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Action

Fiscal Policy and Planning Committee

Approval of Agreement Awards Over \$150,000 for Fiscal Year 2008-09

Executive Summary: Section 610 of the CTC Policy Manual (Contract Authority) requires that agreements or contracts of \$150,000 or more be approved by the Commission on Teacher Credentialing. This item presents an agreement that requires approval.

Recommended Action: Staff seeks the approval for the Executive Director to execute the agreement as presented in this agenda item.

Presenter: Erin Duff, Contract Analyst, Fiscal and Business Services Section

Strategic Plan Goal: 6

Maximize the effectiveness of the agency and its staff through the optimal use of technology, ongoing staff development and maintenance of a positive work environment

- Use technologies to support both ongoing operations and innovations designed to increase efficiency
- Communicate effectively to share information and increase productivity

March 2008

Approval of Agreement Awards Over \$150,000 for Fiscal Year 2008-09

Introduction

Section 610 of the CTC Policy Manual (Contract Authority) requires that agreements or contracts of \$150,000 or more be approved by the Commission on Teacher Credentialing (Commission). This agenda item seeks the approval for the Executive Director to authorize the agreement as presented in this agenda item that is in excess of \$150,000.

Background

As part of daily operations Commission staff has to work with various external vendors to complete some of the tasks in order to access needed expertise in the field. When an agreement, of as specified in Section 610, exceeds \$150,000 Commission staff must seek approval from the Commission prior to entering into the agreement. Agreements below \$150,000 are currently delegated to the Executive Director for approval.

Requested Action by the Commission

At this time, Commission staff seeks the Commission's consideration and action on the one Information Technology agreement as follows:

It is requested that the Commission approve a two-year Non-Competitive Bid contract with VitalChek (a ChoicePoint Company) previously ChoicePoint Public Records Inc. for the Payment Processing and Web Hosting and Maintenance Services. The total contract amount is \$1,005,094 (\$502,547 annually). Services provided by this vendor are essential to the daily operations of the Certification, Assignment and Waivers Division. The approval of this amendment is necessary for the Commission to continue to offer the highly successful web-based components of the Teacher Credentialing Service Improvement Project (TCSIP).

Recommendation

Commission staff seeks the approval for the Executive Director to execute the agreement as presented in the agenda item.