



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard contract (purchase order) with Terry's Face Painting Inc. to provide professional face painting services for ArtFest 2025. Fiscal Impact: \$750.00, 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. Esther Budebo, DBA Terry's Face Painting Inc., will provide 2 artists for 2.5 hours of face painting services during ArtFest on April 10, 2025, from 11:30 am to 2 pm (total 5 hours). This contract will cover the entire cost of such services, including any supplies used. ArtFest is an annual event that celebrates the fine arts and engages all Broward College students, encouraging them to form community while having fun. In addition, this event aids in promoting art classes and enrollment. Face painting has become one of the most creative and popular activities during ArtFest, and its demand suggests that students would like to have this experience again. In 2024, close to 200 students attended ArtFest and took part in artistic activities. Terry's Face Painting is consistently the most affordable and reliable face painting service locally.

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. One quote was obtained by the requesting department to identify the best value for the required commodity or service.

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 benefit of the purchase will be to provide an extracurricular experience for our students to engage creatively with one another and learn more about the arts at Broward College.

(B) How does the purchase support the Strategic Business Plan. The purchase supports the Strategic Business Plan by providing students with a best-in-class learning environment and to connect them with successful professionals in the industry.

(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**



**EXHIBIT "A" to Purchase Order
STATEMENT OF WORK**

Description of Services:

Esther Budebo, DBA Terry's Face Painting Inc., will provide 2 artists for 2.5 hours of face painting services during ArtFest on April 10, 2025, from 11:30 am to 2 pm (total 5 hours). This contract will cover the entire cost of such services, including any supplies used. ArtFest is an annual event that celebrates the fine arts and engages all Broward College students, encouraging them to form community while having fun. In addition, this event aids in promoting art classes and enrollment. Face painting has become one of the most creative and popular activities during ArtFest, and its demand suggests that students would like to have this experience again. In 2024, close to 200 students attended ArtFest and took part in artistic activities.

Location:

Broward College, North Campus, courtyard of building 46.

Total Consideration Payable for the Services:

\$750.00

For the Vendor: Please read Broward College's Terms and Conditions, then fill out and sign the following statement:

I, TerryBudeb (Name of Individual), accept Broward College's Terms and Conditions in lieu of our own, and I warrant that I have legal power to bind Terry's Face (Company Name) on its behalf.



Signature