**DISTRICT ENTERPRISE PLANNING SOFTWARE RFP – UPDATE**

**From:** "Stoup, Gregory" <GStoup@4cd.edu>
**Date:** August 9, 2018 at 2:47:50 PM PDT
**To:** "Tejada, Mario" <mtejada@dvc.edu>, "Watkins, Randy" <rwatkins@contracosta.edu>, "Hubbard, Scott" <SHubbard@losmedanos.edu>, "Kingsley, Anne" <AKingsley@dvc.edu>, "Mills, George" <GMills@contracosta.edu>, "Warrier, Satish" <swarrier@4cd.edu>, "McBrien, Beth" <BMcBrien@dvc.edu>, "Schenk, Kim" <kschenk@dvc.edu>, "Padilla, Mayra" <MPadilla@contracosta.edu>, "Hsieh, Chialin" <CHsieh@losmedanos.edu>, "Valdez, Rolando" <rvaldez@4cd.edu>, "Giambattista, Louie" <LGiambattista@losmedanos.edu>, "Horan, Kevin" <khoran@losmedanos.edu>, "Young, Tish" <TYoung@contracosta.edu>, "Goehring, Beth" <BGoehring@contracosta.edu>, "Sherwood, Kenneth" <ksherwood@contracosta.edu>, "Opsata, Rebecca" <BOpsata@dvc.edu>, "Pacheco, Robert" <rpacheco@4cd.edu>, "Mehdizadeh, Mojdeh" <mojdeh@4cd.edu>, "Hubbard, Scott" <SHubbard@losmedanos.edu>
**Cc:** "Mitchell, Theresa" <tmitchell@4cd.edu>, "Agostino, Lesley" <LAgostino@dvc.edu>, "Krolikowski, Katherine" <KKrolikowski@contracosta.edu>, "Herrera, Roderick" <rherrera@4cd.edu>
**Subject:** **District Enterprise Planning Software RFP  - UPDATE**

Enterprise Planning Software Review Team:

This email is provide everyone an update on our progress and the agenda for the September 13th vendor demonstrations.

First on progress and next steps:

Recall that our plan includes not only a review of external vendors demonstrations but also a review of the current DVC system. Because the DVC system is serving as a baseline comparison we need to include an opportunity for this group to review what is currently in place at DVC. Furthermore, our procurement protocols encourage us to treat the review of an in-house system as distinct from an external vendor demo and to frame the review of the internal system as a *baseline comparison* to avoid potential conflict of interest. So we are going to schedule a day and time for the this group to review a presentation of the DVC platform *in advance of the September 13th date.*

Theresa Mitchel will be working to identify a day and time for that DVC presentation with a goal of securing it on the calendar by early next week. The presentation will be at the District Office.

Secondly, here is the agenda for the demonstration on September 13th from 2:00 to 5:00 in the 6th floor conference room at the DO. The vender demonstration is an open forum so I encourage you to extend the invitation to all those at your college you feel should attend.

The agenda:

2:00 - 2:15: Welcome & Orientation

2:15 - 3:45: Vendor demonstration

3:45 – 4:00: Q&A with Vendor presenters

4:00 - 4:30: Feedback captured from attendees

4:30 - 5:00: Review team (this group) convenes

The convening of this group at the close is to make a determination on whether we wish to proceed by contracting with the vendor.

As always, if you have any questions or concerns please don’t hesitate to contact me.

-Greg

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Gregory M Stoup

Interim Assoc Vice Chancellor, Educational Services

[Contra Costa Community College District](http://www.4cd.edu/default.aspx)

925.229.6826