

ZOOM MEETING OF THE BUSINESS AFFAIRS COMMITTEE OF THE BOARD OF TRUSTEES

**Community College of Philadelphia
Wednesday, March 3, 2021 - 9:00 A.M.**

TO: Members of the Business Affairs Committee of the Board of Trustees
FROM: Jacob Eapen
DATE: March 2, 2021
SUBJECT: Business Affairs Committee Meeting

A Zoom meeting of the Business Affairs Committee is scheduled for **Wednesday, March 3, 2021 at 9:00 A.M.** Please note that an Executive Session will follow the Public Session at approximately 9:45 A.M.

PUBLIC SESSION

AGENDA

The Zoom information for the Public Session follows. More details are listed on your calendar invite.

Topic: Business Affairs Committee Meeting: Public Session
Time: Feb 17, 2021 09:00 AM Eastern Time (US and Canada)
<https://ccp.zoom.us/j/95335910600?pwd=bmhHM2x6SEZNbzlhS3V1dDNvSE9DUT09>
Meeting ID: 953 3591 0600
Passcode: 8029

(1) Purchase of 500 Dell Laptops (Action Item):

Staff are anticipating a need to purchase 500 laptops to support the Summer and Fall Terms for online education of students and providing loner devices to faculty and staff. The Dell pricing obtained through Dell quote dated February 10, 2021 is the basis for this order. Please refer to Attachment A.

On the 8th of September, the College made available RFP 10128 a bid for laptop computers using the PennBid system for competitive bidding. The bid used the Dell Latitude 3410 BTX SKU 210-AVKY in the RFP as the Basis of Design. Clarification s to the bid were due on the 11th of the month, and the bids were due on the 16th. The College received 10 bids, of which Dell Technologies was the lowest at \$675 per unit, and 7% lower than the next lowest bidder, GDC.

Due to industry constraints and hardware availability Dell is unable to deliver the exact unit specified in the RFP. The attached quote direct from Dell provides the same exact specification device except that the display will be a 13.3" versus a 14" as they are severely constrained. The change reflects a change in the delivered price of the unit to \$710.25 vs \$675.00.

Staff recommends that the Business Affairs Committee recommend to the full Board the purchase of 500 Dell laptops at the total cost of \$355,125 which includes a three-year extended warranty. The purchase shall be made using Cares Act institutional dollars.

(2) Resolution of Support for FY 2021-22 PDE Capital Applications (Action Item):

Pennsylvania Department of Education (PDE) requires that all capital applications submitted during the annual capital application process include a Board Resolution of Support for the Project. For the FY 2021-2022 process, and all subsequent cycles, PDE is requiring that previously submitted projects be submitted with new Resolutions. The Physics Instructional Space Enhancements is a carryover capital project and submitted as a cash project in the amount of \$627,000. The Simulation/Skills Lab for Nursing & Other Allied Health Programs will be categorized as a new capital project and submitted as a cash project in the amount of \$725,000.

Staff recommends that the Business Affairs Committee recommend to the full Board the approval of the Resolution of Support for fiscal year 2021-22 PDE capital applications. Please refer to Attachment B for detail on each of the projects and the Resolution of Support.

(3) Broker Insurance Services RFP (Action Item):

The College's contract with the current insurance broker, WillisTowersWatson, expires June 30, 2021. A broker needs to be in place in March 2021 to commence the marketing of the College's insurance program for fiscal year 2021-2022. Although the College is satisfied with the services provided by Willis, this professional service has not been subject to a bid process since 2012. An RFP process was used to solicit proposals for the College's insurance and risk management services for a three-year period beginning with the services required for the College's July 1, 2021 insurance renewal date with two option years. Proposals were requested from: Aon, WillisTowersWatson, Arthur J. Gallagher, CBIZ, Bradley & Bradley Associates, PK Financial Group, TCG Cayemitte Group, Trion Group (Marsh & McLennan), Altus Partners, Inc. and Protecdiv Inc. Proposals were received from Aon, WillisTowersWatson, Arthur J. Gallagher, and CBIZ Bordon Perlman.

