

**Purchase Request #1
Regular Board Meeting April 25, 2017
Consideration of Approval to Contract
for Financial Aid Verification Services**

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase financial aid verification services from Global Financial Aid Services for the Financial Aid Office.

BACKGROUND

The Financial Aid Office receives over 74,000 Institutional Student Information Records each year from approximately 25,000 unique students. Each document must be reviewed to determine student eligibility. In order to process all of the documents, a portion of the review is outsourced. Global Financial Aid Services has provided this service over the past 6 years and has shown a sincere effort to make their systems student friendly and to process the application documents expeditiously.

A request for proposal (RFP) Number 4065 was issued to procure Financial Aid verification services. Four (4) responses were received and evaluated by a team consisting of the Financial Aid Director and staff who determined the proposal submitted by Global Financial Aid Services would provide the best value to the College. The proposal submitted by Global Financial Aid Services was determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

The outsourcing of this service allows District staff to focus on assisting students with the application, awarding, and disbursement of aid. Financial Aid is responsible for complying with the complex regulations of the Department of Education and making sure that all requirements are met before a student receives any financial aid. Complying with the regulations for verifying these documents internally would require 3 to 4 full-time employees and/or a severe decrease in the ability to serve students in a timely fashion.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$650,000.00 which is budgeted in the Financial Aid department's 2016-2017 operating budget and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

MONITORING AND REPORTING TIMELINE

The term of contract will be five (5) years beginning May 1, 2017 through April 30, 2022.

RESOURCE PERSONNEL

Ken Lynn

Chief Financial Officer

972-758-3831