

## EXECUTIVE SUMMARY

### Recommendation for Additional Spending Authority 58-080E – Healthcareer Certification Testing

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#### **Introduction**

##### **Responsible: Procurement & Warehousing Services (PWS)**

This request is to approve the Additional Spending Authority for the Agreement between National Healthcareer Association, Inc. (NHA), and The School Board of Broward County, Florida (SBBC). The Agreement was approved by the School Board at the RSBM on February 22, 2017, under Item EE-6 for three (3) years starting February 23, 2017 through February 21, 2020, with an approved spending authority of \$315,000.

Each year Health Science teachers who administer industry certifications from NHA, namely CMAA - Certified Medical Administrative Assistant, and CET, Certified EKG Technician send their requests for study guide/exam orders. The numbers requested are matched to the enrollment in their Health Science Classes. The total requested for this Agreement has exceeded the estimated amount requested.

The additional spending being requested is \$209,860.

#### **Goods/Services Description**

##### **Responsible: Career, Technical, Adult & Community Education (CTACE)**

NHA collaborates with educational institutions nationwide with over 350,000 certified individuals. It is one of the largest certification and continuing education providers. NHA works with health training institutions, hospitals, unions, and the United States Defense Department; it has approved over 2400 training/testing locations throughout the United States and in several countries. NHA is the industry certification agency that offers students in all high school and technical schools Health Science programs, Industry Certification Assessments, and Online Practice Materials. The assessment products leading to industry certification are Certified Medical Administrative Assistant, Medical Assistant, and Electrocardiogram Technician. The evaluation plan entails data reports provided to the Career, Technical, Adult & Community Education (CTACE) staff detailing usage attempts and results for industry certification attainment. Student attainment of industry certifications will be reviewed to ensure that appropriate teacher professional development and student resources are strategically developed and planned. The research methodology includes curriculum frameworks and, of study, as delineated by The Florida Department of Education for program completion.

#### **Procurement Method**

##### **Responsible: PWS**

Pursuant to the Department of Education, Rule 6A-1.012, 12(d), Florida Administrative Code as authorized by Section 287.057, 3(c), Florida Statutes, and Purchasing Policy 3320, Section II, I, the requirement for requesting competitive solicitation for commodities or contractual services from three (3) or more sources is hereby waived as for the SBBC's purchase of goods/services available only from a single source. NHA is the certifying agency and sole provider of this service and has serviced the District for more than ten (10) years, which has provided a service that is important to the continuous development and growth of the District.

Procurement & Warehousing Services (PWS) is currently working with CTACE to finalize the new agreement that will be presented to the School Board for approval in January 2020.

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**Financial Impact**  
**Responsible: PWS and CTACE**

The additional spend being requested is \$209,860, as detailed below. The funds will come from the Carl D. Perkins Secondary Grant.

**Additional Spend Requested**

(A) Amount to cover certifications through to contract expiration \$152,000 (rounded).

	# to order	Unit Cost	Total Cost
CMAA Study Guides	547	\$ 69	\$ 37,743
CMAA EXAMS	449	\$ 117	\$ 52,533
CET/EKG Study Guides	416	\$ 69	\$ 28,704
CET/EKG EXAMS	277	\$ 117	\$ 32,409
<b>Total cost for order</b>			<b>\$ 151,389</b>

(B) Amount to cover Purchase Order (PO) coded incorrectly \$57,860.

PWS systematically reviews purchase orders completed to ensure orders are processed to the correct bid and in accordance with SBBC policies and procedures. During one of these reviews, it was identified that PO#4519008664 in the amount of \$57,860 was incorrectly coded, which resulted in the total spend exceeding the amount approved by the School Board. This request is to request approval of this transaction.

**(A + B) Total Amount requested** **\$ 209,860**

**Financial Impact Table:**

Action	Date	Term (years)	Amount
Original spending authority request	2/22/2017	3	\$ 315,000
Additional spending authority	12/10/2019		\$ 209,860
<b>New total contract amount</b>		<b>3</b>	<b>\$ 524,860</b>

Upon approval of this item, the new total spend will be \$524,860. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.