

Request to Adjust Funding for Ad Astra Course Scheduling Software

Recommendation:

Requesting Board approval to adjust funding for Ad Astra course scheduling software. The Board-approved total amount of costs is \$203,539.80 for a 5-year term. Staff recommend utilizing CARES/HEERF funds to cover Year 1 cost (\$63,469.40) and FIPSE-IREPO grant to cover Years 2-5 costs (\$140,070.40).

Summary:

This purchase was requested for effective and efficient collegewide course scheduling, event planning, and room/system reservation. The purchase includes implementation, annual subscriptions, and strategic scheduling checkup for 5 years. The cost for the software is \$186,000 (which includes the first year/setup cost of \$58,000 and annual subscription of \$32,000/year for Years 2-5) and tax is \$17,539.80 (which includes the 3% or \$5,580 due to the City of Holbrook), for a total price of \$203,539.80. The purchase meets competitive purchasing guidelines by utilizing AZ STATE PROCUREMENT CONTRACT P18/9973L.

The District Governing Board approved the request to purchase the services utilizing CARES /HEERF funds on June 15, 2021. However, the college discovered that the CARES/HEERF funds will end in March 2022 and cannot be used afterwards. With the recent award of FIPSE-IREPO Grant, which includes a component and budget to improve course scheduling processes, we recommend that Year 1 cost be funded by CARES/HEERF funds and Years 2-5 costs be funded by FIPSE-IREPO Grant.