The proposals were reviewed by a committee consisting of Jacob Eapen (VP for Business & Finance), Victoria Zellers (General Counsel), Derrick Sawyer (Budget Director) and Marsia Henley (Director, Purchasing & Services). In evaluating the proposals and the subsequent interviews, the committee members were evaluating based upon the criteria outlined in the RFP: (1) ability to meet specified qualifications; (2) quality of responses to requested services; (3) cost of services (4) experience with higher education clients and a demonstrated understanding of higher education's unique risk management issues); (5) credentials of firm and proposed account team members; (6) evidence of continued commitment to account; and (7) commitment to minority participation and firm's commitment to diversity and equity in its hiring and business practices and on project team; and (8) references. The evaluation committee also considered the firms' higher education insurance market understanding and access and ability to benchmark and assess insurance coverages and limits, their understanding of risk issues and risk trends in higher education and their efforts to support the College's efforts to control losses and exposures.

In regards to the proposals presented by the four firms, committee members agreed that all had submitted quality proposals. Since Aon's cost proposal was almost double that of the lowest cost proposal (WillisTowersWatson), and the fact that CBIZ-Borden Perlman's high cost of services was approximately 73% higher than the lowest cost of proposal (WillisTowersWatson), the committee decided to select the lower two firms (WillisTowersWatson and Gallagher) based on their large cost difference and their knowledge of the College's needs.

On March 1, 2021 both Gallagher and WillisTowersWatson made presentations to the committee and responded to committee members' questions. The presentations further demonstrated that both firms have the capability to service the College's account. However, the cost differential along with WillisTowersWatson's knowledge of the College and their demonstrated ability to place coverages at reasonable costs during difficult market conditions is a significant plus.

Attachment C includes the Insurance Brokerage Costs and the Summary of the Finalists' Qualifications, Capabilities and Other Relevant Information.

Staff recommends that the Business Affairs Committee recommend to the full Board that the Broker Insurance contract be awarded to WillisTowersWatson for a three-year period in the amount of \$150,000 with two option years in the amount at \$55,000 each year for a total of \$260,000, effective July 1, 2021.

(4) 35 Smart Technology Classrooms (Action Item):

The Classroom Technology upgrades and One Button Studio Retrofit will enable flexible and engaging teaching and learning. Modes of teaching that will be possible with this technology include:

1. Synchronous learning, allowing student to participate from various locations:
 - Classes can be split into multiple classrooms for simultaneous instruction from an individual instructor, allowing the seating in each classroom to accommodate social distancing guidelines
 - Students can participate in the class from remote locations
2. Asynchronous Learning, allowing students to participate from any location or time: In conjunction with a robust video repository, lectures can be easily recorded for later playback and review by students.
3. On-campus learning: advanced technology that encourages innovation and student engagement.

The One Button Studio provides both students and faculty with a simple, secure facility to record presentations and video. It literally only requires a single button press.

This project included the following equipment for each of the 35 classrooms:

- Clear Touch Interactive Boards, software and accessories
- Whiteboards
- Instructor Lecterns

- Dell Monitors for Instructor lecterns
- One Button Studio Retrofit:
- One Touch Recording Studio Solution
 - Amplifier, Mixer, Control Panels
 - Chauvet Professional Ovation B-1965FC Full Color LED (RGBAL) Batten Fixture
 - Power Modules, Cables, Sensors etc.

A competitive RFP #10139 was issued on February 8, 2021 with a bid due date of February 24, 2021 on the electronic bid site PennBid. This process yielded 6 responsible bids, with only 1 bid for Cable Installation and only 1 bid for Avaya Telephones. This is a multiple award project to the lowest responsible bidder. See Pricing Summary on Attachment D.

Staff recommends that Business Affairs Committee recommend to the full Board that the 35 Smart Technology Classrooms project be awarded to the lowest responsible bidders as follows:

- Troxell Communications – Clear Touch Classroom Technology, Dell Monitors at \$462,342.00
- Bridge Cable - Cable Installations at \$48, 810.30
- IMS Technology Services – One Button Studio and Avaya Telephones at \$18,404.06

The total project cost is \$529,556.36 funded through CARES Act institutional dollars.

(5) Next Meeting

The next meeting of the Business Affairs Committee will be held on Wednesday, March 24th at 9:00 A.M.

EXECUTIVE SESSION

An Executive Session will follow the Public Session. The Zoom information for the Executive Session follows. More details are listed on your calendar invite.

