



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with J & J Instructional Services to provide seminar utilizing Florida Department of Law Enforcement certified instructor(s), for Professional and Executive Development at the Institute of Public Safety (IPS) in FY2025-2026 using bid waiver exception for professional services. Fiscal Impact: \$43,400.00, 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 “Interviews and Interrogations” four times, and “Adult Sex Crimes Investigations” three 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 A6Hx2-6.34 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 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 exception for Professional Services per FLDOE Rule 6A-14.0734 and College Procedure A6Hx2-6.34 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: J & J Instructional Services  
Address: 10206 Rainbridge Drive, Riverview, FL 33569

Service Date(s)/Time: October 6-10, 2025 8 am – 5 pm

Agreed Amount of Payment: \$6200.00

Service Date(s)/Time: February 9 – 13, 2026 8 am – 5 pm

Agreed Amount of Payment: \$6200.00

Service Date(s)/Time: April 20-24, 2026 8 am – 5 pm

Agreed Amount of Payment: \$6200.00

**Total Consideration Payable for the Services \$18,600.00**

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

Description of Services

Provider agrees to present a 40-hour seminar entitled "Adult Sex Crimes Investigations" consistent with Criminal Justice Standards and Training Commission Advanced/Specialized Training Course 1170 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.

# BROWARD<sup>®</sup> 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 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, Jerry Payton , 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.

**Jerry Payton**

Printed/Typed Name

  
Signature

8137860205 \_\_\_\_\_  
Phone Number

12/3/24 \_\_\_\_\_  
Date Signed





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/06/2024

**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).**

<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (855) 222-5919      FAX (A/C. No.): E-MAIL ADDRESS: support@nextinsurance.com														
<b>INSURED</b> J&J INSTRUCTION SERVICES 10206 Rainbridge Dr Riverview, FL 33569	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Next Insurance US Company</td> <td>16285</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Next Insurance US Company	16285	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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**COVERAGES**                      **CERTIFICATE NUMBER:** 574162302                      **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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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		NXTC7QHD7L-00-GL	01/01/2024	01/01/2025	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$5,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMP/OP AGG \$2,000,000.00 \$
	<b>AUTOMOBILE LIABILITY</b> <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) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> 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			NXTC7QHD7L-00-GL	01/01/2024	01/01/2025	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. This Certificate Holder is an Additional Insured on the General Liability policy with respect to ongoing operations. 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.

<b>CERTIFICATE HOLDER</b> The District Board of Trustees of Broward College Attention Risk Management 6400 NW 6th Way Fort Lauderdale, FL 33309	<b>CANCELLATION</b> 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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**J&J INSTRUCTION SERVICES**

Criminal justice training specialist

10206 Rainbridge Dr., Riverview, FL 33569.

813-786-0205

December 12, 2024

Rick Rocco

Associate dean

Institute of public safety, Broward College

Rick Rocco

J&J instructional services 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 this exemption. If we should need to employ more than three employees, we will immediately notify Broward college, and provide proof of statutorily compliant workers compensation insurance in the form of certificate of insurance.

Jerry L Payton

President of J&J Instructional Services



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

**Description of Services:**

Service Provider: J & J Instructional Services  
Address: 10206 Rainbridge Drive, Riverview, FL 33569

Service Date(s)/ Time: August 18 – 22, 2025 8 am – 5 pm  
Agreed Amount of Payment: \$6200.00

Service Date(s)Time: November 3-7, 2025 8 am – 5 pm  
Agreed Amount of Payment: \$6200.00

Service Date(s)/Time: January 26 – 30, 2026 8 am – 5 pm  
Agreed Amount of Payment: \$6200.00

Service Date(s)/Time: April 6 - 10, 2026 8 am – 5 pm  
Agreed Amount of Payment: \$6200.00

**Total Consideration Payable for the Services** **\$24,800.00**

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

**Description of Services**

Provider agrees to present a 40-hour seminar entitled "Interviews and Interrogations" consistent with Criminal Justice Standards and Training Commission Advanced/Specialized Training Course 047 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**

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**Jerry Payton**

Printed/Typed Name

  
\_\_\_\_\_  
Signature

8137860205  
Phone Number

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	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
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	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$100,000.00	
							MED EXP (Any one person)	\$5,000.00
							PERSONAL & ADV INJURY	\$1,000,000.00
							GENERAL AGGREGATE	\$2,000,000.00
							PRODUCTS - COMP/OP AGG	\$2,000,000.00
								\$
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							BODILY INJURY (Per person)	\$
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							PROPERTY DAMAGE (Per accident)	\$
								\$
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							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> 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				PER STATUTE	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Professional Liability			NXTC7QHD7L-00-GL	01/01/2024	01/01/2025	Each Occurrence:	\$1,000,000.00
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**CERTIFICATE HOLDER**      **CANCELLATION**

The District Board of Trustees of Broward College Attention Risk Management 6400 NW 6th Way Fort Lauderdale, FL 33309	<b>LIVE CERTIFICATE</b>  Click or scan to view	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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Jerry L Payton

President of J&J Instructional Services