EXECUTIVE SUMMARY



Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Gregg Rossman to provide training courses and seminars utilizing Florida Department of Law Enforcement certified instructor(s), for Professional and Executive Development at the Institute of Public Safety for FY2025-2026 using the bid waiver exemption for professional services. Fiscal Impact: \$43,400.00, 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 purpose of this contract is for the vendor to deliver the Criminal Justice Standards and Training Commission 40-hour courses "Case Preparation and Court Presentation" four times, and "Criminal Law" three times, utilizing Florida Department of Law Enforcement certified instructors. The contract is needed to address the need for career development for new and prospective supervisors at Broward County criminal justice agencies.
- **2.Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver.** A Bid Waiver Exception for Professional Services (Instructional Services) per FLDOE Rule 6A-14.0734 and College Procedure A6Hx2-6.34 was used, where the course is required to be taught by a Criminal Justice Standards and Training Commission Certified General Instructor pursuant to subsection 11B-20.001(3), F.A.C.
- 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 anticipated when entering this contract by utilizing the ability to hire Subject Matter Experts to facilitate classrooms for professional and executive development.

The ability to hire Subject Matter Experts who are current in their discipline leads to better outcomes in professional and executive development classes.

(B) How does the purchase support the Strategic Business Plan. This contract directly feeds Strategic Business Plan by providing a best-in-class student experience.

- (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. A Bid Waiver Exception for Professional Services (Instructional Services) per FLDOE Rule 6A-14.0734 and College Procedure A6Hx2-6.34 was used, where the course is required to be taught by a Criminal Justice Standards and Training Commission Certified General Instructor pursuant to subsection 11B-20.001(3), F.A.C.
- **(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



EXHIBIT "A" to Purchase Order STATEMENT OF WORK

Description of Services:

Service Provider: Gregg Rossman, P.A.

Address: 6840 Griffin Road, Davie, FL 33314

Service Date(s): July 28 to August 1, 2025 8 am – 5 pm

Agreed Amount of Payment: \$6,200.00

Service Date(s): December 8 to 12, 2025 8 am – 5 pm

Agreed Amount of Payment: \$6,200.00

Service Date(s): February 16 to 20, 2026 8 am – 5 pm

Agreed Amount of Payment: \$6,200.00

Service Date(s): April 27 to May 1, 2026 8 am – 5 pm

Agreed Amount of Payment: \$6,200.00

Total Consideration Payable for the Services

\$ 24,800.00

The agreed fee includes all travel and other expenses incurred in providing agreed upon services.

Description of Services

Provider agrees to present a 40-hour seminar entitled "Case Preparation and Court Presentation" consistent with Criminal Justice Standards and Training Commission Advanced/Specialized Training Course 020 with a maximum class total of 40 students.

The seminar must satisfy Criminal Justice Standards and Training Commission requirements as specified in Florida Administrative Code 11B-35 and Florida State Statutes Chapter 943.

Terms

The Broward College Institute of Public Safety reserves the right to cancel this course agreement if a minimum of sixteen (16) FDLE Region XIII (Broward County) officers are not enrolled two weeks prior to the scheduled start date of the seminar.

As outlined in Section 8 of the Terms and Conditions "Termination for Convenience", The College may terminate this Purchase Order with or without cause for any time for convenience upon thirty (30) calendar days' prior written notice to the Vendor.

Service Provider/Vendor will:

- Provide CJSTC Certification documentation for all participating Instructors.
- If a participating instructor does not possess active CJSTC Instructor certification, then the Vendor must provide sufficient documentation to satisfy the requirements to complete a CJSTC-82 Form. This documentation must be received by IPS at least 30 days prior to the scheduled seminar. The final determination of issuing the CJSTC-82 Form is at the sole discretion of IPS.
- Provide Test bank of 50 questions per 40-hour seminar based on the CJSTC learning objectives
 for the end of course exam. Test banks should consist of a variety of question formats (multiple
 choice, true false, matching, short answer, etc.) that are appropriate for the respective seminar.
- Provide a Lesson Plan, Learning Objectives and Presentation Schedule.
- Provide all required texts and printed learning materials for all enrolled students.
- Ensure the Student Attendance Roster supplied by IPS is completed daily.
- Ensure the Instructor Roster supplied by IPS is completed daily.
- Ensure the seminar satisfies Criminal Justice Standards and Training Commission requirements as specified in Florida Administrative Code 11B-35 and Florida State Statutes Chapter 943.
- Assist in the completion of required CJSTC documentation.

I, Gregg Rossman, accept Broward College's Terms and Conditions in lieu of our own, and I warrant that I have legal power to bind on behalf of Gregg Rossman, P.A.

