

CONTRACTING & PROCUREMENT REPORT							
April 2023							

TABLE I: POTENTIAL SOLICITATION > \$60,000 (not in current budget)

Date	Description	Notes	Dept./ Program	Funding Source	Estimate Cost	Frequency	Prior Board Approval
<i>Estimate Early May</i>	Base for <i>Dare to Dream</i>	Concrete base for <i>Dare to Dream</i> Artwork	Foundation/ Plant Operations	Foundation	\$50,000-\$75,000	One-Time	No

TABLE II: SOLICITATION REQUESTS

Description		Notes	Dept./ Program	Funding Source	Estimate Cost	Frequency	Prior Board Approval
3/23/2023	EEC West Parking & ADA Access Improvements	Improvements to the Early Education Center (EEC) Parking Area & ADA Access Ramp	A&F/ Physical Plant	Minor Maintenance	\$ 250,000.00	One-Time	Yes
3/31/2023	LCCC Talon magazine: Summer 2023	LCCC Talon Magazine Printing Services- Summer 2023 Edition	Marketing & Communications	Current Fund	\$ 39,000.00	One-Time	No
4/5/2023	Employee Assistance Program	Employee Assistance Program (EAP) provider for LCCC Employees & eligible dependents	HR	Current Fund	\$10,000-\$40,000	Annual	No
4/6/2023	Health Science Room 315 Remodel	Renovation of HS 315 for Respiratory Therapy Program	HSW	Private & State Grant	\$ 200,000.00	One-Time	Yes

TABLE III: EXECUTED CONTRACTS

Vendor	Scope of Work	Dept./ Program	Funding Source	Contract Amount	Frequency
Clover Learning	Academic Licenses for radiography students to use the vendor's supplemental learning software.	Health Sciences & Wellness	10-Current Unrestricted	\$1,700.00	One-Time
Michelle Smith	Scope of work is outlined in attachment. This is a sub-contract for the UW Contract executed to remaster up to 18 classes for Makers Pass.	OWD	13-Bus. Training (Unrestricted)	\$18,000.00	One-Time
Wyoming State Forestry Division	Cost Matching Grant- LaRita Balkin and Caleb Munger will participate in Arboriculture Training Series and certification exam through the International Society of Arboriculture	Physical Plant	20-Federal Fund: Government Grant	\$945.35	One-Time
Dominic Syracuse dba Cognitive Behavioral Theater LLC	Dominic provides speaking engagements for LCCC Pathways and also for the Davis First Generation Experience.	Arts & Humanities	10-Current Unrestricted	\$150.00	Per Event
Instructure	5-year canvas studio subscription. Additionally, the first year will include implementation and hourly consulting for migration of captioning services and training materials This is an addition to our established Instructure contract for Canvas. This will match up with the timing of the Canvas renewal that was just put through for the next 5 years starting in the next budget cycle. Chad Marley will account for this in his proposals for the budget cycle for STF.	Center for Excellence in Teaching	10-Current Unrestricted	\$78,214.35	Five Year Agreement
Employee Onboarding Specialties	Contractor shall provide drug testing on students enrolled in Health Sciences and Wellness programs as defined in the Health Sciences and Wellness Policy Handbook. This includes all programs with a clinical or externship component.	Health Sciences & Wellness	10-Current Unrestricted	\$2,500.00	Annual
McGee Hearne & Paiz	Work for annual audit	Accounting	10-Current Unrestricted	\$65,000.00	Annual
Cintas	Custodial Supply service for ACC Campus	ACC-Albany County Campus	10-Current Unrestricted	TBD	As-Needed
University of Wyoming, American Heritage Center	AHC will provide traveling exhibit to be displayed at the ACC campus	ACC-Albany County Campus Library & Learning Commons	10-Current Unrestricted	\$120.00	One-Time

