



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Elite Professional Instructor Incorporated to provide two (2) – forty-hour (40) classes "Narcotics and Dangerous Drugs" 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. Fiscal Impact: \$11,000.00, 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 purpose of this contract is for the vendor to deliver the Criminal Justice Standards and Training Commission 40-hour courses "Narcotics and Dangerous Drugs" 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 A6Hxx2-6.34 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 classes 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 A6Hxx2-6.34 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

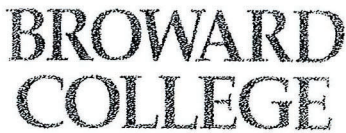


EXHIBIT "A" to Purchase Order
STATEMENT OF WORK

Description of Services:

Service Provider: Elite Professional Instruction Incorporated
Address: 2235 Arterra Court, Royal Palm Beach, FL 33411
Service Date(s)/Time: July 7 to 11, 2025 8am – 5pm
Agreed Amount of Payment: \$5500.00
Service Date(s)Time: January 12 to 16, 2026 8am – 5pm
Agreed Amount of Payment: \$5500.00

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

Total Consideration Payable /or the Services \$ 11,000.00

Description of Services

Provider agrees to present an 80-hour seminar entitled "Narcotics and Dangerous Drugs" consistent with Criminal Justice Standards and Training Commission Advanced/Specialized Training Course 016 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.

TIME RECEIVED
January 5, 2025 at 1:05:36 PM EST

REMOTE CSID
Office Depot #2115

DURATION
40

PAGES
1

STATUS
Received

1/5/2025 1:04 PM FROM: Office Depot #2115 P. 1 / 1

BROWARD COLLEGE

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, Jack Maxwell , 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.

Jack Maxwell

Printed/Typed Name

561 662-6062

Phone Number

Jack Maxwell

Signature

1/2/2025

Date Signed



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/05/2024

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).

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@nextinsurance.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: State National Insurance Company, Inc.	NAIC # 12831
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: 878532865 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 INSD	SUBR 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		NXTDFCQHFL-00-GL	05/03/2024	05/03/2025	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMP/OP AGG \$2,000,000.00 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			<div style="border: 1px solid black; padding: 5px; transform: rotate(-15deg); font-size: 2em; font-weight: bold; opacity: 0.5;">PAID</div> <div style="font-size: 1.5em; font-weight: bold; margin-top: 5px;">\$ 203</div> <div style="font-size: 1.2em; font-weight: bold; margin-top: 5px;">March 2024</div>			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						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		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			NXTDFCQHFL-00-GL	05/03/2024	05/03/2025	Each Occurrence: \$1,000,000.00 Aggregate: \$2,000,000.00

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

The Certificate Holder is The District Board 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 The District Board of Trustees of Broward College, Florida Attention: Risk Management 6400 NW 6 Way Ft. Lauderdale, FL 33309	CANCELLATION 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
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TIME RECEIVED

January 5, 2025 at 1:02:24 PM EST

REMOTE CSID

Office Depot #2115

DURATION

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1/5/2025 1:00 PM FROM: Office Depot #2115 P. 1 / 3

January 02, 2025

Rick Rocco

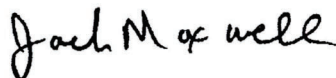
Associate Dean

Institute of Public Safety, Broward College

Rick Rocco

Elite Professional Instruction Inc. is exempt from carrying Worker's Compensation Insurance by the State of Florida Because we employ

three or few employees at no time during a period of contract with Broward College. Will we employ more than three employees such that we will no longer qualify for the exemption. If we should need to employ more then 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.



Jack Maxwell

President, Elite Professional Instruction Inc.