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19-055

AUTHORIZATION FOR AODOCS APPLICATION
PLATFORM SOFTWARE

PREPARED BY:

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FINANCIAL
RESPONSIBILITY:

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APPROVED BY:

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REPORT:

This Board Resolution relates to enhancing the security and user functionality of PCC's existing Google GSuite products and improving the productivity of district wide staff by supporting and automating business processes that are key to the operation of the college.

We request Board approval for PCC to contract with Carahsoft for the AODOcs Application Platform Software. This software will supplement our existing Google Drive and convert it into a secure Document Management and Workflow (business process management) platform for cross-silo continual improvement and learning organization development. Subsequent improvement in the efficiency and effectiveness of core business activities and access to data will be a key driver of student success.

The AODOcs strategy drives staff productivity and mitigates the costs of purchasing 3rd Party "point solutions". Pilot programs have already automated Grants Office and CPAC processing – negating the need to purchase solutions for these business processes. Additional projects under discussion are Incident Tracking for the Risk Office, OEI Case Management Tracking, district wide Purchasing & Contracts Management – as well as several other departments in the pipeline. Additionally, secure document management is a key deliverable of PCC's Information Security program.

Cost savings from not acquiring 3rd Party grants and purchasing systems alone will offset the bulk of the

proposed investment. Additional planned projects will provide incremental ROI. There is also implicit ROI as business process automation increases staff productivity. Additional savings of about \$70K a year will be gained by planned retirement of existing legacy systems over the next two years. Finally, IT estimates savings of about \$50K a year in data storage hardware expansion as AODocs facilitates the migration of secure data to the Google cloud.

The AODocs Software Agreement is on the cooperative procurement contract: US Communities Network contract #4400001195 (RQ09-997736-42B). The Portland Community College Public Contracting rules exempts the college from the competitive bid process per PCC-46- 0400 (b) Permissive Cooperative Procurement. The State of Oregon Minority, Women and Emerging Small business vendor database does not include comparable vendors or AODocs resellers.

The request for this resolution is for four payments in three years: \$20,000 in fiscal year 19, \$80,000 and \$120,000 in fiscal year 20, and \$140,000 in fiscal year 2021.

RECOMMENDATION: That the Portland Community College Board of Directors authorize use of U.S. Communities Contract with Carahsoft for the AODocs Software agreement. Annual cost will be \$20,000, \$200,000 and \$140,000 for a total of \$360,000 for three years, funded through the General Fund.