University of Wyoming, American Heritage Center	To borrow and display an American Heritage Center traveling exhibit at the ACC	ACC-Albany County Campus Library & Learning Commons	10-Current Unrestricted	\$120.00	One-Time
Instructure	Canvas is our learning management system. Canvas is a state-wide adopted program by the WCCC. We have used Canvas for the last 5 years and will not be changing services. This is an agreement for another 5 years as agreed upon by WCCC and confirmed through ITS and Chad Marley as well as Dr. Brown-Herbst SVPAA.	Center for Excellence in Teaching	10-Current Unrestricted	\$278,133.4	Five Year Agreement
AE Productions LLC	2023 Commencement and HSEC Graduation livestreaming services to include equipment	Student Records	10-Current Unrestricted	\$2,900.00	One-Time
University of Wyoming	MAP Course Development from OWD for up to 6 new entrepreneurial courses and remastering up to 18 OWD in MAP.	OWD		\$36,000.00	One-Time
Pathfinder Physical Therapy, LLC	Provide clinical experiences to LCCC PTA students	Health Sciences & Wellness	Education Affiliation	N/A	N/A
Grace McGreevy	Grace McGreevy and Kalyssa Rose Montoya agree to grant performance rights to their play, The Wife of Fabian Vitalik, to LCCC (LCCC Theatre) for six performances in November of 2023.	Arts & Humanities	10-Current Unrestricted	\$450.00	One-Time
Kalyssa Rose Montoya	Grace McGreevy and Kalyssa Rose Montoya agree to grant performance rights to their play, The Wife of Fabian Vitalik, to LCCC (LCCC Theatre) for six performances in November of 2023.	Arts & Humanities	10-Current Unrestricted	\$450.00	One-Time
Smartsheet	Brandfolder, owned by Smartsheet, with provide a digital asset management system to LCCC for storage and sharing of photos and other assets. It will include a single sign on system and allow for photos to be made available for all of campus or made private for use by Marketing & Communications.	Marketing & Communications	10-Current Unrestricted	\$11,500.00	One-Time
Shamrock Audio Visual	A/V services at LCCC 23/SP Commencement and HSEC Graduation. Setup May 12 and events May 13.	Student Records	10-Current Unrestricted	\$1,400.00	One-Time
Cheyenne Street Railway	Provide Trolley transportation for Girls State participants June 05 and June 09, 2023	Administration & Finance VP	12-Auxiliary (Unrestricted)	\$0.00	N/A
H2 Manufacturing Solutions, LLC	Amendment 3 to increase total compensation and extend term to 12/31/2023 AMMC Consulting	OWD	22-Grants: Miscellaneous	\$15,000.00	One-Time
Deluxe Laundry Cheyenne	Laundry Pick Up Services for Nursing, Dental Hygiene, Automotive Technology and Diesel Programs.	Various Departments	10-Current Unrestricted and	TBD	As-Needed
Express Employment Professionals	Provide Temporary Staffing services on an as-needed basis	Human Resources	TBD	TBD	As-Needed
David Zayas, Jr.	Vendor agrees to work with LCCC Theatre and its students on a collection of original plays to performed May 4, 5, 6, 2023.	Arts & Humanities	10-Current Unrestricted	\$3,200.00	One-Time
Matt McLachlan	Vendor agrees to work with LCCC Theatre and its students on a collection of original plays to performed May 4, 5, 6, 2023.	Arts & Humanities	10-Current Unrestricted	\$4,800.00	One-Time
Cowboy Genetics LLC	Contractor will lead an artificial insemination certification course. She will spend several hours teaching the kids the proper technique of A.I. and run it as an official course in Wheatland, WY for ASNC 2560.	BATS	10-Current Unrestricted	\$1,250.00	One-Time
Parchment Services	LCCC will transition eTranscript and Diploma services to Parchment.	Student Records	Pass Through	\$6.88/Transcript or Replacement Diploma \$10.00/ Diploma	As-Needed
Peter Farner	Ranch Horse Cattle Lease	BATS	10-Current Unrestricted	\$25/head/mo.	One-Time
Regional West Health Services	EA for clinical rotations	Academic Affairs VP Health Sciences & Wellness	Education Affiliation	N/A	N/A
Core Physical Therapy	EA for clinical rotations	Academic Affairs VP Health Sciences & Wellness	Education Affiliation	N/A	N/A