



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with American Health Information Management Association (AHIMA) for a 2025 Professional - Premier Membership for faculty.

Estimated Contract Spend Amount: \$209.00, Estimated Cumulative Amount: \$0.00, Estimated Contract Revenue: \$0.00 Funding Source: FD100 Unrestricted Operating Fund

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. Membership in the American Health Information Management Association provides access to networking opportunities, industry-specific information, continuing education courses, research, professional development resources. This is for coverage for Calendar Year 2025 from 01/01/2025 to 12/31/2025.

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. The ROI is the access to a valuable information for the Health Science faculty for research, currency of content, and standard compliance. Additionally, membership provides professional development offerings for completion of required hours.

(B) How does the purchase support the Strategic Business Plan. Faculty professional development and community networking.

(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.

This Executive Summary is approved by:

**Jeffrey Guild
Vice Provost of Academic Affairs**



INVOICE

American Health Information Management Association • 35 W. Wacker Dr., 16th Floor • Chicago IL 60601 • ARInfo@ahima.org

Silfise Pubien

1000 Coconut
Creek Blvd
BUILDING 46/
ROOM 252
Coconut Creek,
FL 33066-1615
USA

**Customer
ID:**

Invoice Date: 10/9/2024

Invoice #: INV-35610-
B6G1J1

PO #:

Date Due: Due On
Receipt

Description	Quantity	Unit Price	Tax	Line Total
Professional - Premier Membership	1.00	\$209.00	\$0.00	\$209.00
1/1/2025- 12/31/2025				

Sub Total \$209.00

Tax \$0.00

Previous
Payments \$0.00

Invoice Total \$209.00

Balance Due \$209.00



INVOICE

American Health Information Management Association • 35 W. Wacker Dr., 16th Floor • Chicago IL 60601 • ARInfo@ahima.org

Customer ID:
Invoice #: INV-35610-B6G1J1
Bill To:

Balance Due: \$209.00
Amount \$
Enclosed: _____

Silfise Pubien
1000 Coconut Creek
Blvd
BUILDING 46/ ROOM
252
Coconut Creek, FL
33066-1615
USA

Credit Card:
To pay by credit card, please call AHIMA Customer Relations at 800-335-5535.

ACH/Wire:	Check:
Name: American Health Information Management Association	Remit To: American Health Information Management Association
Bank Name: JP Morgan Chase	P.O. Box 77-2735
Routing Number: 071000013	Chicago, IL 60678-2735
Account Number: 654199199	

For additional inquiries, please contact our Accounts Receivable department at ARInfo@ahima.org