

November 21, 2002

03-033

AUTHORIZE AN EXCEPTION FROM A FORMAL  
COMPETITIVE PROCESS AND APPROVE A CONTRACT  
WITH CROSSCULTURAL DEVELOPMENTAL  
EDUCATION SERVICES TO PROVIDE CONSULTING  
SERVICES FOR THE REAP PROGRAM.

PREPARED BY: Avelina D. Gulmatico, Lead Buyer/Contract Specialist

FINANCIAL  
RESPONSIBILITY: Kate Dins, Division Dean of Business and Government  
Division

APPROVED BY: Randy McEwen, Vice-President, Administrative Services  
Jesus "Jess" Carreon, President

REPORT: The PCC Business and Government Division received a grant to hire a consultant to assist PCC staff in the development and implementation of a PCC Program, "Raising the Educational Achievement of Paraprofessionals (REAP)". This program is a degree-track and training program designed to fill critical shortages of para-professionals qualified to serve K-12 English-Language learners in the Metropolitan area. The program will assist and produce qualified and competent paraprofessionals prepared to effectively instruct English-as-a-Second-Language (ESL), bilingual, and special-education students, and to facilitate family learning within four school districts: Tigard-Tualatin, Beaverton, Hillsboro, and Forest Grove School Districts.

CrossCultural Development Education Services was specifically identified in the grant to provide the evaluation and technical assistance to PCC and the four other school districts. CrossCultural Development Education Services has agreed to provide this service initially through September, 2003, for the fee of \$20,000. The contract has an option to renew for an additional four (4) year period, through September, 2007, for additional fees of \$15,000 annually. The amount to be paid would be \$80,000 total for this complete contract.

The College's Procurement Rules require a formal competitive process, specifically a Request for Proposals (RFP), for the acquisition of professional services that exceed \$50,000 total. Due to the requirements and constraints contained in the grant proposal and agreement, specifically that CrossCultural Development Education Services be the consultant utilized, it is not possible or feasible to do an RFP process for this contract.

**RECOMMENDATION:**

That the Board of Directors authorize an exception from a formal competitive RFP process to allow the College to enter into an agreement with CrossCultural Developmental Educational Services to provide program evaluation and technical assistance for the REAP Program. The complete agreement will run through September, 2007 and will not exceed \$80,000. The expenditures will be made from Grant & Contract funds.

Director Anderson moved to approve resolution 03-33 and it passed unanimously.