

August 20, 2026

27-016

AUTHORIZATION TO AMEND CONTRACT WITH
CASEWORTHY INC. FOR STEP STATEWIDE WEBSITE
PORTAL ACCESS

PREPARED BY: Michael Mathews, Executive Director of Strategic Procurement and Contracting

FINANCIAL
RESPONSIBILITY: Jaime Clarke, Program Dean, Pathways to Opportunity
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APPROVED BY: Dr. Katy Ho, Interim College President
Vicky Lopez Sanchez, Vice President of Student Affairs

STRATEGIC THEME: Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Technological Transformation: Agility, Innovation, and Readiness; Academic Excellence: Student Success, Delivery, and Programming; Community Engagement: Workforce, Education, and Industry Alignment

REPORT: CaseWorthy Inc. currently provides website portal access to the State of Oregon SNAP Training and Employment Program (STEP) Consortium. After obtaining competitive quotes, the college entered into a \$154,500 contract with CaseWorthy Inc., funded by a grant from the Higher Education Coordination Commission (HECC). The Board of Directors previously authorized an amendment extending the contract through June 30, 2026 (BA 25-076).

The college proposes to extend the contract, effective July 1, 2026, through June 30, 2027. This final contract amendment will increase the total contract amount by \$135,109, bringing the total not-to-exceed amount to \$417,568.

Currently, no firms registered with Oregon COBID offer these website portal services.

RECOMMENDATION: The Board of Directors authorizes the college to amend the contract with CaseWorthy Inc. to a not-to-exceed total of

\$417,568. Expenditures will be covered by the HECC Administration Grant.