



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the National Council for State Authorization Reciprocity Agreements DBA NC-SARA for membership participation fee from 02/08/2025 to 02/08/2026 for Broward College Online.

Estimated Contract Spend Amount: \$6,930.00, Estimated Cumulative Amount: \$0.00, Estimated Contract Revenue: \$0.00 Funding Source: FD109 Distance Learning Course User Fee Fund

Presenter(s): Jeffrey Guild, Vice Provost of Academic Affairs

1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space. The National Council for State Authorization Reciprocity Agreements (NC-SARA) is a private nonprofit organization [501(c)(3)] that helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs. This is a national reciprocity agreement that expands upon our statewide reciprocity agreement with FL-SARA. This allows us to market our programs outside the state because we are in alignment with national quality standards.

2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver. Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. Membership dues, per Florida Statute 119.01(3) requires that all financial, business, and membership records held by the organization in relation to the individual(s) or organization(s) for whom a purchase order is being issued are to be considered public records and shall be subject to the provisions of Florida Statute 119.07.

3. Describe business rationale for the purchase and how it was procured.

(A) What is the benefit of the purchase. If there is an ROI, describe the ROI and how calculated. Broward College Online enhances its statewide as well as national visibility as a quality provider of distance education. Through participation in NC-SARA, the College joins other state and national institutions committed to protecting students by adhering to a set of basic consumer protections and expanding opportunities for students beyond state boundaries to take online courses.

(B) How does the purchase support the Strategic Business Plan. This is aligned with the College's Strategic Business Plan in that it empowers student development by providing students with a customized learning experience that responds to the distinct needs of students and the community.

(C) If applicable, what is the rationale for the use of piggybacks, existing contract extensions, bid waivers in lieu of the College conducting a competitive solicitation. Not applicable.

(D) If a competitive solicitation process was conducted by the College, describe the process. Not applicable.

**This Executive Summary is approved by:
Jeffrey Guild**



**National Council for
State Authorization
Reciprocity Agreements**

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Federal Tax ID#: 47-4382124

NC-SARA
3005 Center Green Drive
Suite 130
Boulder, CO 80301-2204

Billed To	Invoice Number	Invoice Total
Broward College	Invoice-12064	\$6,600.00
ATTN: Rudy Jean-Bard	Invoice Date	Invoice Due Date
111 E Las Olas Blvd., Fort Lauderdale, Florida 33301	November 12, 2024	February 8, 2025

Payment Link: Download pdf and [Click here to pay online](#)

Payment Description	Amount
NC-SARA Participation Fee*	\$6,600.00
Late Fee**	\$0.00
Participation Date Change Fee	\$0.00

Invoice Terms

The payment of this invoice will complete the SARA participation fee requirement for Broward College for a period of one year.

Current Participation Period***

February 8, 2025 - February 8, 2026

* This payment does not replace any required fees by your SARA state portal entity.

** A 5% late fee will be applied after February 8, 2025 unless noted.

***Current Participation Period will be blank for new institutions. Participation dates are established once payment is received by NC-SARA.

SARA participation will be confirmed by receipt of payment and confirmation letter by NC-SARA.