



Office of Information Technology

MEMORANDUM OF UNDERSTANDING

Re: **CPMIS – Course Proposal Management Information Systems**

Agreement between the UC Merced Office of Information Technology (OIT) and the **Office of the Provost**, regarding the cost-sharing arrangements of **CPMIS** implementation and post implementation support cost.

The objectives:

The objectives of this CPMIS are to Replace the existing home grown Course Request Form Management System with Curruclog a vendor product designed to meet campus curriculum management needs. This will reduce redundant data entry for faculty and staff.

COST-SHARING AGREEMENT:

Salary Allocation/Salary Sharing: No salary allocation or sharing terms are required.

Time Sharing: The work effort of **CPMIS** shall be divided as follows: See the attached **CPMIS** timeline. This timeline is an estimate of effort completed in collaboration with OIT staff, SOE, MWP, Natural Sciences, Registrar, SSHA, Undergrad, Academic Senate and the product vendor representative.

Project Funding Terms: The total project cost is estimated at **\$126,632.10** and consists of the following types of costs and funding agreements detailed in the attached **CPMIS** project budget.

- **The duration** of this MOU is Effective for **5** years, beginning on the full execution of this documented MOU and subject to renewal per product costs increases after **3** years.
- **The schedule** of payments from **Office of the Provost, FAU # 0-660050-2A-19900-CPMIS** are as follows:
 - **Year 1= \$98,880.00**
 - **(one-time costs plus initial year license)**
 - **Year 2= \$ 7,438.00**
 - **Year 3= \$ 7,438.00**
 - **Year 4= \$ 7,438.00**
 - **Year 5= \$ 7,438.00**
 - Total MOU = \$126,632.00**
- **Internal** costs for IT staff time will be funded by the OIT payroll budget. (unless deemed otherwise during project scoping)
- **Software Licensing and Support** costs are recurring annual costs to OIT and as such, will be managed as an annual cost by OIT. A permanent budget base reallocation to OIT from **Office of the Provost** will fund these costs. OIT will therefore be responsible for vendor cost increases.
- **Professional Services** costs for the **CPMIS** project Implementation are one-time only costs to be paid directly by **Office of the Provost**. Cost savings/ over-run risks are retained by **Office of the Provost**.
- **Travel & Expenses** costs for the **CPMIS** project implementation are one-time only costs to be paid directly by **Office of the Provost**. Cost savings/ over-run risks are retained by **Office of the Provost**.
- **Hardware** costs for hardware to be used directly by SOE, MWP, Natural Sciences, Registrar, SSHA, Undergrad, Academic Senate staff are one-time only costs to be paid directly by **Office of the Provost** Cost savings/ over-run risks are retained by **Office of the Provost**.
- **Contingency** costs will be covered in accordance with cost categories listed above.

Other Terms: Terms subject to change due to **unpredictable events or changes to the original MOU; which could impact this MOU and would require an addendum.**

TERMS OF THE AGREEMENT:

This agreement shall remain in force and effect during the current fiscal year and during subsequent fiscal years and shall be honored and binding on successive administrations within the UC Merced Office of Information Technology and **STAKEHOLDER(S)**. This agreement can only be modified in writing via signed amendment.

Signature of acceptance and date

Ann Kovalchick
Associate Vice Chancellor and CIO
Office of Information Technology, UC Merced

Signature of acceptance and date

Tom Peterson
Provost and Executive Vice Chancellor
Office of the Provost, UC Merced

Signature of acceptance and date

Donna Jones
Assistant Vice Chancellor, Finance
Budget Office, UC Merced



Office of Information Technology

MEMORANDUM OF UNDERSTANDING

Budget Details

Project: CPMIS													
Sponsor: Laurie Herbrand		Project Manager: Melissa Tessier		Status as of: 1/4/2017									
Business Unit: Office of the Registrar		IT Coordinator: Matt Faulkner		Go Live Date: TBD									
Project Code: Not Assigned		Project Type: Waterfall		Phase: Initiating									
Line Item	Description	Category	Startup FAU#	Ongoing FAU#	One Time Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Line Item Total	Comments	
1	Software Implementation	Professional Services	Pending		\$ 16,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,200.00	Consulting services.	
2	Hosted System	Professional Services	Pending		\$ 24,253.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,253.00	Hosted Cloud Curriculum Management Information System	
3	Hosting & Storage	Software licensing & Support		Pending	\$ -	\$ 7,438.00	\$ 7,438.00	\$ 7,438.00	\$ 7,438.00	\$ 7,438.00	\$ 37,190.00	Hosting, Storage, Support, Upgrades, Maintenance, Warranty	
4	Contingency	Contingency (e.g. Risk)	Pending		\$ 8,989.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,989.10	Set to 10% of 1st years costs	
5	Student Worker	Internal Staff labor	Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	To support manual data entry for conversion activities. (\$5k removed and replaced with Project resource below)	
6	Interfaces (Banner)	Software licensing & Support	Pending		\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	Integrations is an undocumented estimate based similar complexity/cost integrations with Ellucain. This is commonly a one time expense. It is recommended to consider a 10% contingency to address any possible variance	
7	Project Support Resource	Internal Staff labor	Pending		\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	If we go with this resource then it would eliminate the student worker.	
					\$89,442.10	\$7,438.00	\$ 7,438.00	\$7,438.00	\$7,438.00	\$ 7,438.00	\$126,632.10		
					Total One Time	Total Year 1	Total Year 2	Total Year 3	Total Year 4	Total Year 5	Total Line Item		

Timeline

	2017											2018			
Date	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Phase	Initiate	Planning	Planning	Planning	Execute	Execute	Execute	Execute	Execute	Execute	Execute	Execute	Closing	Post prod updates	
Tasks	Contract	Kickoff	Requirements		Config	Config	Config/Te	Test	Test	Tech Live	Quiet	User Live	New syst		
									Conv Map	Conversio	QC	Training	Training		
									Cutoff				Project Close		