



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) for the 2025 Annual Accreditation Fees for the Emergency Medical Services Program. Fiscal Impact: \$2,200.00, 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 annual accreditation fee is required by the Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) for the Emergency Medical Services Program for ongoing accreditation. Accrediting bodies monitor institutions regularly to ensure continued compliance with standards. The CoAEMSP fees support their ongoing monitoring activities, including periodic reports, data analysis, and follow-up evaluations. CoAEMSP accreditation ensures that the Emergency Medical Services program meets specific educational standards and provides high-quality training to future Emergency Medical Professionals. 100+ students are enrolled in the accredited Emergency Medical Services program annually. Accreditation is required so students can sit for national examination.

**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.

**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 Emergency Medical Services program meets specific educational standards and provides high-quality training to future Emergency Medical professionals. There is no revenue associated with this purchase. This is a budgeted item.

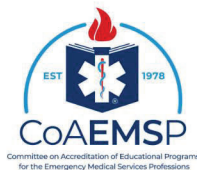
**(B) How does the purchase support the Strategic Business Plan.** Yes, this is a annual accreditation fee which feeds the Social Enterprise tactic-Answer the Call for Healthcare Professionals and Actualize Employment Tactics.

**(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**



**CoAEMSP**  
**8301 Lakeview Pkwy #111-312**  
**Rowlett, TX 75088**

www.coaemsp.org  
 214-703-8445, Ext 116 michelle@coaemsp.org  
 Federal Tax ID: 30-0807524

# Invoice

|                 |                   |
|-----------------|-------------------|
| Date            | Invoice #         |
| 1/17/2025       | 025AF25-26        |
| <b>DUE DATE</b> | <b>07/01/2025</b> |

|  |
|--|
| Bill To  |
| Emergency Medical Services<br>Broward College<br>3501 SW Davie Road Bldg<br>8/Rm. 132<br>Davie, FL 33314 |

|           |        |
|-----------|--------|
| Account # | 600025 |
|-----------|--------|

| Description  | Amount   |
|--|----------|
| Annual Accreditation Fee for Fiscal Year July 1, 2025 - June 30, 2026. | 2,200.00 |

Payment is due on receipt. The CoAEMSP strongly recommends payment be made by ACH, credit card, or the "View and Pay Invoice" option in this email to avoid the APF and expedite receipt of payment. Payment may be made by check. Please verify the CoAEMSP mailing address is correct and that your CoAEMSP program number (e.g., 60XXXX) or invoice # is referenced with your payment.

An additional processing fee of \$500.00 is assessed for unpaid invoices and payments received/postmarked after the identified due date. You may direct questions to Michelle Esquivel at michelle@coaemsp.org or 214-703-8445 ext. 116. For more information on the policies regarding the fees, see the CoAEMSP Policies & Procedures Manual at [www.coaemsp.org](http://www.coaemsp.org).

Please Note: CoAEMSP will increase its fees beginning July 1, 2025. For further details on the published fees, please visit <https://coaemsp.org/program-fees>.

|                         |            |
|-------------------------|------------|
| <b>Total</b>            | \$2,200.00 |
| <b>Payments/Credits</b> | \$0.00     |
| <b>Balance Due</b>      | \$2,200.00 |