

**APPROVE ENTERING INTO AN AGREEMENT WITH  
CINAP INC. FOR SOFTWARE AND CONSULTING SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with CINAP, Inc. for software and limited consulting services to the Office of Technology Services to provide implementation, training and support services for the installation of their proprietary software RingMaster at a cost not to exceed \$70,680.00. Consultant was selected on a non-competitive basis because CINAP's RingMaster tool is specifically designed to implement and install Oracle patches in an automated fashion and the Ringmaster software integrates with the Change Management and Version Control software which has been selected as part of the Board's comprehensive technical solution for managing its Oracle Applications. A written agreement for Consultant's services and this software is currently being negotiated. No payment shall be made to Consultant prior to the execution of the written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within ninety (90) days of the date of this Board Report. Information pertinent to this agreement is stated below.

**SPECIFICATION NO.: 01-250207**

**CONSULTANT:** CINAP, Inc.  
One Kingwood, Route 66, P.O. Box 100  
Randolph, Vermont 05060-0100  
Contact: Tom Vereecke  
Telephone No. 802-728-6592  
Vendor Number: 33998

**USER:** Office of Technology Services  
125 South Clark Street  
Chicago, Illinois 60603  
Telephone No. 773-553-1300  
Contacts: Elaine L. Williams, Chief Technology Officer  
Stephanie J. Hunter, Deputy CTO – Applications Development

**TERM:** The term of this agreement shall commence on October 1, 2001 and shall end December 31, 2001, including first year costs for software license, maintenance and support. This agreement shall have one (1) option to renew for a three month period, at no additional cost.

**EARLY TERMINATION:** The Board has the right to terminate this agreement within thirty (30) days written notice.

**SCOPE OF SERVICES:** CINAP will provide Implementation and training support as follows:

- Perform current CPS Oracle Environment Assessment
- Determine RingMaster implementation as it relates to the overall Oracle environment, per the assessment performed by Merant for PVCS.
- Determine Oracle development and third-party tools and application interfaces impact on PVCS/RingMaster implementation
- Determine current network, hardware and software configuration environment
- Determine security standards
- Determine number and extensiveness of customizations to Oracle Application at CPS
- Determine current patching approval, migration (code promotion), testing and implementation process and standards
- Determine current number of environments, refreshing process and frequency
- Full implementation of RingMaster and necessary configuration (per the assessment)
- Set up of all RingMaster tools in all critical environments, including all servers per quote
  - Integrated e-mail and pager notification

- Integrated TAR tracking system
- Define control rules and approval cycles to enforce workflow and safety
- Creation of Oracle database for the RingMaster repository
- Initial change management security hierarchy and administration and standards
- Import all past patch information, per the Board's specifications
- Knowledge transfer and utilization of best practices
- Train Board technical staff in the use of RingMaster
- Provide ongoing support to resolve any questions and/or problems with the RingMaster software and repository
- Document necessary Change Management policy and procedures for code migration and patching process
- Deliver technical architecture for PVCS Change Manager & RingMaster Solution

**DELIVERABLES:** CINAP will provide weekly status reports including the following:

- Plan of action for RingMaster implementation with Merant PVCS product
- Status and detail document of all phases of the RingMaster implementation project
- Status of weekly activities
- Status of all changes/modifications
- Status and detail document for all current problems/issues
- New problems, concerns and recommendations as applicable
- Tasks requested by customer deemed to be "Out of Scope"
- Total hours worked by role

**OUTCOMES:** CINAP's RingMaster tool will provide the Board with automated tools that will effectively manage and control the patch management process for its Oracle ERP and HRMS applications. The implementation of this critical tool will reduce the number of man hours required to implement needed Oracle patches, by approximately 80%, thereby reducing OTS and impacted business units support costs.

**COMPENSATION:** Consultant shall be paid as follows: upon invoicing, for RingMaster Repository software license \$22,000.00; Servers \$9,000.00; for Global Servers \$20,000.00; for Support \$9,180.00; for Installation (first day rate) \$3,100.00; for Installation (subsequent day rate) \$7,400.00; not to exceed the sum of \$70,680.00.

**REIMBURSABLE EXPENSES:** None.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize the Chief Technology Officer to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:** The Waiver Review Committee reviewed the request for waiver and recommends that a waiver be granted on the basis of the Contract being not further divisible, 0% Total MBE, 0% Black, 0% Hispanic, 0% Asian and 0% WBE.

**LSC REVIEW:** Local School Council approval is not applicable to this report.

<b>FINANCIAL:</b> Charge to the Office of Technology Services:	\$70,680.00	Fiscal Year: 2002
Budget Classifications: 0960-060-000-1110-5311	\$51,000.00	
0960-210-000-1110-5410	\$19,680.00	

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board’s Indebtedness Policy adopted July 26, 1995 (95-0726-EX3), as amended from time to time, shall be incorporated into and made a part of the agreement.

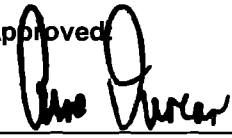
Ethics – The Board’s Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).


**Approved for Consideration:**

  
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Natalye Paquin  
Chief Purchasing Officer

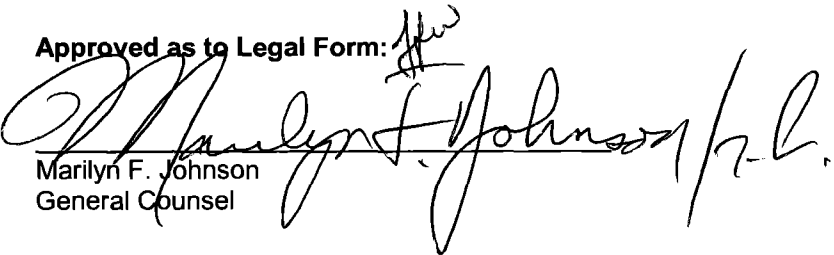
**Approved:**

  
\_\_\_\_\_  
Arne Duncan  
Chief Executive Officer

**Within Appropriation:**

  
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Kenneth C. Gotsch  
Chief Fiscal Officer

**Approved as to Legal Form:**

  
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Marilyn F. Johnson  
General Counsel