Gregg Rossman	
Printed/Typed Name	Phone Number
Ly 1	18 December 2024
Signature	Date Signed

054 440 0000



DATE (MM/DD/YYYY) 02/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER						CONTACT Special Unit				
Setnor Byer Insurance & Risk					PHONE (954) 382-4350 FAX (A/C, No. Ext): (954) 382-2810					
900 S. Pine Island Road #300					E-MAIL ADDRESS: certificates@setnorbyer.com					
						INSURER(S) AFFORDING COVERAGE				NAIC #
Plantation FL 33324						INSURER A: CorePointe Insurance Company				
INSURED	INSURED							•		
Gregg	Rossman, P.A.				INSURE					
DBA Ro	ssman Legal				INSURE					
6840 6	Griffin Road				INSURE					
Davie	FL	3314			INSURE					
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If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	s		
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CI	AIMS MADE RETRO: 04/01/201							AGGREGATE		\$1,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACCORD 101, Additional Remarks Schedule, may be attached if more space is required) Per Florida Statute 45 day Notice of Cancellation except in the event of nonpayment of premium, then 10 day notice. All of the above are subject to policy terms, limitations, exclusions and conditions.										
CERTIF	FICATE HOLDER	- C		1 - 1	CANO	ELLATION				
gregg@rossmanlegal.com The District Board of Trustees for Broward College, Florida					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.) BEFORE	
	Risk Management				AUTHO	RIZED REPRESE	NTATIVE			
	Attention: Risk Mana 6400 NW 6 Way	emen	t			/ Brahm/TL		dra al	12-1	2
	Fort Lauderdale, FL 33309						K	Traystani	Signer	m



DATE (MM/DD/YYYY) 01/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCI	ER Insfer Insurance Agency, LLC			N	AME: Beverly Fin	kelstein				
47 E. Ro	obinson Street			(4	HONE A/C, No, Ext):		FAX (A/C, No):			
Suite 20	0 . FL 32801			E	-MAIL DDRESS: beverly@st	afflink.net				
Oriando,	, FL 32601						RDING COVERAGE		NAIC #	
				IN	SURER A :Service Ar				39152	
INSURED					INSURER B:					
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Coverag	TION OF OPERATIONS / LOCATIONS / VEHICU ge is extended to the leased employees in, P.A. (Effective 03/01/2020)							, WY) G	Gregg	
CERTI	FICATE HOLDER			(CANCELLATION					
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						N DATE THE	ESCRIBED POLICIES BE C EREOF, NOTICE WILL E Y PROVISIONS.			
For Info	ormational Purposes Only			A	UTHORIZED REPRESE	NTATIVE	parameter 3			
6840 G	riffin Road FL 33314				Juliet Return					



EXHIBIT "A" to Purchase Order STATEMENT OF WORK

Description of Services:

Service Provider:

Gregg Rossman, P.A.

Address:

6840 Griffin Road, Davie, FL 33314

Service Date(s):

October 6 to 10, 2025

8 am - 5 pm

Agreed Amount of Payment: \$6,200.00

Service Date(s):

January 26 to 30, 2026

8 am - 5 pm

Agreed Amount of Payment: \$6,200.00

Service Date(s):

June 8 to 12, 2026

8 am - 5 pm

Agreed Amount of Payment: \$6,200.00

Total Consideration Payable for the Services

\$18,600.00

The agreed fee includes all travel and other expenses incurred in providing agreed upon services.

Description of Services

Provider agrees to present a 40-hour seminar entitled "Criminal Law" consistent with Criminal Justice Standards and Training Commission Advanced/Specialized Training Course 021 with a maximum class total of 40 students.

The seminar must satisfy Criminal Justice Standards and Training Commission requirements as specified in Florida Administrative Code 11B-35 and Florida State Statutes Chapter 943.

Terms

The Broward College Institute of Public Safety reserves the right to cancel this course agreement if a minimum of sixteen (16) FDLE Region XIII (Broward County) officers are not enrolled two weeks prior to the scheduled start date of the seminar.

As outlined in Section 8 of the Terms and Conditions "Termination for Convenience", The

College may terminate this Purchase Order with or without cause for any time for convenience upon thirty (30) calendar days' prior written notice to the Vendor.

