



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard contract (purchase order) with Gail Robertson for the Broward Symphonic Band and Master Class for the Music Program in Spring 2025. Estimated Contract Spend Amount: \$3,000.00, 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.** Performance fees for Gail Robertson, who will provide guest artist services for the Broward Symphonic Band during the Spring 2025 music program concert season. This is part of a series of music concerts performed for the College community and the greater south Florida area.

**2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver.**

The procurement process Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used. There are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. Additionally, one quote was obtained, identifying 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 return on investment will be met upon the performance of the contract.

**(B) How does the purchase support the Strategic Business Plan.** To provide students with a best-in-class learning environment.

**(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.** There are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. Additionally, one quote was obtained, identifying the best value for the required commodity or service.

**This Executive Summary is approved by:**

**Jeffrey Guild  
Vice Provost of Academic Affairs**

# BROWARD COLLEGE

## EXHIBIT “A” to Purchase Order STATEMENT OF WORK

**Project Title:** Guest Solo performance and masterclass with the Broward Symphonic Band

**Location:** Central Campus/Bailey Concert Hall, 3501 Davie Rd., Davie, FL 33314

**Service Provider:** Gail Robertson, Indiana University & University of Central Arkansas

**Project Overview:** Gail Robertson will perform a selected program and masterclass with the Broward Symphonic Band showcasing a performance by a renowned Euphonium performer who in addition to her university responsibilities, performs with the famous “Brass Band of Battle Creek”.

### Scope of Work

- **Performance Details:**
  - A soloistic performance and masterclass with the Broward Symphonic Band (Broward College Concert Band) featuring several works for Euphonium with Band.
  - Concert duration will be approximately 90 minutes.
- **Logistics:**
  - Coordination with the Visual & Performing Arts Department regarding scheduling of rehearsals & performance, technical requirements, and promotional materials.
- **Promotion:**
  - Collaboration with the department to promote the concert and masterclass through social media, press releases, and other marketing channels.

### Deliverables

- A successful concert and masterclass on February 16, 2025, at the Central Campus/Bailey Concert Hall.
- A post-event report summarizing attendance, audience feedback, and any notable aspects of the performance.

### Responsibilities

- **Broward Symphonic Band:**
  - Deliver a high-quality performance.
  - Ensure all logistical aspects of the recital are managed effectively.
- **Visual & Performing Arts Department**
  - Facilitate the venue arrangements.
  - Assist with promotion.

**Total Consideration Payable for the Services:** \$3,000.00