



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with American Association for Paralegal Education for membership and renewal dues for the paralegal program in the Business Department. Fiscal Impact: \$545.75, Cumulative amount: \$0.00, Revenue: \$0.00**

**Presenter(s): Jeffrey Guild, Vice Provost of Academic Affairs**

**1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space.** The membership with AAFPE provides professional development for Broward College paralegal faculty through networking opportunities. They also provide guidance in assisting us with maintaining our accreditation with the American Bar Association.

**2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver.** 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. Membership dues, per the Florida Statute 119.01(3) requires that all financial, business and membership records held by the organization in relation to the individual(s) or organization(s) for whom a purchase order is being issued are to be considered public records and shall be subject to the provisions of Florida Statute 119.07.

**3. Describe business rationale for the purchase and how it was procured.**

**(A) What is the benefit of the purchase. If there is an ROI, describe the ROI and how calculated.** This membership offers professional development and training in the latest skills, ensuring our students are well-prepared to enter the workforce with up-to-date knowledge and expertise.

**(B) How does the purchase support the Strategic Business Plan.** Not applicable.

**(C) If applicable, what is the rationale for the use of piggybacks, existing contract extensions, bid waivers in lieu of the College conducting a competitive solicitation.** Not Applicable.

**(D) If a competitive solicitation process was conducted by the College, describe the process.** Not Applicable.

**4. 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.

**This Executive Summary is approved by:**

**Jeffrey Guild**



**APPROVAL PATH: 156 American Association for Paralegal Education - Membership and renewal dues 2025**

Review Executive Summary and Add Files	Jenny Clark	11/14/2024
Department Head 1 Auto Complete	N/A Auto Complete	11/19/2024
Auto Complete - No IT Review Needed	Jenny Clark	11/19/2024
Department Head 2 Review	Jeffrey Guild	11/19/2024
Department Head 3 Review	Jamonica Rolle	11/24/2024
Departments Approved-Auto Complete	Jenny Clark	12/2/2024
Auto Complete-No IT Review Needed	Raj Mettai	12/2/2024
Contracts Coordinator Review	Natalia Triana-Aristizabal	12/2/2024
Procurement Review	Orlando Aponte	12/5/2024
Auto Complete - Budget Information Added	Contract Admin	12/12/2024
Budget Review - Associate Vice President, Budget	Christine Sims	12/12/2024
CFO Review	Rabia Azhar	12/12/2024
Attorney Review	Kristina Raattama	12/18/2024

American Association for Paralegal  
Education, Inc.

8 The Green #17020  
Dover,, DE 19901 US  
+13025465094  
info@aafpe.org  
EIN - 61-1047512

**Invoice 1493-7925**



**BILL TO**

Alana Dasent  
Broward College  
1000 E Coconut Creek Pkwy  
Coconut Creek, FL 33066  
USA

DATE  
11/12/2024

PLEASE PAY  
\$545.75

DUE DATE  
12/12/2024

DATE		DESCRIPTION	QTY	RATE	AMOUNT
01/01/2025	Institutional Dues for 2025	AAfPE is the nation's largest and continuously operating organization dedicated to promoting quality paralegal and legal studies education. Membership dues are assessed on a calendar-year basis,	1	545.75	545.75

**TOTAL DUE**

**\$545.75**

THANK YOU.