

**Purchase Request #2**  
**Regular Board Meeting December 10, 2019**  
**Consideration of Approval to Contract for**  
**CE Health Sciences Training Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase CE Health Sciences Training Services from Condensed Curriculum International, Educated Business Resource Corp (EBRC), and SECTOR for the Continuing Education (CE) Health Sciences department.

**BACKGROUND**

Healthcare Programs for CE provides contract training and individualized courses in key healthcare areas requiring content experts and proven curriculum that must be developed quickly and dynamically to meet the rate of business change. Because the CE program does not employ full-time instructional staff, there is an ongoing need to partner with third party vendors to meet this critical business and industry need. These vendors provide curricular training and support in a wide variety of areas using various formats such as face-to-face, online, and hybrid.

Request for proposal (RFP) Number 4278, was issued to procure training services. Three (3) responses were received and evaluated by a team consisting of the Dean of Academic Affairs for Health Sciences and the Director Healthcare Programs for CE, who determined that awarding to all of the above vendors would provide the best value to the District. The proposals submitted by the vendors were determined to be both responsible and responsive to all solicitation requirements.

**IMPACT OF THIS ACTION**

Third party vendors allow the CE Health Sciences department to provide seamless, affordable, and timely career training for individuals throughout the Collin service area. The spend authorization amount will allow the Healthcare Programs for CE to schedule courses and trainings in ways that allow the District to earn a return on investment.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$400,000 for three (3) years which is budgeted in the Health Care Programs for CE departments' FY20 operating budget and subsequent year's budgets subject to Board approval. FY19 annual spend amount was \$131,046.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be three (3) years beginning January 1, 2020 through December 31, 2022.

**RESOURCE PERSONNEL**

Toni Jenkins

SVP Campus Operations Officer

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