

Discussion and Possible Action for the Purchase of Financial Aid Application Verification Services

Presented to the Board Acting as Committee of the Whole on July 18, 2017 and now presented to the Board for approval on July 25, 2017.

MINUTE ORDER

"The Board of Trustees hereby approves the contract to ProEducation Solutions, LLC providing for the purchase of Financial Aid Application Verification Services in the estimated annual amount of \$105,000.00, as requested by the Vice Chancellor for Finance and Administration."

PURPOSE

This contract action provides for the purchase of services to implement processes and procedures to verify approximately 14,000 student financial aid applications, annually for the District Office of Student Financial Aid. This work is necessary because the Federal Department of Education mandates a review process, which selects a percentage of all Free Applications for Federal Student Aid (FAFSA) received each year for verification. This verification process requires the Alamo Colleges District to confirm the data, supplied by students and their families, for accuracy and completeness.

The scope of work requires ProEducation Solutions, LLC to connect to the Alamo Colleges District's financial aid processing system, remotely, through a virtual private network, review applications to confirm the data supplied by the student and/or parent, and report inaccuracies to Alamo Colleges District Student Financial Aid representatives when action is taken to update the application with the student.

BACKGROUND

This action is necessary because the May 2012 contract awarded by the Board of Trustees has no renewals remaining. A notice, soliciting proposals for the Purchase of Financial Aid Application Verification Services, was advertised in the San Antonio Express News and La Prensa twice over a thirty-day period. Additionally, Purchasing and Contract Administration sent notices to twenty potential Offerors. The seven proposals received by the Competitive Sealed Proposal (CSP) deadline, were evaluated by representatives from the District Office of Student Financial Aid considering the CSP specifications and requirements. As a result of this effort, the proposal submitted by ProEducation Solutions, LLC is recommended for award on a best value basis. The contract awarded by the Board of Trustees as a result of this CSP will begin upon award and terminate August 31, 2018 and will have options to renew upon mutual consent of ProEducation Solutions, LLC and the Alamo Colleges District.

IMPLICATIONS

Financial: Estimated \$105,000 annually; 119001-899011 District Student Financial Services

Strategic Plan: Goal I – Student Success; Goal III Performance Excellence

Employee Services: None

ATTACHMENTS: Proposal Tabulation and Evaluation Criteria

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Director Purchasing & Contract Administration

Dr. Harold G. Whitis, Ed. D.
District Director of Student Financial Aid

Diane E. Snyder

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Dr. Diane E. Snyder, Ph. D., CPA
Vice Chancellor for Finance & Administration

Dr. Bruce H. Leslie
Chancellor



EVALUATION CRITERIA

PURCHASE OF FINANCIAL AID APPLICATION VERIFICATION SERVICES

Criteria	Points
1. The Purchase Price	40
2. Quality of the Vendor's Goods and/or Services	20
3. Extent to Which the Goods or Services Meet the District's Needs	40
Total:	100



PRICE TABULATION

PURCHASE OF FINANCIAL AID APPLICATION VERIFICATION SERVICES

Item	Description	Attain, LLC	EdFinancial Services, LLC	Financial Aid Services, Inc.	Global Financial Aid Services, Inc.	Nebraska Student Loan Program, Inc. Db. Inceptia	Kentucky Higher Education Assistance Authority	ProEducation Solutions, LLC
1.	Implementation and Training one-time fee	\$25,000.00	\$4,000.00	\$30,000.00 (\$6,000 per college)	\$0.00	\$0.00	\$0.00	\$0.00
2.	Review & Verification per student fee	\$20.50	\$20.00	\$28.00	\$11.97	\$15.00	\$15.00	\$7.50
	Estimated 14,000 students	\$287,000.00	\$280,000.00	\$392,000.00	\$167,580.00	\$210,000.00	\$210,000.00	\$105,000.00
	Estimated Annually	\$312,000.00	\$284,000.00	\$422,000.00	\$167,580.00	\$210,000.00	\$210,000.00	\$105,000.00
	Price	6	5	7	2	3	3	1
	Technical	4	2	7	5	4	2	1
	Overall	6	5	7	3	4	2	1

- Notes:
- The prices submitted by Global Financial Aid, Services, Inc., Nebraska Student Loan Program, Inc. Db. Inceptia, Kentucky Higher Education Assistance Authority, and ProEducation Solutions, LLC. for Item 1 are proposed at no charge.
 - The proposal submitted by Attain, LLC. for Item 2 proposes an optional fee of \$12.50 per applicant contact (fee per review and not per student) with an implementation fee of \$32,500 that is not recommended.
 - The proposal submitted by Ed Financial Services, LLC. for Item 1 proposes a System Access via Secure Web Access (vs. the recommended Virtual Private Network Access, VPN) for a one-time Implementation Fee of \$3,000; and a Third Party Servicer Annual Audit Fee of \$500 per school Office of Postsecondary Education Identification (OPEID) that is not recommended.
 - The proposal submitted by Ed Financial Services for Item 2 proposes an annual fee adjustment equal to the greatest of (i) three percent (3%) or (ii) the monthly average of the Consumer Price Index (CPI) for the preceding twelve (12) months that is not recommended.
 - The proposal submitted by ProEducation Solutions, LLC for Item 2 proposes additional services ranging from \$7.50 to \$18.50 per student that is not recommended.