

**Purchase Request #1**  
**Regular Board Meeting October 25, 2016**  
**Consideration of Approval for Contract for Training Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase training services from Condensed Curriculum International (CCI) for the Healthcare Programs for Continuing Education (CE).

**BACKGROUND**

CWED provides contract training and individualized courses in key industry areas requiring content experts and a proven curriculum that must be developed quickly and dynamically to meet the rate of business change. CCI provides Dental Assistant, Pharmacy Technician, EKG Technician, and Physical Therapy Aide training courses and support to meet this demand.

Reference (REF) number 4024, has been issued to track the volume of training services procured on behalf of the District.

**IMPACT OF THIS ACTION**

Courses from this vendor will provide training to almost 300 students this year, for a total of seventeen thousand (17,000) contact hours. Healthcare Programs for CE has had a contract with CCI for these courses for over five (5) years. They provide turn-key training for our students.

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

The estimated expenditure for this request is \$103,000.00. This expenditure is funded by the Healthcare Programs for CE 2017 operating budget subject to Board approval.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be four (4) months beginning September 1, 2016 through December 31, 2016. The Purchasing Department is working with the CE Department to develop a competitive solicitation for future use.

**RESOURCE PERSONNEL**

Brenda Kihl

Executive Vice President

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