



October 28, 2021

TO: THE DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE

FROM: KATHLEEN PLINSKE
President

RE: AWARD OF ITN 2022-04, STUDENT SERVICES BUSINESS PROCESS REDESIGN

On August 16, 2021, the College issued Invitation to Negotiate (ITN) 2022-04, which sought experts in the field of student services and associated technologies to review the service operations and assess options for the future of Valencia's student services. The Student Services Business Process Redesign (BPR) will improve our students' ability to navigate complex administrative processes from admissions to graduation.

On September 14, 2021, eight (8) firms submitted proposals in response to the solicitation: CampusWorks, Inc., Carahsoft, Diane Meiller & Associates, Inc., EPIC Engineering & Consulting Group, LLC, Information Systems of Florida, Inc., MGT of America Consulting, LLC, Traction Sales & Marketing, Inc., and Trevin Krcy, LLC. A public evaluation meeting was held on October 5, 2021, to discuss and review proposals. Seven (7) committee members scored and ranked proposals based on the following criteria: experience and qualifications, proposed staff team and resources, project understanding, methodology, schedule, and pricing proposal. Following full discussions and deliberation, three (3) firms were shortlisted and invited to Phase II of the ITN, Presentations and Negotiations: CampusWorks, Inc., MGT of America Consulting, LLC, and Trevin Krcy, LLC.

On October 8, 2021, private presentations and negotiations were held, and all three firms were invited to Phase III of the ITN, Best and Final Offer. A public final evaluation meeting was held on October 14, 2021, where committee members scored and ranked firms based on presentations, negotiations, and best and final offer. The committee selected CampusWorks, Inc., at an estimated, not-to-exceed budget of \$1,000,000, as the firm that best meets the interest and needs of Valencia College.

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College authorize the College to award ITN 2022-04, Student Services Business Process Redesign, to CampusWorks, Inc., as presented. Should the College not be able to negotiate a mutually agreeable contract, negotiations will cease, and negotiations will commence with the second-ranked bidder and so on until a fair, competitive, and reasonable agreement is reached.

A handwritten signature in black ink that reads "Kathleen Plinske".

President