

To: Teaching and Learning Technical Advisory Group (TLTAG)  
 From: Steve Cramer, Vice Provost for Teaching and Learning (Executive Sponsor)  
 Jeffrey E. Shokler, Assistant Director (Project Co-Sponsor)  
 CC: Wren Singer, Associate Vice Provost and Director (Executive Sponsor)  
 Re: Enterprise Career Services System  
 Date: October 23, 2017

We request TLTAG support for the purchase and implementation of a campus-wide, enterprise career services system per the item introduced to TLTAG at its September meeting. This initiative is one recommended outcome of a year-long campus task force, requested by the Chancellor and Provost, detailed in the December 2016 task force report “Creating an Integrated Career Services System for Students and Employers.” Another, related recommendation is for the creation of a system administrator position primarily for the purpose of managing the new career services solution. This position is an integral part of the overall proposal – costs are provided within budget summary below.

This effort has the full support of the Career Services Executive Council (CSEC) as well as the Deans of the schools and colleges that will be served by the future system. The year of effort by the Career Services Task Force and the subsequent work by the project team to identify and document business requirements has built strong campus consensus around moving toward the coordination of career services at the institution as well as the purchase and implementation of a single, unified career services software platform. An RFP\* is underway to identify a vended solution to meet the business, access, integration, and security requirements identified during the business analysis.

**Table 1: Total Costs**

Total Costs	Implementation Costs	Support Costs**	Totals
FY18	\$ 216,000	\$ -	\$ 216,000
FY19	\$ -	\$ 140,000	\$ 140,000
FY20	\$ -	\$ 140,000	\$ 140,000
FY21	\$ -	\$ 140,000	\$ 140,000
FY22	\$ -	\$ 140,000	\$ 140,000
<b>TOTAL</b>	\$ 216,000	\$ 560,000	\$ <b>776,000</b>

**Table 2: Support Cost Breakout**

**Support Cost Breakout	Middleware	System Admin	Ongoing Maintenance Costs	Base Adjustment for System Admin Supervisor	Totals
FY18	\$ -	\$ -	\$ -	\$ -	\$ -
FY19	\$ 2,000	\$ 80,000	\$ 50,000	\$ 8,000	\$ 140,000
FY20	\$ 2,000	\$ 80,000	\$ 50,000	\$ 8,000	\$ 140,000
FY21	\$ 2,000	\$ 80,000	\$ 50,000	\$ 8,000	\$ 140,000
FY22	\$ 2,000	\$ 80,000	\$ 50,000	\$ 8,000	\$ 140,000
<b>TOTAL</b>	\$ 8,000	\$ 320,000	\$ 200,000	\$ 32,000	\$ 560,000

\*RFP released to VendorNet: <https://vendornet.wi.gov/Download.aspx?type=bid&Id=2872889e-94a4-e711-8100-0050568c7f0f&filename=18-5829+RFP.docx>