



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Richard Sessions to teach four (4) – forty-hour (40) classes, approved by Florida Department of Law Enforcement / Criminal Justice Standards Training Commission, utilizing Florida Department of Law Enforcement certified instructor(s), for Professional and Executive Development at the Institute of Public Safety. Fiscal Impact: Total Estimated cost of \$30,000.00.**

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

**What is the purpose of this contract and why is it needed?** The purpose of this contract is for the vendor to deliver the Criminal Justice Standards and Training Commission 40-hour course “Injury and Death Investigations” four 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.

**What procurement process or bid waiver was used and why?** A Bid Waiver exception for Professional Services per 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.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting**

Yes, The funds are provided by the Grant/Trust Fund from the Florida Department of Law Enforcement.

**What fund, cost center, and line item(s) were used?** FD205, CC0090, GLC64500.

**Has Broward College used this vendor before for these products or services?** Yes. The contractor provided the same service in 2023.

**Was the product or service acceptable in the past?** Yes. The Institute of Public Safety conducts course evaluations at the conclusion of each course. Positive feedback was received regarding the service provided.

**Was there a return on investment anticipated when entering this contract?** The ROI was anticipated when entering this contract by utilizing the ability to hire Subject Matter Experts to facilitate classrooms for professional and executive development.

**Was that return on investment not met, met, or exceeded, and how?** The ROI was Exceeded. The ability to hire Subject Matter Experts who are current in their discipline leads to better outcomes in professional and executive development classes.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?**

Yes. This contract directly feeds the Empower Student Development portion of the Social Enterprise Plan by providing a best-in-class student experience.

**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: This contract is paid for through a grant/trust fund from the Florida Department of Law Enforcement. The Worktags for this contract are GR001201, BU010, FD205, CC0090, PG000397; GLC64500. The total estimated cost is \$30,000.00

<b>09/13/24</b>	<b>CC0090 · Dean of Institute of Public Safety</b>	<b>(\$7,500.00)</b>
	GR001201	
<b>11/08/24</b>	<b>CC0090 · Dean of Institute of Public Safety</b>	<b>(\$7,500.00)</b>
	GR001201	
<b>01/10/25</b>	<b>CC0090 · Dean of Institute of Public Safety</b>	<b>(\$7,500.00)</b>
	GR001201	
<b>04/04/25</b>	<b>CC0090 · Dean of Institute of Public Safety</b>	<b>(\$7,500.00)</b>
	GR001201	
<b>TOTAL:</b>		<b>(\$30,000.00)</b>

**Jeffrey Nasse**

Jeffrey Nasse, Provost and SVP of Academic Affairs
























5/6/2024

APPROVAL PATH: 12017: Richard Sessions for Injury and Death Investigations FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Wayne Boulier	Dean Review		 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	Legal Services Review Group	Review and Approval for Form and		 Completed	
7	<b>Board Clerk</b>	Agenda Preparation		 Completed	
8	District Board of Trustees	Meeting	06/25/24 01:00 PM	 Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



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

Service Provider: Richard Sessions  
Address: 243 Eagle View Drive, Dandridge, TN 37725

Service Date(s):	September 9 - September 13, 2024,	8 am – 5 pm
Agreed Amount of Payment:	\$7,500.00	
Service Date(s):	November 4 - November 8, 2024,	8 am - 5 pm
Agreed Amount of Payment:	\$7,500.00	
Service Date(s):	January 6 -January 10, 2025,	8 am – 5 pm
Agreed Amount of Payment:	\$7,500.00	
Service Date(s):	March 31 - April 4, 2025,	8 am – 5 pm
Agreed Amount of Payment:	\$7,500.00	

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

Description of Services

Provider agrees to present an 40-hour seminar entitled "Injury and Death Investigations" consistent with Criminal Justice Standards and Training Commission Advanced/Specialized Training Course 036 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

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

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, Richard Sessions, accept Broward College's Terms and Conditions in lieu of our own, and I warrant that I have legal power to bind RS. on its behalf.

Richard Sessions

Printed/Typed Name

954-553-2087

Phone Number

  
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Signature

2-27-24

Date Signed



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