



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the National Association of College Auxiliary Services (NACAS) for membership and renewal dues for FY2024-2025.**

**Estimated Contract Spend Amount: \$1,111.00, Estimated Cumulative Amount: \$0.00, Estimated Contract Revenue: \$0.00 Funding Source: FD303**

**Presenter(s): John Thornton, Vice Provost of Academic Affairs**

**1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space.** The purpose of this purchase is to renew the annual subscription with National Association of College Auxiliary Services.

**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.** Broward College will benefit with access to shared ideas and experiences to allow for best practices.

**(B) How does the purchase support the Strategic Business Plan.** This membership supports the Strategic Business Plan by giving Broward College access to industry trends. The membership connects countless Colleges and Universities to share ideas and experiences in the Auxiliary Service industry. This membership also connects Broward College to thousands of innovative vendors.

**(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:**

**John Thornton  
Vice Provost of Academic Affairs**

**NACAS**

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(434) 245-8425  
<http://www.nacas.org>  
[info@nacas.org](mailto:info@nacas.org)



## INVOICE

### Invoice Details

Invoice Date 2/18/2025  
Invoice Number 000339860  
Customer Broward College  
Balance Due \$1,111.00

QUANTITY	LINE DESCRIPTION	LIST PRICE	SALE PRICE	TOTAL
1	NACAS Membership: 6/1/2025 – 5/31/2026	\$1,550.00	\$1,111.00	\$1,111.00
SUBTOTAL:			\$1,111.00	
<b>TOTAL:</b>			<b>\$1,111.00</b>	

Please note that your balance due is being shown in USD. Thank you for your cooperation.