Topic: - Business Affairs Committee - Executive Session
Time: Feb 17, 2021 09:30 AM Eastern Time (US and Canada)
<https://ccp.zoom.us/j/94567409712?pwd=M25Cby85R3d4Y3hSa3FEdjZwaldtZz09>
Meeting ID: 945 6740 9712
Passcode: BAC

JE/lm

ATTACHMENT A

Purchase of 500 Dell Laptops



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000078693755.1	Sales Rep	Ryan Mcconnell
Total	\$355,125.00	Phone	(800) 456-3355, 6180332
Customer #	8865075	Email	Ryan_McConnell@DELL.com
Quoted On	Feb. 10, 2021	Billing To	ACCOUNTS PAYABLE
Expires by	Mar. 12, 2021		COMM COLLEGE OF
Deal ID	19375458		PHILADELPHIA
			1700 SPRING GARDEN ST
			PHILADELPHIA, PA 19130-3936

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Ryan Mcconnell

Shipping Group

Shipping To	Shipping Method
WILLIAM BROMLEY COMM COLLEGE OF PHILADELPHIA RCVNG DOCK ON 16TH ST BTWN SPRING GARDEN & CALLOWHIL PHILADELPHIA, PA 19130 (215) 751-8975	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Latitude 3301	\$710.25	500	\$355,125.00

Subtotal:	\$355,125.00
Shipping:	\$0.00
Non-Taxable Amount:	\$355,125.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
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Total:	\$355,125.00

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To WILLIAM BROMLEY COMM COLLEGE OF PHILADELPHIA RCVNG DOCK ON 16TH ST BTWN SPRING GARDEN & CALLOWHIL PHILADELPHIA, PA 19130 (215) 751-8975	Shipping Method Standard Delivery
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	Quantity	Subtotal		
Dell Latitude 3301	\$710.25 500	\$355,125.00		
Estimated delivery if purchased today: Feb. 18, 2021 Contract # C000000009247 Customer Agreement # COSTARS 003-051				
Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 3301 BTX	210-ASBG	-	500	-
8th Generation Intel Core i5-8265U Processor (4 Core,6MB Cache,1.6GHz up to 3.90 GHz)	379-BDKU	-	500	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	500	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	500	-
Integrated Intel(R) UHD Graphics 620 for i5-8265U Processor with 8GB Memory	338-BRRG	-	500	-
8GB LPDDR3 2133MHz	370-AFRL	-	500	-
M.2 256GB 2230 PCIe Class 35 Solid State Drive	400-BCEC	-	500	-
SSD Bracket	400-BFNT	-	500	-
13.3" FHD (1920 x 1080) TrueLife Non-Touch, Camera & Microphone, WLAN Capable, Aluminum	391-BEMN	-	500	-
Palmrest with no security, non-backlit	346-BFOL	-	500	-
Single Pointing Non-backlit Keyboard, English	583-BFRL	-	500	-
Wireless Bluetooth Driver	555-BEZO	-	500	-
Wireless 9560 card	555-BEXU	-	500	-
No Mobile Broadband Card	556-BBCD	-	500	-
4 Cell 52WHR Battery	451-BCKK	-	500	-
65 Watt AC Adapter	450-ADTR	-	500	-
No Anti-Virus Software	650-AAAM	-	500	-
No Media	620-AAOH	-	500	-
US Power Cord	537-BBBL	-	500	-
Quick Start Guide for 3301	340-CMHB	-	500	-
No Carrying Case	460-BBEX	-	500	-
Service and Support Guide MUI, English/French	340-CMGZ	-	500	-
Fixed Hardware Configuration	998-DOWT	-	500	-
Regulatory Label, FCC	389-DPGZ	-	500	-
Dell Client System Update	340-AATY	-	500	-

Dell Digital Delivery Cirrus Client	340-AAUC	-	500	-
SupportAssist	525-BBCL	-	500	-
Waves Maxx Audio	658-BBRB	-	500	-
Dell Developed Recovery Environment	658-BCUV	-	500	-
Dell Power Manager	658-BDVK	-	500	-
Software for Latitude 3301	658-BEGV	-	500	-
Direct Ship Info Mod	340-AASO	-	500	-
System Shipment, Latitude 3301	340-CMHF	-	500	-
MIN CONFIG BOX PACKAGE MOD FOR WW	340-CMHI	-	500	-
System Ship Info	640-BBJB	-	500	-
ENERGY STAR Qualified	387-BBLW	-	500	-
BTS/BTP Smart Selection Shipment (VS)	800-BBQH	-	500	-
EAN label	389-BKKL	-	500	-
Aluminum Bottom Door	321-BEMF	-	500	-
Aluminum LCD Cover	320-BDDT	-	500	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	500	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	500	-
Dell Limited Hardware Warranty	997-6727	-	500	-
Onsite/In-Home Service After Remote Diagnosis, 1 Year	997-6735	-	500	-
Onsite/In-Home Service After Remote Diagnosis, 2 Year Extended	997-6737	-	500	-

