

EXECUTIVE SUMMARY

Recommendation to Approve Agreement FY20-197 – Healthcareer Certification Testing

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the Agreement between National Healthcareer Association, Inc. (NHA), and The School Board of Broward County, Florida (SBBC), for three (3) years, commencing February 23, 2020 through February 28, 2023. The previous agreement 58-080E started on February 23, 2017 through February 21, 2020, with an approved spending authority of \$524,860.

The spending authority being requested is \$575,000.

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 (1) 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 schools 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

Rule 6A-1.012 11(b), Florida Administrative Code, states that the requirement for requesting competitive solicitations for commodities or contractual services from three (3) or more sources is hereby waived as authorized by Section 1010.04(4)(a), Florida Statutes and Purchasing Policy 3320(II), for the purchase of educational services and any type of copyrighted materials including computer software where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution. NHA is the certifying agency that has provided this service to the District for more than ten (10) years. The service they provide is important to the continuous development and growth of the District.

Financial Impact

Responsible: PWS and CTACE

The spending authority being requested of \$575,000 is based on historical expenditures as detailed below:

Projected monthly expenditures	\$ 15,970
Number of months	36
Estimated forecasted spend	\$ 574,920
Total spend authority (rounded)	\$ 575,000

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The rationale for the six (6) percent increase included in the projected monthly expenditure is to cover the anticipated growth in Health Science Industry Certification enrollment requests and examination costs. Although the average increase in program enrollment over the past two (2) years is eighteen (18) percent, the spending authority being requested is expected to cover expenses through to the expiration of the bid.

	# of students per school year	% increase
2016-2017	689	
2017-2018	793	15
2018-2019	970	22

The funding for this Bid will come from the Carl D. Perkins Secondary Grant.

The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.