



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the National Institute of Governmental Purchasing (NIGP) for membership renewal and dues for FY2024-2025 for the Procurement department. Fiscal Impact: \$595.00

Presenter(s): Rabia Azhar, Chief Financial Officer

What is the purpose of this contract and why is it needed? Membership and participation in NIGP provides access to a network of 18,000+ procurement professionals, opportunities to continue learning and growing in the profession, time-saving resources and templates, and the institutional experience of 2,600+ member agencies. Additionally, through NIGP, the Procurement staff has access to courses and resources for procurement certifications.

What procurement process or bid waiver was used and why? 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 Statue 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 Statue 119.07.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting? Yes.

What fund, cost center and line item(s) were used? FD100, CC0229, GLC64502

Has Broward College used this vendor before for these products or services? Yes.

Was the product or service acceptable in the past? Yes.

Was there a return on investment anticipated when entering this contract? The ROI is the access to a valuable source of information for the procurement staff.

Was that return on investment not met, met, or exceeded and how? Met, as membership in NIGP provides development in the procurement career and professional future.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Staff professional development and community networking.

Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

FISCAL IMPACT:

Description: \$595.00 from BU204 CC0229 FD100 PG000207

APPROVAL PATH: 12499 National Institute of Governmental Purchasing (NIGP) Membership Renewal & Dues FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

| Stage | Reviewer | Description | Due Date / | Status |  |
|-------|------------------------------------|---|-------------------|---|---|
| 1 | Orlando Aponte | AVP Review | |  Completed |  |
| 2 | Rabia Azhar | CFO Review | |  Completed |  |
| 3 | Natalia Triana-Aristizabal | Contracts Coordinator | |  Completed |  |
| 4 | Orlando Aponte | Procurement Approval | |  Completed |  |
| 5 | Rabia Azhar | CFO Review | |  Completed |  |
| 5 | Christine Sims | Budget Departmental Review | |  Completed |  |
| 5 | Legal Services Review Group | Review and Approval for Form and | |  Completed |  |
| 6 | Board Clerk | Agenda Preparation | |  Pending | |
| 7 | District Board of Trustees | Board Meeting | 12/10/24 11:00 AM |  Pending | |
| 8 | Electronic Signature(s) | Signatures obtained via DocuSig  | |  Pending | |
| 9 | Natalia Triana-Aristizabal | Contracts Coordinator | |  Pending | |

NIGP
Attn: Accounting Department
12007 Sunrise Valley Drive
Suite 110
Reston, VA 20191

INVOICE # 593045
P.O. NUMBER
DATE 11/29/2024
TERMS Net 30

BILL TO:

Broward College
6400 NW 6th Way
Business Services
Fort Lauderdale, FL 33309-6123

SHIP TO:

Broward College
6400 NW 6th Way
Business Services
Fort Lauderdale, FL 33309-6123

| DESCRIPTION | PRICE | QUANTITY | AMOUNT |
|-----------------------------|----------|----------|-----------------|
| Agency Dues | \$595.00 | 1 | \$595.00 |
| INVOICE TOTAL | | | \$595.00 |
| PAYMENTS | | | \$0.00 |
| CURRENT TOTAL AMOUNT | | | \$595.00 |

If paying by Credit Card please complete the following and Fax OR Mail to the address listed below.

Total Amount Paid: _____

Credit Card: _____ MC VI AmEx (Circle one) Expiration Date: __/__/__

CVV (3 digits on back of card) ___ ___ ___ Name on Card: _____

AmEx CVV (4 digits on front of card) ___ ___ ___ ___ Signature _____

Billing Address Street _____

Billing Address City: _____ State: _____ Postal Code _____

Mail Check Payments WITH THIS INVOICE to:

NIGP - National Institute of Governmental Purchasing
12007 Sunrise Valley Drive
Suite 110
Reston, VA 20191
Phone: 1 (800) 367-6447 Fax: (703) 635-2326

Cancellation Policy:

Any registration cancellation will result in a credit in the amount of the original purchase. The credit will be valid for twelve (12) months from the date of the original event and can be used for any other NIGP purchase or registration. If the entire credit is not used by the expiration date, NIGP will not issue any extensions of use or refunds.