



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with SOUTHEAST FLORIDA CHAPTER OF NIGP, INC. for the 2025 Membership Renewal for the Procurement Department. Estimated Contract Spend Amount: \$175.00, Estimated Cumulative Amount: \$0.00, Estimated Contract Revenue: \$0.00

Presenter(s): Rabia Azhar, Chief Financial Officer

1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space. Southeast Florida Chapter of NIGP offers a wealth of opportunities to help improve skills and value to the organization. With membership, the procurement staff joins with hundreds of other area professionals who benefit from the educational, training and networking opportunities that are offered such as Professional Development Seminars, Annual Reverse Trade Show, and Networking Opportunities. This is for coverage for Calendar Year 2025 from 01/01/2025 to 12/31/2025.

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

Southeast Florida Chapter of NIGP, Inc.

Invoice

Crystal Riollano 146
Broward College
6400 NW 6th Way
Fort Lauderdale, FL 33309

The following items are due to be paid. If you have already made your payment, please disregard this notice.

Renew Membership 12/10/2024 Ref #3614

<i>Items: Membership (Regular Membership)</i>	35.00
<i>Orlando Aponte</i>	35.00
<i>Aaron McGibbon</i>	35.00
<i>Beau Mitchell</i>	35.00
<i>Yolaina Ruiz</i>	<u>35.00</u>
Transaction Total Amount	175.00
Transaction Amount Due	175.00

Total Amount Due US\$ 175.00

Southeast Florida Chapter of NIGP
2890 W. Broward Blvd., Unit 605
Fort Lauderdale, FL 33312
FEID: 65-1134303

The Chapter no longer accepts payment by agency checks.
The following payment options are available:

Credit Card or

ACH Payment Information:
Routing Number - 026009593
Account Number - 003675402603

If you have any questions, please contact the Membership Committee Co-Chair, Michal Durden at 954-359-7272 or by email at membership@nigpsefl.org

Thank you for your continued interest in Southeast Florida Chapter of NIGP, Inc..

Sincerely,
Monica Powery
President

FEIN: 651134303