



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the Commission on Opticianry Accreditation (COA) for Annual Accreditation fee renewal for the Vision Care Program. Fiscal Impact: \$1,626.00**

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

**What is the purpose of this contract and why is it needed?** The annual accreditation fee is required by the Commission on Opticianry Accreditation (COA) for ongoing accreditation. Accrediting bodies monitor institutions regularly to ensure continued compliance with standards. The COA fees support their ongoing monitoring activities, including periodic reports, data analysis, and follow-up evaluations. COA accreditation ensures that the Vision Care program meet specific educational standards and provide high-quality training to future professionals.

**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.

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

**What fund, cost center and line item(s) were used?** FD100, CC0526, GLC: 65000 Professional Fees.

**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?** Yes.

**Was that return on investment not met, met, or exceeded and how?** Met.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Yes, this is a annual accreditation fee which feeds the Social Enterprise tactic-Answer the Call for Healthcare Professionals and Actualize Employment tactics.

**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: \$1,626.00, CC0147, BU020, FD100, PG000063

06/25/24 CC0147 · Health Science - Vision and Cardiorespiratory

(\$1,626.00)

# Jamonica Rolle

Jamonica Rolle, Vice Provost, Academic Affairs

8/28/2024





APPROVAL PATH: 12473 Commission on Opticianry Accreditation (COA) - Annual Accreditation Renewal (FY2024-2025)

 **Workflow**

 Synchronize Routing

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Nora Powell	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	<b>Legal Services Review Group</b>	Review and Approval for Form and		Completed	
7	Board Clerk	Agenda Preparation		Pending	
8	District Board of Trustees	Meeting	10/08/24 11:00 AM	Pending	
9	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		Pending	

# INVOICE

Commission on Opticianry  
Accreditation  
229 E 85th St #194  
New York, NY 10028

Director@coaccreditation.com  
+1 (315) 742-8066  
http://coaccreditation.com/



## Broward College

**Bill to**  
Minina McKie  
Broward College  
Vision Care Technology - Opticianry  
1000 Coconut Creek Blvd.  
Coconut Creek, FL 33066

**Ship to**  
Minina McKie  
Broward College  
Vision Care Technology - Opticianry  
1000 Coconut Creek Blvd.  
Coconut Creek, FL 33066

### Invoice details

Invoice no.: 2024-09  
Invoice date: 06/15/2024  
Due date: 11/01/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Annual Accreditation Fee</b>	FY 2024-25	1	\$1,626.00	\$1,626.00

**Total** **\$1,626.00**

Please mail checks payable to:  
Commission on Opticianry Accreditation  
229 East 85th Street #194  
New York, NY 10028