



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Florida Association of College Test Administrators (FACTA) for 2025 Annual Institutional Membership Dues Estimated Contract Spend Amount: \$150.00, Estimated Cumulative Amount: \$0.00, Estimated Contract Revenue: \$0.00**

**Presenter(s): Priscilla Suarez, Vice Provost of Academic Services**

**1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space.** FACTA is the statewide testing and assessment professional development association. It is the only organization that provides professional development and networking for testing and assessment professionals in Florida. FACTA is extremely relevant to testing and assessment professionals as it provides the latest information related to industry topics as well as Florida specific test updates and changes.

**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.** This membership provides access to FACTA professional development trainings, listserv, statewide and annual meetings, as well as other professional development opportunities.

**(B) How does the purchase support the Strategic Business Plan.** Standardized testing in Florida supports exams that touch all aspects of the strategic business plan as they pertain to recruitment, enrollment, retention, completion, and job placement.

**(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:**

**Priscilla Suarez  
Vice Provost of Academic Services**

# INVOICE



Florida Association of College Test  
Administrators  
Website: <http://www.factatesting.org/>

**Invoice No#:** 0692

**Invoice Date:** Oct 4, 2024

**Due Date:** Dec 31, 2024

**\$150.00**  
**AMOUNT DUE**

## BILL TO

Broward College  
Marc Webb  
llivings@broward.edu

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	2025 - FACTA Institutional Membership Payment Annual Institutional Membership dues includes the following: • Staff participation in all professional development activities. • Full access to the FACTA-L listserv. • Institutional banner included on the FACTA website. • Direct association with testing colleagues from around the state. • Voting rights for the Institution's ITA designee on matters that go before the general FACTA membership.	1	\$150.00	\$150.00
			Subtotal	\$150.00
			<b>TOTAL</b>	<b>\$150.00 USD</b>

## NOTES TO CUSTOMER

Please contact the FACTA Treasurer Mirlyne Jean at [mjean@broward.edu](mailto:mjean@broward.edu) or 954-201-2552 with any questions regarding payment. Thank you!

For check payment, please make it payable to FACTA and mail Check to:

Mirlyne Jean - Broward College  
1000 Coconut Creek Blvd.  
Building 46 Room 160  
Coconut Creek, FL 33066