



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Cheyenne Kellar to provide choreography and master class services for the Spring 2025 dance program. Fiscal Impact: \$1,075.00.

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

What is the purpose of this contract and why is it needed? This contract with choreographer Cheyenne Kellar 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 Dance expenditure, GLC 64500.

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: \$1,075.00 against Worktags: CC0532, BU010, PG000015, FD100

05/28/24

CC0532 · Arts, Humanities, Communication Department - VPA

(\$1,075.00)

Jeffrey Nasse

Jeffrey Nasse, Provost and SVP of Academic Affairs

5/2/2024

APPROVAL PATH: 12109: Cheyenne Kellar 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:

Cheyenne Sharal Keel is contracted by Broward College to provide the Visual & Performing Arts
name of vendor name of department/pathway
with Choreography services and masterclasses 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: \$ 1,075.00
amount quoted from vendor

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

I, Cheyenne Sharal Keel, 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 Cheyenne Sharal Keel, on its behalf.
name of vendor

Vendor Signature: Cheyenne Keel

Cheyenne Sharal Kellar
4103 W Atlantic Blvd.
Apt. 402
Coconut Creek, FL 33066
(954) 669-6951
cheyennelentz.cl@gmail.com

QUOTE

QUOTE #110
DATE: APRIL 19, 2024

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

FOR:
Choreography and Master Class

DESCRIPTION	AMOUNT
Master Class and Original choreography for Broward College students 2025 Spring Dance Concert on April 11 th and 12 th	\$1,075
TOTAL	\$1,075

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

Thank you for your business!