



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with American Health Information Management Association (AHIMA) for the 2025 Professional - Premier Membership for the Health Information Technology Program. Estimated Contract Spend Amount: \$209.00, Estimated Cumulative Amount: \$0.00, Estimated Contract 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 the membership with the American Health Information Management Association (AHIMA) is to provide the faculty with support, resources, education and professional development required for program accreditation in support of the roughly 60 current HIT students. AHIMA membership offers access to tools for career advancement, continuing education, best practices in Health Information, and a community of peers to collaborate with and learn from.

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 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 an annual membership 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

American Health Information Management Association • 35 W. Wacker Dr., 16th Floor • Chicago IL 60601 • ARInfo@ahima.org

Silfise Pubien
 1000 Coconut
 Creek Blvd
 BUILDING 46/
 ROOM 252
 Coconut Creek,
 FL 33066-1615
 USA

Customer ID:	
Invoice Date:	10/9/2024
Invoice #:	INV-35610-B6G1J1
PO #:	
Date Due:	Due On Receipt

Description	Quantity	Unit Price	Tax	Line Total
Professional - Premier Membership 1/1/2025-12/31/2025	1.00	\$209.00	\$0.00	\$209.00

Sub Total	\$209.00
Tax	\$0.00
Previous Payments	\$0.00
Invoice Total	\$209.00
Balance Due	\$209.00



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Customer ID:	Balance	\$209.00
	Due:	
Invoice #: INV-35610-B6G1J1	Amount \$	
Bill To:	Enclosed:	_____

Silfise Pubien
 1000 Coconut Creek Blvd
 BUILDING 46/ ROOM 252
 Coconut Creek, FL 33066-1615
 USA

Credit Card:
 To pay by credit card, please call AHIMA Customer Relations at 800-335-5535.

ACH/Wire:	Check:
Name: American Health Information Management Association	Remit To: American Health Information Management Association
Bank Name: JP Morgan Chase	P.O. Box 77-2735
Routing Number: 071000013	Chicago, IL 60678-2735
Account Number: 654199199	

For additional inquiries, please contact our Accounts Receivable department at ARInfo@ahima.org