Subtotal:	\$355,125.00
Shipping:	\$0.00
Estimated Tax:	\$0.00
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Total:	\$355,125.00

ATTACHMENT B

Resolution of Support for 2021-22 PDE Capital Applications

FISCAL YEAR 2021-2022 PDE CAPITAL PROJECTS APPLICATIONS

PROJECT NAME: Carry Over Project: Physics Instructional Space Enhancements

The enhancement of the Physics learning environment consists of facilitating an integrated lecture and laboratory approach, providing easy access to technology and space for demonstration, increased and more efficient space utilization for materials handling / storage, and re-structuring of areas for lab preparation that are needed to support the new technologies, the state-of-the-art equipment and evolving pedagogy of the fields of Physics and Engineering Science. This update will include life-safety and improve accessibility throughout. Instructors and students will have technology rich tools for discovering information and acquiring knowledge thus creating an interactive environment that will foster the ability to exchange information and improve the students' learning experience and course outcomes. The estimated costs for the enhancements to the Physics instructional space are \$627,000 which includes all equipment.

Estimated Total Cost of Project	\$627,000
Cash Project	

Simulation / Skills Lab for Nursing & Allied Health Programs

Enhancements are needed in the West Building to create a state of the art simulation/skills lab environment that can be used by the Nursing and Allied Health programs to allow for skill development and interprofessional education and experiences for the students in these programs. The current lab configuration is not optimal and lacks adequate space. The enhancement will allow for better clinical group simulations, coaching and mentoring activities and would allow for additional lab sections to be run simultaneously. Included with the enhancements would be the creation of two dedicated simulation labs with an adjacent control room. The space would mimic a hospital room and have the appropriate technology to live-feed and record the simulations. A small computer room for student use would also be added. With this enhancement there will be student opportunities to experience the lab components of nursing, respiratory, diagnostic imaging, dental and clinical lab technician as part of the Allied Health 101 course. Instructors and students will have better access to technology rich tools for acquiring knowledge that will lead to improved student outcomes.

Estimated Total Cost of Project	\$725,000
Cash Project	

COLLEGE: Community College of Philadelphia

TITLE: FISCAL YEAR 2021-2022 PDE CAPITAL PROJECTS APPLICATIONS
Board of Trustees

BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE OF PHILADELPHIA APPROVE THE SUBMISSION OF PDE APPLICATIONS FOR THE FOLLOWING CAPITAL PROJECTS:

PROJECT

NAME: Carry Over Project: Physics Instructional Space Enhancements

The enhancement of the Physics learning environment consists of facilitating an integrated lecture and laboratory approach, providing easy access to technology and space for demonstration, increased and more efficient space utilization for materials handling / storage, and re-structuring of areas for lab preparation that are needed to support the new technologies, the state-of-the-art equipment and evolving pedagogy of the fields of Physics and Engineering Science. This update will include life-safety and improve accessibility throughout. Instructors and students will have technology rich tools for discovering information and acquiring knowledge thus creating an interactive environment that will foster the ability to exchange information and improve the students' learning experience and course outcomes. The estimated costs for the enhancements to the Physics instructional space are \$627,000 which includes all equipment.

Estimated Total Cost of Project \$627,000
Cash Project

PROJECT

NAME: New Project: Simulation/Skills Lab for Nursing & Other Allied Health Programs

Enhancements are needed in the West Building to create a state of the art simulation/skills lab environment that can be used by the Nursing and Allied Health programs to allow for skill development and interprofessional education and experiences for the students in these programs. The current lab configuration is not optimal and lacks adequate space. The enhancement will allow for better clinical group simulations, coaching and mentoring activities and would allow for additional lab sections to be run simultaneously. Included with the enhancements would be the creation of two dedicated simulation labs with an adjacent control room. The space would mimic a hospital room and have the appropriate technology to live-feed and record the simulations. A small computer room for student use would also be added. With this enhancement there will be student opportunities to experience the lab components of nursing, respiratory, diagnostic imaging, dental and clinical lab technician as part of the Allied Health 101 course. Instructors and students will have better access to technology rich tools for acquiring knowledge that will lead to improved student outcomes.

