

Purchase Request # 2
Regular Board Meeting February 27, 2018
Consideration of Approval to Purchase Printing
Of Continuing Education Workforce Development
Schedule of Classes

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract to purchase printing of the Continuing Education Workforce Development (CEWD) schedule of classes from Midway Press LTD.

BACKGROUND

Invitation to bid (ITB) Number 4122 was issued to procure printing of the CEWD class schedule. Two (2) responses were received and evaluated by a team consisting of CEWD staff, who determined the bid submitted by Midway Press LTD would provide the best value to the College. The bid submitted by Midway Press LTD was determined to be both responsible and responsive to all solicitation requirements.

Continuing Education has a successful working relationship since 2011 with Midway Press. Midway Press has consistently provided a quality product for Collin College.

IMPACT OF THIS ACTION

The Continuing Education schedule promotes all workforce departments that offer Continuing Education (non-credit) courses and certificates and is an effective way to provide information to residents of Collin County. The Continuing Education schedule, including promotion for Fire Science and Law Enforcement, is a guide for students choosing their classes and is distributed throughout Collin County. In the spring 2018 schedule, promotion for the HVAC program was added.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$510,000.00 for three (3) years, which is budgeted in the CEWD departments' FY 2018 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 three (3) years beginning March 1, 2018 through February 28, 2021

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Sherry Schumann

SVP Academic Workforce & Enrollment Services

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