April 17, 2003

<u>03-085</u>

<u>EXPENDITURE AUTHORIZATION FOR REHABILITATION
CONSULTANTS TO CONTINUE TO PROVIDE
INDIVIDUALIZED EMPLOYMENT SERVICES TO
STUDENTS</u>

PREPARED BY: Roger Cardinal, Manager, Procurement & Risk Services

FINANCIAL
RESPONSIBILITY: Sandy Schramm, Director, Occupational Programs

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

REPORT: At the November 21, 1996 meeting, the Board initially
authorized total annual expenditures of $100,000 for
professional services agreements with all qualified
Rehabilitation Consultants for a three (3) year term for PCC
course PST 090 (per Resolution #97-059). At the December
9, 1999 meeting, the Board authorized the continuance of
these expenditures for an additional three (3) years (per
Resolution #00-064)

The Professional Skills Training Program developed a
course to assist students who are referred to the program for
employment services (planning, labor market survey and job
placement). The referral agencies choose rehabilitation
consultants to provide these employment services directly to
their students from a list of qualified providers. The College
establishes this qualified provider list and has contracts in
force with all of them prior to the beginning of the course.
Total annual expenditures to all rehabilitation consultants
are approximately $100,000, an amount which would
typically require a formal Request for Proposals process.
However, in this situation there will be contracts with about
fifteen to twenty different consultants. The referral agencies,
not College staff, select the specific consultants from the
qualified list to provide the services.

RECOMMENDATION: That the Board of Directors authorize continued annual expenditures of $100,000 for professional service agreements with all qualified Rehabilitation Consultants that desire to provide employment services for this course. The agreements will be for a not-to-exceed term of three years and will be funded from grant and contract funds.

Resolutions 03-082 through 03-091 were moved for approval by Director Germond and it passed unanimously.