



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) with Darryl Nobles - DreamFocus Photography for photography, editing and archiving services for General Photography Community Relations FY2024-2025. Fiscal Impact: \$2,800.00

Presenter(s): Donald Astrab, VP, Academic Operations, Analytics, & Comm

What is the purpose of this contract and why is it needed? The purpose of this agreement with Darryl Nobles - DreamFocus Photography is for editing and archiving services for 1) Community relations various events such as BC Cares. 2) Marketing and Public Relations Administrators headshots. on an on-needed basis during the FY2024-2025. These photos are used for Marketing, Public Relations and Social Media

What procurement process or bid waiver was used and why? The procurement process for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where are a no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. Additionally, one quote was obtained, identifying the best value for the required commodity or service. No bid waiver was used.

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? CC0739, FD100 and CC0234, FD100; other services.

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? It was met- services were excellent and delivery of photos was made according to our scheduled needs.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Not applicable.

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:\$2,000.00 worktags: CC0739, BU103, FD100, PG000219

Description:\$800.00 worktags: CC0234, BU103, FD100, PG000219

11/01/24	CC0234 · Promotion & Public Relations	(\$800.00)
11/01/24	CC0739 · Community Relations	(\$2,000.00)


Donald Astrab

Donald Astrab, VP, Academic Operations, Analytics, & Comm

10/2/2024






















APPROVAL PATH: 12484 Darryl Nobles - DreamFocus Photography Services FY2024-2025

 **Workflow**

 Synchronize Routing

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Jennifer Silverio	AVP Review		 Completed	
2	Donald Astrab	Chief Operating Officer		 Completed	
3	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
4	Zaida Riollano	Procurement Approval		 Completed	
5	Rabia Azhar	CFO Review		 Completed	
5	Christine Sims	Budget Departmental Review		 Completed	
5	Legal Services Review Group	Review and Approval for Form and		 Completed	
6	Board Clerk	Agenda Preparation		 Completed	
7	District Board of Trustees	Board Meeting	11/12/24 11:00 AM	 Pending	
8	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



**EXHIBIT "A" to Purchase Order
STATEMENT OF WORK**

This agreement between Broward College Community Relations and Darryl Nobles of DreamFocus Photography, for the provision of photography services for Institutional Events and Community Relations events on an as-needed basis during FY2024-2025.

Obligations of DreamFocus Photography:

DreamFocus Photography agrees with Broward College at all times during the term of this Agreement:

- a. Conduct business dutifully and in good faith and not perform any act which would or might reflect adversely upon Broward College or the, including the integrity or goodwill of Broward College.
- b. There will be no commercial auto use on Broward College property.
- c. DreamFocus Photography is responsible for all liability, attendance, set-up, and break-down of equipment.
- d. All areas must be returned to same conditions prior to vendors leaving campus after the event.

Support Commitment:

In order to ensure the success of the efforts initiated by DreamFocus Photography, on behalf of Broward College, Broward College agrees to provide the following support in a timely manner including but not limited to:

- a. Access to designated areas on campus.
- b. Administrative support as needed.

Compensation:

Compensation will not exceed the amount of \$2,000.00 to be paid to DreamFocus Photography under the terms of this agreement.



**EXHIBIT "A" to Purchase Order
STATEMENT OF WORK**

This agreement between Broward College Marketing and Public Relations and Darryl Nobles of DreamFocus Photography, for the provision of photography services for Marketing and Public Relations administrators headshots, for 6 to 10 people, on an as-needed basis during FY2024-2025.

Obligations of DreamFocus Photography:

DreamFocus Photography agrees with Broward College at all times during the term of this Agreement:

- a. Conduct business dutifully and in good faith and not perform any act which would or might reflect adversely upon Broward College or the, including the integrity or goodwill of Broward College.
- b. There will be no commercial auto use on Broward College property.
- c. DreamFocus Photography is responsible for all liability, attendance, set-up, and break-down of equipment.
- d. All areas must be returned to same conditions prior to vendors leaving campus after the event.

Support Commitment:

In order to ensure the success of the efforts initiated by DreamFocus Photography, on behalf of Broward College, Broward College agrees to provide the following support in a timely manner including but not limited to:

- a. Access to designated areas on campus.
- b. Administrative support as needed.

Compensation:

Compensation will not exceed the amount of \$800.00 to be paid to DreamFocus Photography under the terms of this agreement.