

June 16, 2011

11-128

ACCEPT PROPOSAL/AWARD CONTRACT FOR  
ANNUAL CHARITABLE GIVING OPPORTUNITIES

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FINANCIAL  
RESPONSIBILITY: Jerry Donnelly, Human Resources Director

APPROVED BY: Cherie Chevalier, Associate Vice President, Finance  
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REPORT: The Human Resources Department has a need to renew  
the list of approved and accepted charitable  
organizations for employee contributions.

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 Giving Campaign 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 the seven (7) choices for employee giving.

A Request for Proposals (RFP) was advertised and issued April 1, 2011. The RFP was advertised in the Portland Business Journal, the State of Oregon Procurement Information Network (ORPIN), and College's Solicitation website. A total of twenty-five (25) charitable organizations registered on the PCC website and received a copy of the RFP. On the due date of May 5, 2011, a total of twelve (12) proposals were received before 1:00pm. 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 a variety of charitable options. The award will be given to the proposals with the highest evaluation scores. Following is the list of proposals received, and the proposal scores:

<u>Organization</u>	<u>Score</u>
Oregon Heat	383
LifeWorks Northwest	379
Black United Fund of Oregon	368
EarthShare Oregon	366
American Red Cross	364
United Way of the Columbia-Willamette	362
Mercy Corps Northwest	344
Children's Trust Fund of Oregon	307
Big Brothers Big Sisters Columbia Northwest	285
Providence Health & Services	279
Volunteers of America Oregon	264
Cat Adoption Team	173

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: Oregon Heat, LifeWorks Northwest, Black United Fund of Oregon, EarthShare Oregon, American Red Cross, and United Way of the Columbia-Willamette.

None of the proposers are registered as MWESB firms.

**RECOMMENDATION:** That the Board of Directors selects the seven (7) chosen charitable giving organizations (to include the PCC Foundation) for the College employee's annual charitable giving opportunities through June 30, 2016. This is a three (3) year contract with two (2) one (1) year annual renewals not to exceed a five (5) year total term.