

BID #	DESCRIPTION	AMOUNT
	NEW SOLICITATIONS	
3656	ANNUAL CONTRACT FOR FINANCIAL AID FILE REVIEW SERVICES Global Financial Aid Services Gulfport, MS	\$130,000.00 (not to exceed)

TO: The Board of Trustees

FROM: President Cary Israel

DATE: February 25, 2014

SUBJECT: Recommendation for Approval of Request for Proposal 3656 - Annual Contract for Financial Aid File Review Services.

SCOPE: Annual contract for financial aid file verification document reviews for the District. The initial term of contract is for one (1) year with an option to renew two (2) additional consecutive years upon mutual agreement and Board approval. Term of contract: 4/27/2014 through 4/26/2015.

RESPONSES: Eight (8) vendors viewed the bid package, five (5) responded.

COMPARISON: See attached.

RECOMMENDATION: Global Financial Aid Services \$130,000.00
Gulfport, MS (not to exceed)

JUSTIFICATION: Best evaluated offer.

COST BREAKDOWN: 28,000 ISIR's @ \$2.00 each (28,000 x \$2.00) = \$56,000.00
8,960 Verified @ \$7.00 each (8,960 x \$7.00) = \$62,720.00
3,750 Subsequent @ \$3.00 each (3,750 x \$3.00) = \$11,250.00
Total =\$129,970.00

The Department of Education specifies the number of ISIRs (Institutional Student Information Records) to be verified each award year. Based on the historical average of 28,000 ISIRs, it is estimated that 8,960 would need to be verified and 3,750 subsequent verifications would need to be done.