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07-024

ACCEPT PROPOSAL /AWARD CONTRACT FOR
ANNUAL CHARITABLE GIVING OPPORTUNITIES

PREPARED BY: Avelina Gulmatico, Procurement Lead

FINANCIAL
RESPONSIBILITY: Jerry Donnelly, Human Resources Director

APPROVED BY: Randy McEwen, Vice-President, Administrative Services
Dr. Preston Pulliams, District President

STAFF REPORT: The Human Resources Department has a need to renew the list of approved and accepted charitable organizations for employee contributions. In September 2002, the District President approved seven (7) charitable organizations for employee contributions and they were: United Way of Columbia/Willamette; Oregon Food Bank; Black United Fund; Portland Women's Crisis; Susan G. Komen Breast Cancer; and Children's Trust Fund of Oregon. The contracts with these organizations expired in September 2006 with no renewal option. An RFP was issued to determine the College's new Charitable Organizations.

The purpose of using the Request for Proposal process for selecting the charitable organizations is to establish rules and procedures to assist the employees who wish to make voluntary payroll contributions to charitable organizations during the College's annual Charitable Fund Drive efficiently and with minimal impact on College resources.

Seven (7) charitable organizations will be specified as options for payroll deductions. The PCC Foundation will be included as one of seven (7) choices for employee giving.

A Request for Proposals (RFP) was advertised and issued on July 21, 2006. The RFP was advertised in the Daily Journal of Commerce, Oregonian, Asian Reporter, on the State of Oregon Procurement Information Network

(ORPIN), and on the College's Solicitation website. A total of eleven (11) charitable organizations registered on the PCC website and received a copy of the RFP. On the due date of August 11, 2006 a total of seven (7) proposals were received before 3:00 P.M. The evaluation committee reviewed the proposals based on the following criteria: percentage of funds devoted to administrative costs vs. charitable activity; breadth of organization's activity across the PCC district; and fit of the charity with College's desire to provide employees a range of giving opportunities. The award will be given to the proposals with highest evaluation scores. Following is the list of proposals received, and the proposal scores.

| Proposer Name: | Score: |
|------------------------------|---------------|
| American Red Cross | 286.50 |
| Black United Fund | 339 |
| Children's Trust Fund | 315 |
| Oregon Food Bank | 338 |
| Portland Women's Crisis Line | 274 |
| United Way | 328 |
| YMCA | 293 |

All of the charitable organizations listed above play a very important role and provide major contributions to our community. After reviewing the proposals, in addition to the PCC Foundation, the committee recommends accepting proposals from the following charitable organizations: American Red Cross, Black United Fund, Children's Trust Fund, Oregon Food Bank, United Way, and YMCA. The committee does not recommend Portland Women's Crisis Line (PWCL) because of their relatively high percentage of administrative costs; a low number of employees giving to the PWCL in prior years; and that PWCL receives a portion of its funding through the United Way of the Columbia/Willamette. Employees who wish to continue donations to PWCL may do so by making contributions to the United Way, specifying PWCL as the receiving agency.

RECOMMENDATION:

That the District selects the seven (7) selected charitable organizations (to include the PCC Foundation) for the College employee's annual charitable contribution opportunity through June 30, 2009.