



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Chia Ying Kao to provide choreography and master class services for the Spring 2025 dance program. Fiscal Impact: \$2,000.00.

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

What is the purpose of this contract and why is it needed? This contract with choreographer Chia Ying Kao will provide students access to a professionally choreographed dance piece for the Spring 2025 Dance Concert. Work provided includes 50-75 hours of preparation with student dancers, master classes for all dance students and the creation of new dance pieces over the course of one term for our student performers' use.

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 services 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 will make use of the budget established at the June 2024 Board of Trustees meeting.

What fund, cost center and line item(s) were used? This is a Fund 100, CC0532, BU010, PG000015 Dance expenditure.

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 extracurricular educational experience 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: \$2,000.00 against Worktags: CC0532, BU010, PG000015, FD100

05/28/24

CC0532 · Arts, Humanities, Communication Department - VPA

(\$2,000.00)

Jeffrey Nasse

Jeffrey Nasse, Provost and SVP of Academic Affairs

5/2/2024

APPROVAL PATH: 12110: Chia Ying Kao FY2024-2025 Choreography Services and Master Classes

 **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	Legal Services Review Group	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	Electronic Signature(s)	Signatures obtained via DocuSig 		🕒 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		🕒 Pending	

EXHIBIT "A" to Purchase Order STATEMENT OF WORK

Description of Work:

Chia Ying Kao is contracted by Broward College to provide the Visual & Performing Arts I
name of vendor name of department/pathway
with Choreography services and master for the 2025 Spring Dance Concert.
service(s) provided title of event and/or semester and/or program

Total estimated compensation to be paid by Broward College: \$2000
amount quoted from vendor

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

I, Chia Ying Kao, 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 Chia Ying Kao, on its behalf.
name of vendor

Vendor Signature: 

Chia Ying Kao
312 7th Street
Apt. 3
Brooklyn, NY 11215
(646) 266-6066
kaochiaying@gmail.com

QUOTE

QUOTE #112
DATE: APRIL 10, 2024

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

FOR:
Choreography and Master Classes

DESCRIPTION	AMOUNT
Choreographer for the Spring Dance Concert on April 11 th , 2025, and to teach master classes for Broward College Students during the 2025 Spring semester.	\$2,000.00
TOTAL	\$2,000.00

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

Thank you for your business!