



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the three-year renewal agreement with Milner Technologies for their cloud-based document imaging software, Image Director, used for storing academic records in a digital format, utilizing the bid waiver information technology resources. Fiscal Impact: \$214,807.00, Cumulative amount: \$709,385.68, Revenue: \$0.00

Presenter(s): Raj Mettai, Chief Information Officer

1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space. This is a contract amendment to renew the Image Director document imaging solution provided by Milner Technologies for one (1) three-year period. This cloud-based software as a service solution is used by departments to scan in all hard copy academic records into electronic form, which then provides indexing and search capabilities to all documents uploaded. In addition, with the introduction of Dynamic Forms, digital records produced from online forms are now being stored in this system. This is an essential product for the business.

2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver. The College used the exemption provided for the IT Bid Waiver in accordance with the Florida Administrative Code (FLDOE 6A-14.0734(2)(g) and College Procedure 6AHx2-6.34 which cites the following exception to the requirement to solicit competitive offers:

Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual College's information technology plan.

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. This is a critical software product for the business. Currently all records that cannot be stored in the Student Information System are being stored in this system. By having such a system, the College is mitigating risks by not having to store paper documents for every student. In addition, this product now serves as a central repository for even digital documents. Currently, the return on investment for this product is mitigating the risks for the College.

(B) How does the purchase support the Strategic Business Plan. This application provides archiving, indexing and tracking of all student submitted documents for admissions, registrar and financial aid, providing better service for students in these functional areas.

(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. This software is in alignment with the College's Information Technolog Plan. FL DOE Rule 6A-14.0734 (2)(g) provides exceptions to the competitive solicitation process for Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

(D) If a competitive solicitation process was conducted by the College, describe the process. This is not applicable.

This Executive Summary is approved by:

Raj Mettai
Chief Information Officer



AMENDMENT #4 TO CONTRACT FOR SERVICES

THIS AMENDMENT is made and entered into as of this ____ day of _____, _____,
by and between

THE DISTRICT BOARD OF TRUSTEES OF BROWARD COLLEGE, FLORIDA

(hereafter referred to as BC),
a political subdivision of the State of Florida,
whose mailing address is
111 East Las Olas Blvd, Fort Lauderdale, Florida 33301

and

MILNER TECHNOLOGIES, INC.

(hereafter referred to as Vendor),
a corporation
who is located at
5125 Peachtree Industrial Blvd, Norcross, Georgia 30092

WHEREAS the parties entered into an Agreement with an Effective Date of October 25, 2017, as may have been amended;

WHEREAS the Agreement may be amended only when reduced to writing and signed by both Parties; and

WHEREAS the Parties desire to amend the Agreement.

NOW and **THEREFORE**, the Agreement is amended as follows:

1. **Renewal Term.** The Parties agree to renew the term of the Agreement for one (1) three-year period from May 1, 2025, to April 30, 2028.
2. **Charges.** In reference to Section 6.3 of Contract for Services Exhibit A, Image Director-Software as a Service, the annual hosting fee for the renewal period from May 1, 2025, to April 30, 2028, will be the following:

Period	Annual Hosting Fee
05/01/2025 to 04/30/2026	\$70,539.00
05/01/2026 to 04/30/2027	\$71,597.00
05/01/2027 to 04/30/2028	\$72,671.00

3. **Authority.** Each person signing this Agreement on behalf of either Party individually warrants that he or she has full legal power to execute this Agreement on behalf of the Party for whom he or she is signing, and to bind and obligate such Party with respect to all provisions contained in this Agreement.
4. **Signatures.** This Amendment may be signed and sent electronically by the parties. All signed counterparts will be deemed originals and together shall constitute the entire Amendment.
5. **No further amendments.** All remaining terms in the Agreement remain the same.

IN WITNESS WHEREOF, the parties or their duly authorized representatives hereby execute this Amendment on the date first written above.

FOR VENDOR

MILNER TECHNOLOGIES, INC.

By _____

Name _____

Title _____

FOR BC

THE DISTRICT BOARD OF TRUSTEES OF BROWARD COLLEGE, FLORIDA

By _____

Name _____

Title _____