Service Provider/Vendor will:

- Provide CJSTC Certification documentation for all participating Instructors.
- If a participating instructor does not possess active CJSTC Instructor certification, then the Vendor must provide sufficient documentation to satisfy the requirements to complete a CJSTC-82 Form. This documentation must be received by IPS at least 30 days prior to the scheduled seminar. The final determination of issuing the CJSTC-82 Form is at the sole discretion of IPS.
- Provide Test bank of 50 questions per 40-hour seminar based on the CJSTC learning objectives for the end of course exam. Test banks should consist of a variety of question formats (multiple choice, true false, matching, short answer, etc.) that are appropriate for the respective seminar.
- Provide a Lesson Plan, Learning Objectives and Presentation Schedule.
- Provide all required texts and printed learning materials for all enrolled students.
- Ensure the Student Attendance Roster supplied by IPS is completed daily.
- Ensure the Instructor Roster supplied by IPS is completed daily.
- Ensure the seminar satisfies Criminal Justice Standards and Training Commission requirements as specified in Florida Administrative Code 11B-35 and Florida State Statutes Chapter 943.
- Assist in the completion of required CJSTC documentation.

I, Gregg Rossman, accept Broward College's Terms and Conditions in lieu of our own, and I warrant that I have legal power to bind on behalf of Gregg Rossman, P.A..

Gregg Rossman	954-440-0908					
Printed/Typed Name	Phone Number					
La	18 December 2024					
Signature	Date Signed					



DATE (MM/DD/YYYY) 02/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PROD	UCER				CONTAC NAME:	T Special	Unit			
Setnor Byer Insurance & Risk				PHONE (054) 393 4350 FAX (054) 393 993					-2810	
0.000	S. Pine Island Road #300				(A/C, No, Ext): (954) 362-4350 (A/C, No): (954) 382-2810 E-MAIL address: certificates@setnorbyer.com					
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	Rossman Legal				INSURE	RD:				
684	Griffin Road				INSURE	RE:				
Dav	ie FL 333	14			INSURE	RF:				
COV	ERAGES CER	TIFIC	ATE	NUMBER: 2023_0411_	Maste	£		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.										
INSR LTR	TYPE OF INSURANCE		SUBR WVD	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMI	тs	
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	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A						E.L. EACH ACCIDENT	S	
	(Mandatory in NH) If yes, describe under							E.L. DISEASE - EA EMPLOYEE	S	
	DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	S	
Α	PROFESSIONAL LIABILITY			CIC1001713-02		04/01/2023	04/01/2024	EACH CLAIM		\$500,000
	CLAIMS MADE RETRO: 04/01/2017							AGGREGATE		\$1,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Per Florida Statute 45 day Notice of Cancellation except in the event of nonpayment of premium, then 10 day notice. All of the above are subject to policy terms, limitations, exclusions and conditions.										
CEF	TIFICATE HOLDER				CANC	ELLATION				
gregg@rossmanlegal.com The District Board of Trustees for Broward College, Florida					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				D BEFORE	
1	Risk Management				AUTHO	RIZED REPRESEN	NTATIVE			
1	Attention: Risk Manager	nent						/	-	4
	6400 NW 6 Way					Tracy Brahm/TLK Tracy Kanny Bream				em

Fort Lauderdale,

FL 33309



DATE (MM/DD/YYYY) 01/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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Risk Transfer Insurance Agency, LLC 47 E. Robinson Street Suite 200					NAME: Deverly Finkelstein PHONE (A/C, No, Ext): [A/C, No): E-MAIL ADDRESS: beverly@stafflink.net					
Orlando, FL 32801					INSURER(S) AFFORDING COVERAGE					NAIC#
			INSURER A :Service American Indemnity Company					39152		
INSU					INSURE	RB:				
1371	link Outsourcing, II, III, IV, V & VI, LLC Sawgrass Corporate Parkway				INSURER C:					
Sunr	ise, FL 33323				INSURE					
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	COMMERCIAL GENERAL LIABILITY								\$	
	CLAIMS-MADE OCCUR							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	
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								PERSONAL & ADV INJURY	s	
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	S	
	POLICY PRO- JECT LOC							PRODUCTS - COMP/OP AGG	S	
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	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	s	
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Α	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			RT24MWC0120025105		02/01/2024	02/01/2025	X PER STATUTE OTH-		
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N1 / A							\$	1,000,000
	(Mandatory in NH)	N/A						E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	\$	1,000,000
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Coverage is extended to the leased employees, but not subcontractors, of alternate employer in all states except in monopolistic states (ND, OH, WA, WY) Gregg Rossman, P.A. (Effective 03/01/2020)										
CEF	RTIFICATE HOLDER				CANC	ELLATION				
CERTIFICATE HOLDER					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
For Informational Purposes Only 6840 Griffin Road Davie, FL 33314				AUTHORIZED REPRESENTATIVE						