



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Tim Gillette to provide specialized Advanced Report Writing and Review training during the 2025-2026 Academic Year. This training is for Professional and Executive Development through the Institute of Public Safety using bid waiver for professional services. Fiscal Impact: \$18,000.00, 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 course “Advanced Report Writing and Review” four times, utilizing Florida Department of Law Enforcement certified instructors. The seminar satisfies Criminal Justice Standards and Training Commission Requirements for the region. 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 for Professional Services per College Procedure A6Hx2-6.34 was used. 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 for Professional Services per

College Procedure A6Hx2-6.34 was used. 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

BROWARD COLLEGE

EXHIBIT "A" to Purchase Order STATEMENT OF WORK

Description of Services:

Service Provider: Tim Gillette

Address: 1230 NW 99 Ave Plantation, FL 33322

Service Date(s)/Time: September 22 to 26, 2025 8 am – 5 pm

Agreed Amount of Payment: \$4500.00

Service Date(s)/Time: November 17 to 21, 2025 8 am – 5 pm

Agreed Amount of Payment: \$4500.00

Service Date(s)/Time: February 2 to 6, 2026 8 am – 5 pm

Agreed Amount of Payment: \$4500.00

Service Date(s)/Time: April 27 to May 1, 2026 8 am – 5 pm

Agreed Amount of Payment: \$4500.00

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

Total Consideration Payable for the Services \$ 18,000.00

Description of Services

Provider agrees to present a 40-hour seminar entitled "Advanced Report Writing and Review" consistent with Criminal Justice Standards and Training Commission Advanced/Specialized Training Course 068 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.

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 50 questions per 40-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, Tim Gillette , 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.

Tim Gillette

(954) 205-2266

Printed/Typed Name

Phone Number

Tim Gillette

01-08-25

Signature

Date Signed



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/08/2024

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 NAIC # INSURER A : State National Insurance Company, Inc. 12831 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED Timothy Gillette Tim Gillette 1230 NW 99th Ave Plantation, FL 33322		

COVERAGES **CERTIFICATE NUMBER:** 994095043 **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:			NXTY9YV3HH-00-GL	05/06/2024	05/06/2025	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 <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) \$ \$
	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) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			NXTY9YV3HH-00-GL	05/06/2024	05/06/2025	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	LIVE CERTIFICATE  Click or scan to view	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 
---	---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

Re: Certificate for Gillette

From Brandon Weiss <brandon.weiss@ali.insure>
Date Mon 12/30/2024 11:41
To Tim Gillette <timgillette@trainforpromotion.com>
Cc Rick Rocco <rrocco@broward.edu>

CAUTION: This email originated from outside of Broward College. DO NOT click links or open attachments unless you are expecting the information and recognize the sender.

Mr. Gillette is currently insured as you should have on file from 05/06/2024, which renews on 05/06/2025. Insurance does not send out renewal offer or notices, until maximum of 60 days, minimum of 30 days in advance.

I just spoke with Mr. Gillette about this and he has expressed he will handle the new insurance, renewal offer once it is received.

**Thank you for your email...
Below will help to expedite and give you undivided attention
and the best time to talk and go over all your needs**

**Sincerely,
Brandon M. Weiss, Agent
E-Mail: brandon.weiss@ali.insure
Main Office: (954)746-6700 ext 106 Direct Line/Fax: (954)363-7406**

**If you need immediate attention, please call
954-746-6700, main office, customer service.**



Please be advised that no coverage may be considered bound or altered by email message. Any requests for this must be done in person. You may e-mail requests, questions and comments that pertain to general insurance inquiries. Please be advised that we do not recommend that personal information be provided in e-mail as no information will be released by our office regarding your account.

CONFIDENTIALITY NOTICE: This message and any attachments may contain confidential information from **Brandon M Weiss**. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient of this message, or an agent responsible for

delivery of this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this message or any attachments, or the taking of any action or omission to take any action in reliance on the contents of this message or of any attachments, is strictly prohibited.

If you have received this information in error, please notify the sender immediately by e-mail or telephone at **954-746-6700** and delete the original message immediately.

[Privacy Policy](#)

Please consider the environment before printing this e-mail.

Tim Gillette
1230 N.W. 99 Ave.
Plantation, FL 33322

December 27, 2024

Mr. Rick Rocco, Associate Dean
Institute of Public Safety
Broward College
3501 Davie Rd, Davie, FL 33317

Hello Associate Dean Rocco:

Please note that I am a sole proprietor providing instructional services and am exempt from carrying Worker's Compensation insurance by the state of Florida because I will not employ more than three employees at any time during my 2025/2026 contract with Broward College. I fully understand that if I do employ more than three employees during this time, I will no longer qualify for this exemption, and hence, I will immediately notify Broward College and provide proof of statutorily compliant workers compensation insurance in the form of certificate of insurance.

Respectfully,

Tim Gillette 

Tim Gillette