



Interoffice Memorandum

August 31, 2017

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Paulette Julien, Deputy Chief  
Corrections Department  
407-836-3002

SUBJECT: Approval of Contract Y18-128-OW, Corrections Academy  
Training

ACTION REQUESTED:

Approval of Contract Y18-128-OW, Corrections Academy Training, with Valencia College, in the contract award amount of \$109,500 for a 1-year term. Further request authorization for the Procurement Division to renew the contract for five additional 1-year terms.

PROCUREMENT:

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

FUNDING:

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

APPROVALS:

The OCCD concurs with this recommendation and anticipates the entire estimated contract amount will be ordered on an annual basis.

REMARKS:

Effective October 2017, for basic recruit positions, OCCD will forward the names of selected participants to Valencia College. Valencia College 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 shall pay the County \$1,500 or the current tuition rate, for up to 52 agency hired recruits each year.

The requirement for basic recruit classes to be located within Orange County is intended to avoid exorbitant travel expenses for each student in the program. The price of this training is considered reasonable based staff analysis demonstrating an approximate cost savings of \$45,000 annually in comparison to out-of-county options. Tuition rates for Valencia College are set by the Florida Legislature and the Valencia College Board of Trustees.