

Purchase Request #2
Regular Board Meeting December 6, 2016
Consideration of Approval to Contract for Training Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase training services from CareerStep, Colaberry, Condensed Curriculum International and Superior Medical Training for the Healthcare Programs for Continuing Education (CE).

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 types of formats such as face-to-face, online and hybrid.

A request for proposal (RFP) Number 4035, was issued to procure training services. Four (4) 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 the proposals submitted by the above vendors would provide the best value to the College. 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 Collin and Rockwall counties. The budgeted amounts will allow the Healthcare Programs for CE schedule courses and trainings in ways that allow the District to earn a return on investment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The three (3) year estimated expenditure is \$521,000.00. This expenditure is funded by the Health Care Programs for CE 2016-2017 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 January 1, 2017 through December 31, 2019.

RESOURCE PERSONNEL

Brenda Kihl

Exec VP

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