

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Ellucian for grant development services for the office of grant management (OGM) department.

BACKGROUND

OGM supports the College by seeking out, developing, and maintaining fiscal management of external, supplemental grant funding for academic support, workforce development, skills training, and other post-secondary educational programs. The number of available grant-funded opportunities from which the College can benefit from has increased in recent years. Many of these opportunities are in the form of large federal grants, which require a substantial amount of manpower, a significant amount of grant development coordination, planning sessions with College administrators and faculty, and complex budget planning within short timelines.

Request for qualifications #20-20 was issued to procure grant development services. Two responses were received and evaluated by a team comprised of OGM and business office representatives who determined the proposal submitted by Ellucian will provide the best value to the College.

IMPACT OF THIS ACTION

This contract will provide resources needed to apply for additional grant-funded activities and services at the College which will provide the means to take full advantage of all upcoming funding opportunities to support expanded student services and academic programs. These grants will support the College’s strategic initiatives and goals through federal, state, and/or local funding opportunities.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$162,000 and will be funded from the OGM department’s 2019-2020 operating budget and subsequent year budget.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on April 7, 2020, with renewal options of two one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

| | | |
|-----------------------|--------------|----------------------------|
| Teri Zamora | 281-998-6306 | teri.zamora@sjcd.edu |
| Tomoko Olson | 281-998-6146 | tomoko.olson@sjcd.edu |
| Genie Freeman-Scholes | 281-998-6349 | genevieve.scholes@sjcd.edu |

ATTACHMENT NO. 1

**RFQ 20-20 Grant Development Services
Evaluation Summary**

| Stated Criteria | Maximum Value | Grants Office LLC | Ellucian Company L.P. |
|--|----------------------|--------------------------|------------------------------|
| Knowledge of grant opportunities, funding sources and associated regulations | 160 | 107 | 146 |
| Qualifications and experience of firm and personnel | 120 | 86 | 109 |
| Successful track record of acquiring grant funding | 80 | 51 | 66 |
| Total (90* x 4 Evaluators) | 360 | 244 | 321 |

**10 points per evaluator were reserved for a presentation phase.
It was determined presentations would not be required.*

Final Ranking

| | Vendor Name | Total Score |
|---|-----------------------|--------------------|
| 1 | Ellucian Company L.P. | 321 |
| 2 | Grants Office LLC | 244 |