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21-170

AWARD CONTRACT FOR FLIGHT TRAINING

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FINANCIAL RESPONSIBILITY: Karen Paez, Associate Vice President, Academic and Career Pathways

APPROVED BY: Katy Ho, Vice President, Academic Affairs  
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REPORT: Portland Community College (PCC) is seeking a Flight Training Provider for its Aviation Science Professional Pilot program, for both airplane and helicopter. The Aviation Science Department offers Associate of Applied Science degrees for students seeking to be employed as professional pilots. There are airplane and helicopter options. Along with aviation academic and general education courses, the degree includes the flight training necessary to attain FAA Commercial Pilot and Flight Instructor certificates with Instrument ratings. Students study aviation academics and general education at PCC's Rock Creek campus as well as online through PCC's distance learning program. For accreditation and practical money-transfer reasons, all flight training must be accomplished through a contracted flight-training partner.

On February 24, 2021, a Request for Proposal (RFP) was issued, and advertised in the Daily Journal of Commerce, the State of Oregon Procurement Information Network (ORPIN). Procurement staff notified the four firms known to provide these services. 21 Firms registered to download the RFP documents. The Proposals were due March 25, 2021 at 2:00PM. The college received two (2) proposals.

The proposals were scored by the evaluation committee in a fair and open process in accordance with the method and weighting as indicated in the RFP. The responsible and responsive proposer, which presented the most advantageous offer to the College, was determined to be

Hillsboro Aero Academy.

No COBID certified firms identified as providing Flight Training.

RECOMMENDATION: That the Board of Directors authorize the College to enter into a contract with Hillsboro Aero Academy. The contract will be in effect for three (3) academic years, commencing on or about July 1, 2021 and end on June 30, 2024. The contract will also have an option for annual renewal for an additional two (2) years, through April, 2026 (not to exceed 5 years).

No College funds are expended for the resultant contract. Costs are paid directly by students enrolled in the program.