



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) for the 2025 Annual Accreditation fee renewal for the Health Information Technology Program. Fiscal Impact: \$3,300.00, Cumulative amount: \$0.00, Revenue: \$0.00

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 annual accreditation fee is required by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) for the Health Information Technology Program for ongoing accreditation. Accrediting bodies monitor institutions regularly to ensure continued compliance with standards. The CAHIIM fees support their ongoing monitoring activities, including periodic reports, data analysis, and follow-up evaluations. CAHIIM accreditation ensures that the Health Information Technology program meets specific educational standards and provides high-quality training to future Radiation Technologist. Approximately 50-60 students are enrolled in the accredited Health Information Technology program annually. Accreditation is required so students can sit for national certification examination and licensure leading to employment.

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.

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 Health Information Technology program meets specific educational standards and provides high-quality training to future HIM professionals. There is no revenue associated with this purchase. This is a budgeted item.

(B) How does the purchase support the Strategic Business Plan. Yes, this is a annual accreditation fee which feeds the Social Enterprise tactic-Answer the Call for Healthcare Professionals and Actualize Employment Tactics.

(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
Vice Provost of Academic Affairs



Invoice

Commission on Accreditation for Health Informatics and Information Management Education
200 East Randolph St. Suite 5100
Chicago, IL 60601

Invoice Number	ANL4708
Date	11/5/2024
Terms	Net 30

Bill To
ViMarie Colom, MS, RHIA, CCS Broward College 1000 Coconut Creek Blvd. Coconut Creek, FL 33066

PLEASE REMIT PAYMENT TO:

CAHIIM
734141 Network Place
Chicago, IL. 60673-1734

Phone: 312-235-3255

Program
Associate - 550

Description	Amount
2025 Annual Accreditation Maintenance Fee For the period from January 1, 2025 to December 31, 2025	3,300.00
Total	\$3,300.00

Please contact accounting@cahiim.org to pay by credit card, to send purchase orders, for ACH information or other inquiries.

Invoices outstanding for more than 60 days will be assessed an administrative fee of \$500.