

Purchase Request #3
Regular Board Meeting April 26, 2016
Consideration of Approval for Contract for
Student Evaluation of Faculty for the District

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase the preparation, processing and reporting of student evaluations from Survey Systems, Inc. for the Institutional Research department.

BACKGROUND

Survey Systems, Inc. has provided the student evaluation of faculty for the District for the past eleven (11) years, while keeping the cost reasonable and providing exceptional service.

An invitation to bid (ITB) Number 3947, was issued to procure the forms, scanning and reporting of student evaluations of faculty. Six (6) responses were received and evaluated by a team consisting of Institutional Research staff who determined the response submitted by Survey Systems, Inc. would provide the best value to the District. The bid submitted by Survey Systems, Inc. was determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

The recommended purchase is for forms and services used to administer the student evaluation of instruction in all face-to-face credit course sections during the Fall and Spring semesters each year. The evaluation is used as an annual evaluation tool of faculty members performance, used by academic administrators and Human Resources to assess instructional quality issues and provides students with a tool to provide feedback about the instructional quality of the District.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The three (3) year estimated expenditure is \$135,000.00. This expenditure is funded by the Institutional Research Office's 2015-2016 operating budget and subsequent year's budget, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The term of contract will be three (3) years, beginning May 1, 2016 through April 30, 2019.

ATTACHMENTS

Attachment 1 – Tabulation

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RESOURCE PERSONNEL

Ken Lynn	Acting VP of Administrative Services/CFO	972-758-3831
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