

**Sauk Valley Community College
September 26, 2022**

Action Item 4.4

Topic: **Contract Approval – Ellucian Travel and Expense Management**

College Health Metric: **Information Technology – The College provides secure access to resources for students, faculty, staff, and the community.**

Presented By: **Dr. David Hellmich and Kent Sorenson and Kathy Dirks**

Presentation:

The College has researched an information technology solution to streamline and integrate employee travel and expenses reporting with the College’s existing ERP system, *Banner*. Ellucian’s Travel and Expense Management (TEM) solution is a modern, intuitive, cutting-edge technology solution to improve the overall customer experience for the SVCC community. TEM includes user-friendly features that are very well suited for the SVCC community, such as automated approval routing, automated spend control, mobile access and approvals, integration with leading financial systems, credit card integration, in-application training and assistance, and online dashboards.

The agreement with Ellucian for TEM will have a four-year term beginning on January 1, 2023, which will align with the current overall Banner contract with Ellucian that terms on December 31, 2026. The four-year contract amount for services totals \$83,926. Estimated implementation costs included in the contract total \$15,677.

Contracts for integrated software services are exempt from public solicited bids under the Public Community College Act (110 ICLS 805/3-27.1) and SVCC Board Policy (305.01). The contract will be funded through College unrestricted resources (the Education Fund).

Recommendation:

The administration recommends the Board approve the contract with Ellucian for TEM totaling \$99,603 through December 31, 2026.



2003 Edmund Halley Drive
 Suite 500
 Reston, VA 20191

Sauk Valley Community College

Quote Date: **Wednesday, August 17, 2022**

This price quote is provided for budgeting purposes only and provides informational line detail on this proposed package of products and services for your use internally; the price quote though not a binding offer, is based upon limited information presently available to Ellucian regarding your particular needs. The following tailored solution is conditioned upon full execution and delivery of a separate written contract following mutual discovery of options, needs, and capabilities.

All pricing contained in this price quote is valid for 30 days from the Quote Date listed above.

Investment Summary - Overview of Pricing Schedule

	Year 1	Year 2	Year 3	Year 4	Total
Ellucian Cloud Solutions	\$15,750	\$21,840	\$22,714	\$23,622	\$83,926
Software & Subscriptions Subtotal	\$15,750	\$21,840	\$22,714	\$23,622	\$83,926
Time & Materials Services	\$4,997	\$0	\$0	\$0	\$4,997
Fixed Fee Services	\$10,680	\$0	\$0	\$0	\$10,680
Proposed Services Subtotal	\$15,677	\$0	\$0	\$0	\$15,677
Total	\$31,427	\$21,840	\$22,714	\$23,622	\$99,603

Ellucian Cloud Solutions	Year One Annual SaaS Fee - List	Time Limited Discount %	Year One Annual SaaS Fee
Ellucian Travel & Expense Management by Chrome River - 2,500 Annual Reports	\$20,000	25%	\$15,000
Ellucian Travel & Expense Management by Chrome River Folio - 2,500 Annual Folio Reports	\$1,000	25%	\$750
Ellucian Cloud Solutions Subtotal			\$15,750

Ellucian Fixed Fee Professional Services	One Time Fixed Service Fee	Time Limited Discount %	One Time Fixed Service Fee
Ellucian Travel & Expense Management by Chrome River - Implementation Services	\$10,800	15%	\$9,180
Ellucian Travel & Expense Management by Chrome River - Folio Implementation Services	\$1,500	0%	\$1,500
Ellucian Fixed Fee Services Subtotal			\$10,680

Ellucian Time & Materials Professional Services	Hours	Hourly Rate	One Time Hourly Service Fee
Ethos Connected Partner Support - Chrome River Solutions	15	\$263	\$3,945
Banner Project Management Services	4	\$263	\$1,052
Ellucian T&M Services Subtotal			\$4,997