



Interoffice Memorandum

June 18, 2015

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS
JUL 14 2015 NP/CAS

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Johnny Richardson, Manager,
Procurement Division

CONTACT: Chief Mike Wajda, Division Chief of Operations,
Fire Rescue Department
Phone: (407) 254-9005

SUBJECT: Approval of Contract Y15-1118-ZM, Fire Rescue Internal Agency
Training

ACTION REQUESTED:

Approval of Contract Y15-1118-ZM, Fire Rescue Internal Agency Training, with Valencia Community College, in the estimated amount of \$500,000 for a 1-year term. Further request authorization for the Procurement Division to renew the contract for 4 additional 1-year periods.

PROCUREMENT:

To provide support for internal training in the required disciplines to meet the training, certification and recertification needs of the Fire Rescue Department.

APPROVALS:

The Fire Rescue Department concurs with this recommendation.

FUNDING:

Funding is available in account 1009-034-0690-3197.

REMARKS:

Valencia Community College is a member of the Florida State College System. Currently, internal training services are accomplished through certified County staff. However, an increased demand for training, certification and recertification for Fire Rescue personnel in the required disciplines, has resulted in increases in staff-time, over-time, program administration costs and instructor certification costs. The proposed instructional rate of \$40 per hour, per instructor, is considered reasonable based on a cost comparison of continuing to provide these services in-house. Over 50% of the cost of this contract is offset by reductions in personal services and program administration costs for the same services, a cost savings of approximately \$285,000. Additionally, the utilization of Valencia Community College will better match fluctuations in need with available resources as needed without increasing long-term costs.