



Interoffice Memorandum

September 1, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,
Procurement Division

CONTACT: Anthony Watts, Deputy Chief, Corrections Department

SUBJECT: Approval of Contract Y23-1072, Corrections Academy Training

ACTION REQUESTED:

Approval of Contract Y23-1072, Corrections Academy Training, with Valencia College, in the total amount of \$109,500. Further request Board authorization for the Procurement Division to renew the contract for two additional one-year terms.

PURPOSE:

This contract will provide required certification training for Orange County Corrections Department's basic recruits seeking certification for Corrections officer positions and advanced/specialized training for existing Corrections Officers.

FUNDING:

Funding is available in account number 0001-081-3811-4030.

APPROVALS:

The Corrections Department concurs with this recommendation.

REMARKS:

In accordance with the Code of Ordinances, Part I, Chapter 17, Article III, Section 17-286 – Application and exclusions, agreements between the Board and nonprofit organizations are excluded from competitive procurement requirements.

Based on the requirements of the Florida Department of Law Enforcement, Valencia College's Criminal Justice Institute (CJI) will implement, revise, and monitor curriculum and course schedules for the training of Orange County Corrections Department (OCCD) basic recruits seeking certification for corrections officer positions and advanced/specialized training for corrections officers.

For basic recruit positions, OCCD will forward the names of selected participants to Valencia. Valencia and OCCD will determine the number of recruit enrollments for each basic recruit training session.

The County will pay \$1,500 or the current tuition rate per agency-hired recruit participating in the basic recruit academy program. Valencia College agrees to exempt the CJI application fee for hired agency recruits. OCCD is responsible for the payment of books for hired recruits.

OCCD will assign one training coordinator to the School of Public Safety for Criminal Justice Institute programs during the Academy classes to coordinate between CJI and OCCD. The coordinator shall have assigned instructional classroom, defensive tactics, and firearms hours in each academy class. The assigned coordinator will report to the OCCD Training Coordinator. OCCD will provide use of their firearms range for basic recruit training courses. In consideration for the above services, Valencia College will pay the County \$1,500, or the current tuition rate, for up to 52 agency-hired recruits each year.

The requirement of basic recruit and advanced/specialized training courses and related activities involving OCCD recruits and officers will be held on Valencia College's campus or an agreed-upon location to avoid exorbitant travel expenses for each student in the program, as OCCD does not pay for hotel or per diem when travel is incurred within neighboring counties. The price of this training is considered reasonable based on staff analysis demonstrating appropriate cost savings in comparison to out-of-county options.

Comparative Analysis of Local Basic Corrections Officer (BCO) Training Sites

College Name	Location		Travel		Travel Required?		Overtime?	Agency Sponsored Tuition	Admission Requirments		Approximate Duration
	City	County	Distance (Miles)	Time (Min)	*Hotel	*Meals			CIBAT	PAT	
Valencia College	Orlando, FL	Orange	12	20	N	N	N	\$ 1,500.00	Y	N	12 wks
Seminole State College	Sanford, FL	Seminole	21	30	N	N	Y	\$ 1,650.00	Y	Y	16 wks
Lake Technical College	Tavares, FL	Lake	38	38	N	N	Y	\$ 1,210.00	Y	Y	15 wks
Polk State College	Winter Haven, FL	Polk	51	51	Y	Y	Y	\$ 2,250.00	Y	Y	15 wks
Daytona State College	Daytona Beach, FL	Volusia	67	65	Y	Y	Y	\$ 1,500.00	Y	Y	12 wks
Eastern Florida State College	Melbourne, FL	Brevard	58	70	N	N	Y	\$ 1,520.00	Y	Y	12 wks