



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the National Contract Management Association (NCMA) for regular membership for 2025.

Estimated Contract Spend Amount: \$170.00, Estimated Cumulative Amount: \$0.00, Estimated Contract Revenue: \$0.00 Funding Source: FD100 Unrestricted Operating Fund

Presenter(s): Rabia Azhar, Chief Financial Officer

1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space. The National Contract Management Association (NCMA) offers top-tier training, accredited certifications, and exclusive profession insights, and engagement with a community dedicated to excellence in contract management. Membership gives access to collaborate in their online community, special rates on events, free webinars, discounts on courses, monthly subscription to their magazine, bi-monthly newsletter, and research reports and guides. The membership allows to stay ahead of industry trends and be part of a network that fosters growth and leadership. This is for coverage from 03/01/2025 to 02/28/2026 for the AVP of Procurement.

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 the 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. The ROI is the access to a valuable source of information for the procurement staff.

(B) How does the purchase support the Strategic Business Plan. Staff professional development and community networking.

(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:

Rabia Azhar

Chief Financial Officer



National Contract Management Association

1818 Library St, Ste 500
Reston, VA 20190
95-6078562

INVOICE

Invoice Number Cash-1001033
Account 1001033
Invoice Date 11/30/2024

Bill To: Orlando Aponte
Broward College
6400 NW 6th Way
Fort Lauderdale, FL 33309-6123
UNITED STATES

Description: Renewal Fees

Qty	Description	Unit Price	Extended Amount
1	CM Magazine Subscription		0.00
1	Regular Member	170.00	170.00
1	Member At-Large		0.00

Subtotal 170.00
Invoice Total 170.00
Payments 0.00
Balance 170.00