

February 16, 2006

06-050

GRANT A SPECIAL EXEMPTION FROM FORMAL  
COMPETITIVE PROCUREMENT PROCESS; RATIFY  
CONTRACT WITH JOURNAL GRAPHICS FOR  
SCHEDULE PRINTING SERVICES

PREPARED BY: Steve Hopf, Purchasing Manager  
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FINANCIAL RESPONSIBILITY: Dr. Nan Poppe, Campus President, ELC  
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APPROVED BY: Dr. Preston Pulliams, District President

REPORT: Prior to 2003, the College routinely published a quarterly schedule and mailed it to district residences, at a rough cost of \$100,000 per term. In response to budget pressures in 2003, schedule printing and mailing ceased, with an envisioned annual savings of \$400,000. In 2004, partly in response to enrollment declines and partly because staff felt that not mailing the schedule was unacceptable, available unspent budgets were used to allow the schedule to be printed and mailed occasionally. The need to use available unspent budgets for printing remains to this day, because funds are not specifically budgeted as they have been in recent years. This availability of funds is not predictable, which makes it difficult to project our actual printing needs and costs. In turn, it is difficult to predict the magnitude of printing services that we require and therefore the proper procurement method consistent with Board policy. An additional complication is that the large size of the printing and the complexity of our schedule require long lead times.

Board Resolution 05-089 (19 May 2005) authorized the expenditure of \$100,000 for printing of the Summer Term 2005 schedule, and ratified prior expenditures totaling \$123,000 for printing services earlier in FY05. This work was performed by Journal Graphics, which had been selected by a three-quote process. Funding came from Community Education funds.

Subsequent schedule printing has been done by Journal Graphics in printing the Fall 2005 and Winter 2006 schedules, totaling \$186,000, again paid for with Community Education funds. Over the December holiday, it was determined that funds were available to print the schedule for Spring 2006, at an approximate cost of \$100,000, and the decision was made to contract with Journal Graphics for that work.

**RECOMMENDATION:** That the Board ratify the expenditure of \$286,000 for the services of Journal Graphics in printing the Fall 2005, Winter 2006, and Spring 2006 schedules. Funding was provided from Community Education funds.