Estimated Total Cost of Project \$725,000
Cash Project

Date of
Board
Approval:

Jeremiah J. White, Jr.
Chair, Board of Trustees
Community College of Philadelphia

March 4, 2021

ATTACHMENT C

Insurance Brokerage Costs

Summary of The Finalists' Qualifications, Capabilities and Other Relevant Information

Insurance Broker Costs as Proposed

Year	Willis	Gallagher	Gallagher*	CBIZ	Aon
1	\$50,000	\$68,000	\$48,000	\$90,000	\$95,000
2	\$50,000	\$68,000	\$73,000	\$90,000	\$95,000
3	\$50,000	\$68,000	\$73,000	\$90,000	\$95,000
Three-Year Totals	\$150,000	\$204,000		\$270,000	\$285,000
4 Option	\$55,000	\$71,400	\$76,400	\$90,000	\$97,850
5 Option	\$55,000	\$71,400	\$76,400	\$90,000	\$97,850
Five-Year Totals	\$260,000	\$346,800	\$346,800	\$450,000	\$480,700

* Gallagher proposed an alternative payment structure if awarded a five-year contract.

Below is a summary of the finalists' qualifications, capabilities and other relevant information.

- The quality of the firm's responses to the RFP in concert with their answers to questions during the interview process, indicated that they understood the service needs of the College, understood the risk factors impacting higher education in general, and CCP in particular, and had the willingness and capacity to support the College's current risk management efforts. Both firms understood the risk trends in higher education and have a Higher Education practice group with specialists that could be utilized should the need arise.
- Both firms presented detailed "state of the insurance market" analysis which indicated that the market has hardened significantly and premiums are expected to increase, with some lines experiencing double digit premium increases. Both firms have access to the same insurance carriers and both have special relationships with United Educators and CM Regent.
- Both WTW and Gallagher have four Pennsylvania community colleges as clients. Overall, Gallagher services 1,300 higher education clients while WTW has 400 higher education clients.
- The credentials of both finalists are solid both with WTW ranked as the third largest global brokerage firm and Gallagher ranked as the fourth. Both firms proposed a dedicated team that included account managers and claims and loss control specialists. The team proposed by WTW has serviced the College's account for a number of years. Their lead team member, Chris Schwyter has been involved with the College's account for over twenty years and their claims advocate and loss control specialists for multiple years. Gallagher's lead team member, Kelley Meier, has familiarity with the College's account having served on the WTW team prior to her joining Gallagher in 2017.
- The WTW was instrumental in providing insurance coverage reviews for the Hamilton Project, and recently was involved in providing an insurance solution for the newly created CCP Development LLC, securing policies required by the College's New Market Tax Credit partners.
- The College would be serviced by local offices. WTW is located in Radnor, PA and Gallagher is located in Mt. Laurel, NJ.
- Gallagher's proposal included a partnership with a minority-owned insurance agency, NRM International, to perform certain project-related risk management services. WillisTowersWatson, during its presentation, noted that they would utilize a local minority firm in a capacity agreed upon by the College at no additional cost. Both firms highlighted their diversity and inclusion efforts in terms of business practices and employees.

ATTACHMENT A

Purchase of 500 Dell Laptops

ATTACHMENT D

35 Smart Technology Classrooms Pricing Summary

RFP# 10139

Classroom Technology Upgrades - CARES 1

Description	Bridge Cable	Troxell Communications	Total Video Products	Visual Sound, Inc.	Howard Technology Solutions	IMS Technology Services
CARES ACT 1 (35 ROOM / 86" CLEAR TOUCH RETROFIT ROOMS) (TO BE INSTALLED AND INVOICED BY MAY 5th,2021)	\$0.00	\$457,442.00	\$523,225.00	\$537,891.79	\$567,483.20	\$747,991.34
CARES ACT 1 DELL COMPUTER MONITOR PURCHASE (35 ROOM / 86" CLEAR TOUCH RETROFIT ROOMS)	\$0.00	\$4,900.00	\$0.00	\$6,160.00	\$0.00	\$7,018.90
CARES ACT 1 (35 ROOM / ETHERNET CABLE INSTALLATION SERVICES)	\$48,810.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CARES ACT 1 (ROOM C3-27 ONE BUTTON STUDIO TECHNOLOGY RETROFIT)	\$0.00	\$39,565.19	\$15,460.00	\$18,933.21	\$14,815.00	\$14,488.61
CARES ACT 1 (35 ROOM / TELEPHONE EQUIPMENT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,915.45
Awarded Supplier & Amount	\$48,810.30	\$462,342.00				\$18,404.06
Project Total						\$529,556.36