

May 20, 2021

21-172

AWARD CONTRACT FOR TITLE IV STUDENT FILE
VERIFICATION SERVICES

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FINANCIAL RESPONSIBILITY: Peter Goss., Director, Financial Aid and Veterans Services

APPROVED BY: Heather Lang, Vice President, Student Affairs
Mark Mitsui, President

REPORT: PCC requires contracted services for Title IV verification file review that can deliver an effective, supportive, and federally compliant business process solution. The work requires an integrated document collection/file review/customer service platform and service specific to the verification process.

On January 11, 2021, a Request for Proposal (RFP) was issued, and advertised in the Daily Journal of Commerce, the State of Oregon Procurement Information Network (ORPIN), and was posted to a Financial Aid List Serve. Procurement staff notified one of the firms known to provide these services. 51 Firms registered to download the RFP documents. The Proposals were due February 11, 2021 at 2:00PM. The college received seven (7) proposals.

No COBID certified firms were identified as providing Title IV Student file verification services.

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. Two proposers moved forward to the sandbox testing. The responsible and responsive proposer, which presented the most advantageous offer to the College, was determined to be ProEducation Solutions LLC.

The initial term of the contract will be for three (3) academic years, commencing on or about May 21, 2021

and ending on June 30, 2024. The contract will have an option for annual renewal for an additional two (2) years, through June 30, 2026 (not to exceed 5 years)

RECOMMENDATION: That the Board of Directors authorize the College to enter into a contract with ProEducation Solutions LLC. It is anticipated the cost for 5 year contract \$365,675.00 from the General Fund.