



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with EVA-LOTTA COOPER DBA LOTTA COOPER PHOTOGRAPHY to provide photography services for the music, dance, and theatre programs. Fiscal Impact: \$4,200.00.**

**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 a professional photographer to create a visual record of the 2024 summer student dance performances in addition to music, dance, and theatre performances for the 2024 - 2025 school year. EVA-LOTTA COOPER DBA LOTTA COOPER PHOTOGRAPHY 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, FD100, CC0529 Music expenditure and FD100, CC0528 Theatre 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: \$4,200.00. Worktags: CC0532, BU010, PG000015, FD100 Fund 1 = \$1,800.00; Worktags CC0529, BU010, PG000013, FD100 Fund 1 = \$1,200.00, and Worktags: CC0528, BU030, PG000015, FD100 = \$1,200.00.

04/16/24 CC0529 · Visual & Performing Arts

(\$1,200.00)

Board Item

04/16/24

CC0528 · Theatre

04/16/24

CC0532 · Arts, Humanities, Communication Department - VPA

Meeting of June 25, 2024

(\$1,200.00)

(\$1,800.00)

**TOTAL:** (\$4,200.00)

**Jeffrey Nasse**

Jeffrey Nasse, Provost and SVP of Academic Affairs

4/30/2024

APPROVAL PATH: 11986: Eva-Lotta Cooper dba Lotta Cooper Photography FY2024-2025 Photography 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	

# BROWARD COLLEGE

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

### Description of Work:

Lotta Cooper is contracted by Broward College to provide the Visual and Performing Art:  
name of vendor name of department/pathway  
with photography 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: \$ 4,200.00  
amount quoted from vendor

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

I, Lotta Cooper, 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 Lotta Cooper, on its behalf.  
name of vendor

Vendor Signature: \_\_\_\_\_



**Lotta Cooper**  
2634 SW 7<sup>th</sup> Street  
Boynton Beach, FL 33435  
561.568.7226  
1lottacooper@gmail.com

**QUOTE**

QUOTE #110  
DATE: APRIL 10, 2024

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

**FOR:**  
Photography

DESCRIPTION	AMOUNT
Photography taken for the Broward College Summer Dance Concert on July 20, 2024.	\$600
Photography taken for the Fall Band Concert on October 13, 2024.	\$600
Photography taken for the Broward College Fall Dance Concert on November 22, 2024.	\$600
Photography taken for the Fall Jazz Concert on December 4, 2024.	\$600
Photography taken for the Broward College Spring Dance Concert on April 11, 2025.	\$600
Photography taken for the Theatre performance in October 2024	\$600
Photography taken for the Theatre performance in March 2025	\$600
TOTAL	\$4,200.00

If you have any questions concerning this invoice, contact Alexandra Pola 954-201-6840 or [apola@broward.edu](mailto:apola@broward.edu).

Thank you for your business!