

Request to Approve Annual Renewal of Jenzabar

Recommendation:

Staff recommends an approval to renew our Student Information System, Jenzabar, at a total price of \$239,165.84 which includes sales tax.

Summary:

This renewal is a budgeted annual item. The proposed Jenzabar renewal continues to provide the backbone for the college Enterprise Resource Planning (ERP) as the Student Information System. The college continues to review the useful toolsets and added modules for value in effectiveness, performance and use. The sub-total is \$219,217.00, plus sales tax of \$19,948.84, totaling \$239,165.84.



Northland Pioneer College

Post Office Box 610 • Holbrook, AZ 86025 • (928) 524-7311 • Fax (928) 524-7312 • www.npc.edu

**Remit To:**

P.O. Box 55018
Boston, MA 02205-5018

540-432-5200 VOICE
540-432-5275 FAX

Invoice #: MRI0009267**Customer ID:** 111050**Project Code:****Bill To:**

Northland Pioneer College
Accounts Payable
PO Box 610
Holbrook, AZ 86025-0610

Ship To:

Northland Pioneer College
Accounts Payable
PO Box 610
Holbrook, AZ 86025-0610

Invoice Date:

04/16/19

Payment Due Date:

06/30/19

PO #:**Terms:**

Net 75 Payment Terms

No.	Item/Description	UOM	Quantity Ordered	Quantity Shipped	Unit Price	Total
1	CX AD MN <i>CX Admissions Maintenance</i>	EA	1.00	1.00	7,600.00	7,600.00
2	CX AR MN <i>CX Student Financials Maintenance</i>	EA	1.00	1.00	5,843.00	5,843.00
3	CX BD MN <i>CX Budgeting Maintenance</i>	EA	1.00	1.00	3,440.00	3,440.00
4	CX CM MN <i>CX Common Maintenance</i>	EA	1.00	1.00	38,991.00	38,991.00
5	CX CRM ADO MN <i>CX CRM-Admissions Officer Maintenance</i>	EA	1.00	1.00	8,503.00	8,503.00
6	CX CRM CA MN <i>CX CRM-Candidate Maintenance</i>	EA	1.00	1.00	8,085.00	8,085.00
7	CX CRM FAC MN <i>CX CRM-Faculty Maintenance</i>	EA	1.00	1.00	9,951.00	9,951.00
8	CX CRM STAFF MN <i>CX CRM-Staff Maintenance</i>	EA	1.00	1.00	5,509.00	5,509.00
9	CX CRM STU MN <i>CX CRM-Student Maintenance</i>	EA	1.00	1.00	7,997.00	7,997.00
10	CX DA MN <i>CX Degree Audit Maintenance</i>	EA	1.00	1.00	4,201.00	4,201.00
11	CX FN MN <i>CX Financial Aid Maintenance</i>	EA	1.00	1.00	10,513.00	10,513.00
12	CX GL MN <i>CX General Ledger Maintenance</i>	EA	1.00	1.00	11,748.00	11,748.00
13	CX HR MN <i>CX HR-Administration Maintenance</i>	EA	1.00	1.00	6,838.00	6,838.00
14	CX INFORMV10 MN <i>CX Informix Maintenance</i>	EA	1.00	1.00	39,109.00	39,109.00
15	CX JICS GO MN <i>CX JICS Mobile Maintenance</i>	EA	1.00	1.00	5,633.00	5,633.00
16	CX JICS MN <i>CX Internet Campus Base Maintenance</i>	EA	1.00	1.00	11,373.00	11,373.00
17	CX Moodle MN <i>CX Moodle Integration Maintenance</i>	EA	1.00	1.00	1,405.00	1,405.00
18	CX PA MN <i>CX HR-Payroll Maintenance</i>	EA	1.00	1.00	6,838.00	6,838.00
19	CX PE MN <i>CX HR-Position Control Maintenance</i>	EA	1.00	1.00	6,371.00	6,371.00

20	CX PO MN	EA	1.00	1.00	5,843.00	5,843.00
	<i>CX Purchasing/Accounts Payable Maintenance</i>					
21	CX RE MN	EA	1.00	1.00	9,922.00	9,922.00
	<i>CX Academic Records Maintenance</i>					
22	CX SL MN	EA	1.00	1.00	3,504.00	3,504.00
	<i>CX Student Affairs Maintenance</i>					

Comments:

Maintenance plan starts on 07/01/2019 and ends on 06/30/2020

Sub Total: 219,217.00

Tax: 19,948.84

Payment/Credit Applied: -

For questions please call 540-432-5200 and ask for Accounts Receivable

Invoice Total Due: 239,165.84

Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

Purpose of this form: To communicate and document the reason for recommending a supplier where (a) competitive bidding was not used or (b) competitive bidding was used and a supplier other than the lowest bidder is recommended.

Description of Product and/or Service: Annual Jenzabar Support Maintenance

Name of Supplier: Jenzabar **Date:** 1 July 2019

Please select the reason for recommending the above named supplier:

- ☒ The requested product is an integral part or accessory to existing equipment.
- ☒ The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.
- ☐ The requested product or service has unique design, performance, and/or quality specifications that are essential to particular teaching needs and are not available in comparable products.
- ☐ The requested service requires a supplier that can demonstrate unique skills or experience.
- ☒ Only one supplier is capable of providing supplies, services, or construction.
- ☐ Emergency – The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations.

Time frame this Justification will extend from: 1 July 2019 to: 30 June 2024. (Not to exceed 5 years.)

Additional Information (Required Irrespective of Reason Selected):

Please explain why other suppliers were excluded from the evaluation. Attach additional sheets if necessary.

The Jenzabar ERP system has been employed by the college for a number of years; this agreement is for continued licensing and maintenance.

If compatibility with existing equipment is your reason for recommending the supplier, provide the following information about the existing equipment.

Description: Jenzabar CX College-wide ERP system

Manufacturer & Model No.: Jenzabar CX

Other Suppliers Contacted: Note all other suppliers considered for this product or service. Include the reason why the product or service was not acceptable. Attach additional sheets if necessary.

a) Supplier: N/A

Contact Name & Phone #: _____

Product/Service Description: _____

Technical Deficiency: _____

Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

b) Supplier: N/A
Contact Name & Phone #: _____
Product/Service Description: _____
Technical Deficiency: _____

Authorization

Mark Vest, President/Interim CIO

Printed or Typed Name of Vice President

MJE
X Mark H Vest (May 10, 2019)

Signature of Vice President for Administrative Services

Robert Johnson

Printed or Typed Name of Requester

X

Signature of Requester

I certify that I am in compliance with the Disclosure of Substantial Interest requirements (Policy 1220, Procedure 2715). I understand and accept my obligation to disclose any interest in a proposed College transaction.

I have no substantial interest to disclose.

The above is an accurate and current statement of all my reportable outside interests and activities, to the best of my knowledge.

Date: 8 May 2019

Requester's Signature: _____

For Vice President for Administrative Services Use Only

Vice President for Administrative Services APPROVAL

Approved by: MJE

Date of Review: _____

Approved: MJE Yes

☐ No Reason for denial: _____

☐ Need additional information before a decision can be made.

Information needed: _____

Signature: Maderia Ellison
Maderia Ellison (May 10, 2019)

Email: maderia.ellison@npc.edu