work
(CLPCCD-SOW128-FINAIDSUPPORT)
February 28, 2020

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| Chabot-Las Positas Community College District | Banner® Financial Aid Support FY2021 |
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Under the terms of this Statement of Work, Strata Information Group (SIG) will provide consulting services for Chabot-Las Positas Community College District (CLPCCD) as directed, to perform the following work.

Description of Work:

CLPCCD has requested an SOW for ongoing support for CLPCCD within the Financial Aid Department. Additional details are listed on page 2.

Proposed Services:

| Tasks | Remote Hours | On-site Hours | # of Trips |
|---|--------------|---------------|------------|
| <ul style="list-style-type: none"> • Banner® Financial Aid functional and technical consulting • Engagement Management • Travel expenses | 340 5 | 176 | 5 |
| Totals: | 345 | 176 | 5 |

Summary of Estimated Costs:

| Remote Labor: | On-Site Labor: | Travel Expenses: | Total Cost: |
|---------------|----------------|------------------|-------------|
| \$56,925 | \$29,040 | \$9,000 | \$94,965 |

Notes:

- Rate: \$165/hour for on-site and remote delivered services. This special discounted rate applies to this project only.
- Actual travel expenses may be lower or higher than estimated. Costs may be adjusted between the labor and travel expense categories to accommodate this as long as the total cost is not exceeded.
- SIG will invoice monthly for the consulting hours provided and travel expenses incurred.
- The hours estimate includes project management, preparation time, travel time, on-site and remote labor, and the development of trip reports.
- Travel expenses, if applicable:
 - Travel time is capped at 8 hours per trip.
 - Travel expenses are estimated at \$1,800 per consultant, per trip.
 - SIG will make every attempt to reduce travel costs, including coach airfares and the use of the client's recommended lodging.
- Costs exclude all state taxes, if applicable.
- SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are generally based on GSA guidelines. Per diem rates are: \$66 per full on-site day \$49.50 per partial day.

For Chabot-Las Positas Community College District:

For Strata Information Group, Inc.:

DocuSigned by:

 188D2E54ED4745C...

Mar-03-2020

Signature

Date

Doug Roberts Vice Chancellor, Business Services

(Please print name and title)

DocuSigned by:

 420EAC60C4C2492...

Feb-29-2020

Henry A. Eimstad
 President

Date

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General Outline of Services

These services are subject to change depending on CLPCCD's priorities, needs, and availability of staff and systems.

Detailed tasks:

Consulting support will be a combination of remote and on-site support for the following:

- CampusLogic
- Summer setup for 2020
- 2021 New Year Aid Roll
- Financial Aid upgrades and process improvement
- Ongoing monitoring and weekly resolution support



Strata Information Group, Inc.
Statement of Work
(CLPCCD-SOW127-FINAIDPROJECTS)
February 26, 2020

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| Chabot-Las Positas Community College District | Banner® Financial Aid Consulting FY2021 |
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Under the terms of this Statement of Work, Strata Information Group (SIG) will provide consulting services for Chabot-Las Positas Community College District (CLPCCD) as directed, to perform the following work.

Description of Work:

CLPCCD has requested a proposal for various consulting projects within the Financial Aid department. Additional details are listed on page 2. Agendas will be provided prior to any on-site visit.

Proposed Services:

| Tasks | Remote Hours | On-site Hours | # of Trips |
|---|--------------|---------------|------------|
| <ul style="list-style-type: none"> Banner® Financial Aid functional and technical consulting Engagement Management Travel expenses | 190 5 | 305 | 7 |
| Totals: | 195 | 305 | 7 |

Summary of Estimated Costs:

| Remote Labor: | On-Site Labor: | Travel Expenses: | Total Cost: |
|---------------|----------------|------------------|-------------|
| \$32,175 | \$50,325 | \$12,600 | \$95,100 |

Notes:

- Rate: \$165/hour for on-site and remote delivered services. This special discounted rate applies to this project only.
- Actual travel expenses may be lower or higher than estimated. Costs may be adjusted between the labor and travel expense categories to accommodate this as long as the total cost is not exceeded.
- SIG will invoice monthly for the consulting hours provided and travel expenses incurred.
- The hours estimate includes project management, preparation time, travel time, on-site and remote labor, and the development of trip reports.
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- Costs exclude all state taxes, if applicable.
- SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are generally based on GSA guidelines. Per diem rates are: \$66 per full on-site day \$49.50 per partial day.

For Chabot-Las Positas Community College District:

For Strata Information Group, Inc.:

Signature Date

DocuSigned by:

 420EAC80C4C2492...

Feb-26-2020

Henry A. Eimstad
President

Date



(Please print name and title)

General Outline of Services

These services are subject to change depending on CLPCCD's priorities, needs, and availability of staff and systems.

Detailed tasks:

- **Remote Project Management and functional ad-hoc support** – 40 hours
- **Course Program of Study (CPoS)**
 - Two (2) weeks of on-site functional and one (1) week of technical consulting

Note: This assumes that CLPCCD will provide technical resource support
- **Custom reporting**
 - Estimate of two (2) – three (3) weeks of remote consulting weeks
- **Satisfactory Academic Progress (SAP)**
 - Estimate of three (3) weeks of on-site functional consulting and one (1) week of on-site technical consulting

Note: This assumes that CLPCCD will assign a technical resource
- **Additional Financial Aid/AR programming**
 - Estimate of two (2) weeks of on-site consulting