



# Westchester Community College

State University of New York

56129

March 27, 2017

To: Board of Acquisition and Contract

From: Belinda S. Miles  
President

Re: Authority to enter into an agreement with Education to Go, a division of Cengage Learning, Inc., for the provision of online educational courses.

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Education To Go, a division of Cengage Learning, Inc. ("Ed to Go"), develops, designs, produces and distributes online educational courses and content for Web-based Training and instruction delivered via the Internet. Pursuant to the proposed agreement, Ed to Go will provide online courses, including course materials, online instructors, course hosting and evaluation, that Westchester Community College (the "College") will offer to its students. Ed to Go will host the courses on its website through a portal accessed through the College's own website. The College will pay a fee to Ed to Go for each student who enrolls in a course. Attached hereto is a listing of courses and associated prices. This listing may be updated periodically. Pursuant to the proposed agreement, the College can determine the fee that it will charge to each student, but in almost all cases, the fee paid by each student will be equal to the retail price on the attached list. The term of the agreement will be from January 1, 2016 through December 31, 2020. The estimated amount payable to Ed to Go will be \$307,000.

This agreement is exempt from the operation of the Westchester County Procurement Policy pursuant to Section 3(a)(ix) thereof as it is a contract with "educational professionals or experts".

I believe that it is in the best interest of the College to provide these online courses, and I therefore recommend that you act favorably on the annexed proposed resolution.

BSM:me  
Attachment

**RESOLUTION**

Upon a communication from the President, Westchester Community College, be it hereby

**RESOLVED**, that the County of Westchester acting by and through Westchester Community College (the College”) is hereby authorized to enter into an agreement with Education to Go, a division of Cengage Learning, Inc. (“Ed to Go”), for the provision of online educational courses; and be it further

**RESOLVED**, the term of the agreement shall be from January 1, 2016 to December 31, 2020. The College will pay a fee to Ed to Go for each student who enrolls in a course, for an estimated amount payable to Ed to Go of \$307,000. Attached hereto is a listing of courses and associated prices. This listing may be updated periodically; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
FY 2016	701	8102		4408		\$55,000
FY 2017	701	8102		4408		\$80,000
FY 2018	701	8102		4408		\$84,000
FY 2019	701	8102		4408		\$88,000

Budget Funding Year(s) Start Date:   1/1/2016   End Date:   12/31/2020    
 (must match resolution)

Funding Source: Tax Dollars \_\_\_\_\_ Contractor Federal I.D. No./  
 State Aid \_\_\_\_\_ Social Security No.:

\$307,000 Federal Aid \_\_\_\_\_ Vendor No.:

(must match resolution) Other \$307,000 (Revenue) Encumbrance No.: \_\_\_\_\_