



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Emmanuella Estrella to provide videography services for the dance program for fiscal year 2024-2025. Fiscal Impact: \$3,600.00.**

**Presenter(s):** Jamonica Rolle, Vice Provost, Academic Affairs

**What is the purpose of this contract and why is it needed?** To procure the services of professional videographer to create a visual record of the Summer 2024, Fall 2024, and Spring 2025 dance concerts. Videographer will provide professional imagery which may be used by students in their professional/student portfolios.

**What procurement process or bid waiver was used and why?** Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there are no formal or informal competitive requirements for goods and service acquired by the College at this dollar threshold. One quote was obtained by the requesting department to identify the best value for the required commodity or service.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?** This expenditure makes use of the budget established at the last June Board of Trustees meeting.

**What fund, cost center and line item(s) were used?** This is a Fund 100, CC0532 Dance expenditure, GLC 65000.

**Has Broward College used this vendor before for these products or services?** Yes.

**Was the product or service acceptable in the past?** Yes.

**Was there a return on investment anticipated when entering this contract?** The return will be an enhancement to the extracurricular educational experience provided for our students.

**Was that return on investment not met, met, or exceeded and how?** The investment will be met at the time of performance.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** To provide students with a best in class learning environment.

**Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?**

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

### FISCAL IMPACT:

Description: \$3,600.00 Worktags: CC0532, BU010, PG000015, FD100

04/16/24

CC0532 · Arts, Humanities, Communication Department - VPA

(\$3,600.00)

# Jeffrey Nasse

Jeffrey Nasse, Provost and SVP of Academic Affairs

5/2/2024

APPROVAL PATH: 11987: Emmanuelle Estrella FY2024-2025 Videography Services

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Scott Miller	Dean Review (AHCD - AHD)		 Completed	
2	Jamonica Rolle	Vice Provost Review		 Completed	
3	Jeffrey Nasse	Provost and SVP of Academic Affair		 Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
5	Zaida Riollano	Procurement Approval		 Completed	
6	Rabia Azhar	CFO Review		 Completed	
6	Christine Sims	Budget Departmental Review		 Completed	
6	<b>Legal Services Review Group</b>	Review and Approval for Form and		 Completed	
7	Board Clerk	Agenda Preparation		 Completed	
8	District Board of Trustees	Meeting	06/25/24 01:00 PM	 Pending	
9	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



EXHIBIT "A" to Purchase Order  
STATEMENT OF WORK

Description of Work:

Emmanuelle Estrella is contracted by Broward College to provide the Visual & Performing Arts I  
name of vendor name of department/pathway  
with Videography services for the 2024 Summer Dance Concert, 2024 Fall Dar  
service(s) provided title of event and/or semester and/or program

Total estimated compensation to be paid by Broward College: \$ 3,600.00  
amount quoted from vendor

Emmanuelle Estrella agrees to begin services when a purchase order is issued, and dates are  
name of vendor  
subject to change.

I, Emmanuelle Estre, accept Broward College's Terms and Conditions in lieu of my own, and I  
name of vendor  
warrant that I have legal power to bind Emmanuelle Estr, on its behalf.  
name of vendor

Vendor Signature: 

**Emmanuelle Estrella**

7851 Davie Rd Ext  
Apt. # 1307  
Hollywood, FL 33024  
estrella.pro1@gmail.com

**QUOTE**

QUOTE #115  
DATE: MARCH 12, 2024

**TO:**  
Broward College  
3501 SW Davie Road  
Davie, FL 33314  
(954) 201-6840

**FOR:**  
Videography

DESCRIPTION	AMOUNT
Videography taken for the Broward College Summer 2024 Dance Concert on July 20 <sup>th</sup> .	\$1,200
Videography taken for the Broward College Fall 2024 Dance Concert November 22 <sup>nd</sup> .	\$1,200
Videography taken for the Broward College Spring 2025 Dance Concert on April 11 <sup>th</sup> .	\$1,200
TOTAL	\$3,600.00

If you have any questions concerning this invoice, contact Sabrina Talamo at 954-201-6864/stalamo@broward.edu

Thank you for your business!