

STATEMENT OF WORK
COMMONWELATH TECHNICAL INSTITUTE
ACCSC FIVE YEAR REPORTING CYCLE
INVITATION FOR BID 6100066229

- I. **CONTRACT OVERVIEW.** The Commonwealth Technical Institute (CTI) at the Hiram G. Andrews Center (HGAC) provides a comprehensive program of services featuring the integration of education, counseling, evaluation, therapies, and medical maintenance in a barrier-free environment.

At the HGAC, education is not confined to the CTI classroom. While most of the students' time and attention is focused on education and training, is only part of the learning experience. A continuum of support services ranging from vocational evaluation and career exploration to independent living skills combine to offer our students the skills needed to live, work and contribute to the community. This variety of services also enables the individual to examine personal behavior and make positive changes in preparing for employer expectations in any work environment.

The Commonwealth Technical Institute (CTI) is seeking the services of an accredited firm qualified to evaluate and accredit the institution under the standard of the Accrediting Commission of Career Schools and Colleges (ACCSC). As part of our partnership with the accrediting firm, we are required to provide reports and documentation throughout the year. These reports and documents come with various fees attached. The fee schedule fluctuates in range depending on the depth of the documentation needed. Under Part III, Pricing, there is a synopsis of those fees CTI can be charged within a five-year accrediting report cycle.

- II. **TERM.** The term begins on the start date of a fully executed purchase order and shall end in five (5) years unless otherwise terminated in accordance with the Terms and Conditions of this agreement.

III. **PRICING.**

- a. A rate that is inclusive of all labor, materials, and travel to provide services to the Commonwealth Technical Institute
- b. Rate that is inclusive of labor, materials, and travel to provide fees charged annually.
- c. A list of estimated fees to be charged annually or throughout the five-year accrediting report cycle are listed. These fees are not mutually exclusive and may change throughout the five-year cycle.

Accreditation Fees:

- a. Accreditation Workshop-Workshop to review requirements and terms of accreditation with the Director of Education, his or her designee or any other subsequent staff member required to attend the Accreditation Workshop.

- b. Workshop Application Fee to cover all labor and materials to Workshop attendees.
- c. Annual Report Application Based on enrollment and placement rates.
- d. Sustaining rate to ensure the CTI at HGACs financial stability.
- e. Application to renew accreditation services.
- f. Accreditation Approval for new degree programs offered to CTI at the HGAC Students.
- g. Application for a Substantive Program Modification, such as modifying program requirements, adjusting credits or clock hours and adjustments to program content.
- h. Accreditation renewal-for education institutions with four to nine programs.
- i. Change evaluation when substantive changes are made to the program such as adding content requirements or decreasing the current credit assigned.

Program Evaluations:

- a. Unannounced and Commission Directed Announced Evaluations when the awarded accrediting commission visits the CTI at HGAC to evaluate compliancy for any operating program.
- b. Unannounced Evaluator fee per day to evaluate changes to program such as adding content or decreasing the current credit requirements assigned to the program. The awarded vendor will assign one or multiple evaluators based on the complexity of the assessment.

CTI Responsibilities:

Failure by CTI at HGAC to submit the required documentation timely shall constitute noncompliance. In such event, the awarded contractor may assess and impose penalty fees in accordance with the sequence in actions outlined below, in order of occurrence for failure to meet accreditation benchmarks and requirements. Report requirements will be assigned to the CTI to prove stability and return to compliance.

- a. Reporting. Initial Report
- b. Request for Additional Information
- c. Warning
- d. Probation
- e. Missed deadline late fees

- IV. **ESTIMATED QUANTITY.** It shall be understood and agreed that any quantities listed in the Contract are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth and that the Commonwealth in accepting any bid or portion thereof, contracts only and agrees to purchase only the materials and services in such quantities as represent the actual requirements of the Commonwealth. The Commonwealth reserves the right to purchase materials and services covered under the Contract through a separate

competitive procurement procedure, whenever Commonwealth deems it to be in its best interest.

V.

V. CONTRACTOR'S QUALIFICATIONS AND OTHER REQUIREMENTS.

The accrediting body shall follow a strict set of standards and guidelines as put forth in the ACCSC Standards of Accreditation manual. The vendor will bill the Commonwealth technical Institute for services rendered when deemed appropriate.

VI. COMMONWEALTH TECHNICAL INSTITUE RESPONSIBILITY.

The Commonwealth Technical Institute will prepare Agency Purchase Requests to be submitted to HGAC's Business Office to ensure payment agreement, once an invoice is received, it will be processed in a timely manner.

VII. PAYMENT PROVISIONS. Payments shall be made on a reimbursement basis for actual services received and accepted by CTI. The vendor shall provide the invoice for payment. Invoices shall be emailed and shall be itemized, invoices matching the purchase order to include the purchase order number, invoice number, vendor SAP and EIN number, remittance address service period and any supplemental documents as needed.

VIII. CONTRACT MONITOR.

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