

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

April 12, 2023

TOPIC: Course Development Contracts

PRESENTED BY: Landon K. Pirius, Ph.D., Vice Chancellor for Academic and Student Affairs

RELATIONSHIP TO THE STRATEGIC PLAN:

Transform the Student Experience.

Design rigorous educational experiences that combine the delivery of practical knowledge with the development of student creativity.

Create Education Without Barriers Through Transformational Partnerships.

Devise technology-supported and hybrid educational delivery solutions that transcend time and place barriers, maintain high quality, and foster student success.

EXPLANATION:

CCCOOnline contracts with instructional design and course development vendors to supplement the internal Learning Design team in designing and/or updating online courses. A Request For Proposal (RFP) was done three years ago at which time three vendors were selected.

Selecting three gave us the option to use an approved vendor based on their specialties and pricing. The existing three-year contracts expired this year.

A Request for Proposal was issued in November 2022 to begin the process of selecting a vendor(s) to provide instructional design and course development for courses as part of the Colorado Online@ consortium. The RFP Committee consisted of representatives from the colleges as well as CCCOnline. The Committee selected two vendors, Symbiosis Educational Consultants, Inc. and SilkWeb Consulting and Development. The Committee recommends entering into one year contracts with both, with the option to extend for periods of one year not to exceed a total of five years. We recommend that the fiscal year maximum amount for each contract be \$466,000. This is the total FY budget which will be managed among the two vendors but will allow us to utilize each vendor optimally based on the projects' needs.

Below is the course development spend historically.

	Course Development Budget	Actual Expenses (FY23 Act+Est)
FY20	\$ 466,949	\$ 449,980
FY21	\$ 466,949	\$ 369,081
FY22	\$ 466,949	\$ 226,680
FY23	<u>\$ 466,949</u>	<u>\$ 460,000</u>
	\$ 1,867,796	\$ 1,505,741

Below are the FY24-28 maximum amounts for each contractor.

	Symbiosis Educational Consultants	SilkWeb Consulting & Development
FY24	\$ 466,000	\$ 466,000
FY25	\$ 466,000	\$ 466,000
FY26	\$ 466,000	\$ 466,000
FY27	\$ 466,000	\$ 466,000
FY28	<u>\$ 466,000</u>	<u>\$ 466,000</u>
	\$ 2,330,000	\$ 2,330,000

RECOMMENDATION:

Staff recommends that the Board approve one year course development contracts with Symbiosis Educational Consultants and SilkWeb Consulting and Development with four options to renew for one year periods, with a do not exceed total contracts amount over the five year period of \$2,330,000 per contract. Staff also recommends that the Board delegate contract signature authority to the System Vice President for Finance and Administration provided all State and Board processes are followed.