



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard contract (purchase order) with Erin St. John for Master Classes for the Dance Program Guest Artist Spring 2025. Estimated Contract Spend Amount: \$150.00, 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. Fees for two masterclasses provided by field expert Erin St. John for the Dance program. Dance program masterclasses are offered for all Broward College students, faculty, and staff free of charge. Participants will explore dance technique, exercises, and choreography to extend cultural enrichment and further engagement in the dance program.

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. Not applicable.

This Executive Summary is approved by:

**Jeffrey Guild
Vice Provost of Academic Affairs**



EXHIBIT "A" to Purchase Order STATEMENT OF WORK

Project Title: Erin St. John Dance Program Guest Artist Spring 2025

Date of Classes: Spring 2025

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

Service Provider: Erin St. John

Project Overview

The proposed events are 2 Graham master classes taught by field expert Erin St. John. Through this collective experience, students will explore dance technique, exercises, and choreography to achieve physical objectives, increase artistic self-awareness, extend cultural enrichment and further student involvement in the Visual & Performing Arts Department and its dance department.

Scope of Work

- **Master Class Details:**
 - Two master classes taught in the Graham technique
 - Duration of each class will be approximately 120 minutes.
- **Objectives:**
 - Broaden the understanding of world dance forms
 - Actively create, learn, and share in community
 - Improve technical skills
 - Increase student engagement and active participation
- **Logistics:**
 - Coordination with the Visual & Performing Arts Department regarding scheduling and promotional materials.
- **Promotion:**
 - Collaboration with the department to promote the event through social media and events calendar.

Deliverables

- Master classes will take place at Central Campus/Bailey Hall during the Spring 2025 semester

Responsibilities

- **Dance Department:**
 - Create detailed flyers to be shared with students via D2L, classes, bulletin boards, and social media



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

- **Visual & Performing Arts Department:**
 - Share flyer via social media and events calendar
 - Assist with promotion and student outreach.

Total Consideration Payable for the Services: \$150.00