



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with RL Wilson Training Consultants LLC to provide two (2) eighty-hour (80) seminars, approved by the Florida Department of Law Enforcement / Criminal Justice Standards Training Commission (CJSTC), utilizing Florida Department of Law Enforcement certified instructor(s), for Professional and Executive Development at the Institute of Public Safety using bid waiver exception for professional services. Estimated Contract Spend Amount: \$20,000.00, 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 this contract is for the vendor to deliver the Criminal Justice Standards and Training Commission course "Line Supervision" two times, utilizing Florida Department of Law Enforcement certified instructors. The contract is needed to address the need for career development for new and prospective supervisors at Broward County criminal justice agencies.

2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver. A Bid Waiver exception for Professional Services per FLDOE Rule 6A-14.0734 and College Procedure A6Hx2-6.34 was used, where the course is required to be taught by a Criminal Justice Standards and Training Commission Certified General Instructor pursuant to subsection 11B-20.001(3), F.A.C.

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 anticipated when entering this contract by utilizing the ability to hire Subject Matter Experts to facilitate classrooms for professional and executive development.

The ability to hire Subject Matter Experts who are current in their discipline leads to better outcomes in professional and executive development classes.

(B) How does the purchase support the Strategic Business Plan. This contract directly feeds Strategic Business Plan by providing a best-in-class student experience.

(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. A Bid Waiver exception for Professional Services per FLDOE Rule 6A-14.0734 and College Procedure A6Hx2-6.34 was used, where the course is required to be taught by a Criminal Justice Standards and Training Commission Certified General Instructor pursuant to subsection 11B-20.001(3), F.A.C.

(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**

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EXHIBIT "A" to Purchase Order STATEMENT OF WORK

Description of Services:

Service Provider: R. L. Wilson Training Consultants, LLC

Address: 10310 SW Zaffre Lane, Port Saint Lucie, FL 34987

Service Date(s)/Time: October 6 to 18, 2025 8am – 5pm

Agreed Amount of Payment: \$10,000.00

Service Date(s)Time: June 1 to 12, 2026 8am – 5pm

Agreed Amount of Payment: \$10,000.00

The agreed fee includes all travel and other expenses incurred in providing agreed upon services.

Total Consideration Payable for the Services \$ 20,000.000

Description of Services

Provider agrees to present an 80-hour seminar entitled "Line Supervision" consistent with Criminal Justice Standards and Training Commission Advanced/Specialized Training Course 006 with a maximum class total of 40 students.

The seminar must satisfy Criminal Justice Standards and Training Commission requirements as specified in Florida Administrative Code 11B-35 and Florida State Statutes Chapter 943.

Terms

The Broward College Institute of Public Safety reserves the right to cancel this course agreement if a minimum of sixteen (16) FDLE Region XIII (Broward County) officers are not enrolled two weeks prior to the scheduled start date of the seminar.

As outlined in Section 8 of the Terms and Conditions "Termination for Convenience", The College may terminate this Purchase Order with or without cause for any time for convenience upon thirty (30) calendar days' prior written notice to the Vendor.

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Service Provider/Vendor will:

- Provide CJSTC Certification documentation for all participating Instructors.
 - If a participating instructor does not possess active CJSTC Instructor certification, then the Vendor must provide sufficient documentation to satisfy the requirements to complete a CJSTC-82 Form. This documentation must be received by IPS at least 30 days prior to the scheduled seminar. The final determination of issuing the CJSTC-82 Form is at the sole discretion of IPS.
- Provide Test bank of 100 questions per 80-hour seminar based on the CJSTC learning objectives for the end of course exam. Test banks should consist of a variety of question formats (multiple choice, true false, matching, short answer, etc.) that are appropriate for the respective seminar.
- Provide a Lesson Plan, Learning Objectives and Presentation Schedule.
- Provide all required texts and printed learning materials for all enrolled students.
- Ensure the Student Attendance Roster supplied by IPS is completed daily.
- Ensure the Instructor Roster supplied by IPS is completed daily.
- Ensure the seminar satisfies Criminal Justice Standards and Training Commission requirements as specified in Florida Administrative Code 11B-35 and Florida State Statutes Chapter 943.
- Assist in the completion of required CJSTC documentation.

I, Robert Wilson , accept Broward College's Terms and Conditions in lieu of our own, and I warrant that I have legal power to bind on its behalf.

Robert Wilson

Printed/Typed Name

Signature

521-236-2750

Phone Number

12-26-24

Date Signed



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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| PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306 | CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No): E-MAIL ADDRESS: support@nextfirstinsurance.com | |
| | INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : State National Insurance Company, Inc. 12831 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : | |
| INSURED R. L. Wilson Training Consultants, LLC 10310 SW Zaffre Ln Port Saint Lucie, FL 34987 | | |

COVERAGES

CERTIFICATE NUMBER: 681531297

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|--------------------|------------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | X | NXTFY4QWL3-01-GL | 05/24/2024 | 05/24/2025 | EACH OCCURRENCE \$500,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$5,000.00 PERSONAL & ADV INJURY \$500,000.00 GENERAL AGGREGATE \$1,000,000.00 PRODUCTS - COMP/OP AGG \$1,000,000.00 \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is The District of Trustees of Broward College, Florida. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

The District of Trustees of Broward College, Florida
 Attention: Risk Management
 6400 NW 6 Way
 Ft. Lauderdale, FL 33309

LIVE CERTIFICATE



Click or scan to view

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



January 6, 2025

Rick Rocco
Associate dean
Institute of public safety, Broward College

Rick Rocco,

R. L. Wilson Training Consultants, LLC is exempt from carrying workers compensation insurance by the State of Florida because we employ three or fewer employees. At no time during the period of contract with Broward College will we employ more than three employees such that we will no longer qualify for this exemption. If we should need to employ more than three employees we will immediately notify Broward College and provide proof of statutorily compliant workers' compensation insurance in the form of a Certificate of Insurance.

R. Wilson / Owner & Lead Instructor