



**Interoffice Memorandum**

October 22, 2019

**TO:** Mayor Jerry L. Demings  
and the Board of County Commissioners

**FROM:** Carrie Mathes, Manager, Procurement Division

**CONTACT** Linda A. Brooks, Manager, Community Corrections and Inmate  
Administration Divisions  
407-836-3089

**SUBJECT:** Approval of Amendment No. 3, Contract Y17-1118, Basic  
Construction Education Program for Inmates

**ACTION REQUESTED:**

Approval of Amendment No. 3, Contract Y17-1118, Basic Construction Education Program for Inmates, with Valencia College, in the amount of \$96,000, for a revised contract amount of \$320,000.

**PROCUREMENT:**

This amendment will provide additional funding to meet projected needs based on a fee increase per student from \$2,800 to \$3,200. Additional contract requirements to include:

1. Adding two block masonry classes.
2. Book, tools, equipment, safety gear, and consumable materials.
3. Specific certifications for instructors allowing them to certify inmates who successfully pass the required assessments.
4. Distribution of National Center for Construction Education and Research cards, First Aid/CPR cards, OSHA 10 cards, individual portfolios, and certificates of completion.
5. Personal protective equipment to be issued to inmates at Valencia College upon their release.
6. Facilitate producing a professional resume based upon previous background and newly earned skills.
7. Provide financial management and other life skills training to help in a successful transition back to the community.
8. Continue to pursue an articulation agreement to offer college credits towards an Associate of Science degree in Building Construction Technology at Valencia College.

Amendment No. 3, Contract Y17-1118, Basic Construction Education Program for Inmates

9. Create partnerships with other community-based partners to assist in instructing employability skills related topics, case management services during the program and upon release, and specifically assist with job placement and retention services.

FUNDING:

Funds are available in account number 1660-081-3820-3197.

APPROVALS:

The Community Corrections and Inmate Administration Divisions concur with this recommendation.

REMARKS:

On June 20, 2017, the Board approved award of Contract Y17-1118 to Valencia College in the estimated annual contract amount of \$200,800 for a 1- year term with two 1-year renewals.

Below are the previous amendments to this contract:

**Amendment No. 1: Effective 7/18/18**

**Amount: \$23,200**

Renewed the contract for a 1-year term from July 1, 2018 through June 30, 2019. Increased the price per student from \$2,510 to \$2,800.

**Amendment No. 2: Effective: 7/1/19**

**Amount: No Change**

Renewed the contract for a 1-year term from July 1, 2019 through June 30, 2020.