



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Esther Budebo dba Terry's Face Painting, Inc. to provide services for the college-wide events during the month of January & April 2025. Fiscal Impact: Estimated \$7,200.00**

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

**What is the purpose of this contract and why is it needed?** Esther Budebo dba Terry's Face Painting, Inc. will supply vendors for interactive activities in January and April of Spring 2025. This is a fantastic opportunity for students to engage in spirited and events that enhance our sense of community. By bringing everyone together for a day of costumes, games, and festive activities, the Bash not only provides a much-needed break from academic pressures but also promotes social connections and inclusivity. This event encourages students to interact with peers from different backgrounds, fostering a more cohesive and supportive campus environment. Additionally, by creating memorable experiences and strengthening students' sense of belonging, these events play a key role in improving student retention. When students feel connected and engaged with their campus community, they are more likely to remain motivated and committed to their academic journey, contributing to a more vibrant and enduring college experience.

**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 is no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. One quote was obtained by the requesting department to identify the best value for the required commodity or service. Per College Procedure 6Hx2-6.34 for the procurement process for items under \$10K, no bids or additional quotes are required.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?** Yes, Student Life falls under Student Services which receives Fund 2/Student Activities and Service Fees Allocation. This event will be paid for out of the annual allocation for Student Life Programming.

**What fund, cost center and line item(s) were used?** FD201, BU010 (Central), BU020 (North), BU030 (South): CC0507- Programming. GLC: 64500:Other Services ; 64500:Other Services.

**Has Broward College used this vendor before for these products or services?** Yes, we have used this company in the past.

**Was the product or service acceptable in the past?** Yes. Our students have indicated on our post event surveys that they enjoy these social engagement offerings.

**Was there a return on investment anticipated when entering this contract??** Yes, we anticipate a return on investment. Student Life measures ROI through retention rates. If students are retaining at higher rates as a result of our events, we consider this to be a successful ROI.

**Was that return on investment not met, met, or exceeded and how?** We anticipate that the ROI will be met. According to our 22-23 data, students engaging in at least one event are retained at a higher rate than those who do not participate in events. Students who attend our events also have a higher level of course success than those who are not involved. Course success is defined as course completion with a passing grade.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** This directly feeds into the Social Enterprise Plan: “Increase student retention and completion or Empower Student Development - Provide A Best -In- Class Student Experience”.

**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:\$7,200.00 Esther Budebo dba Terry's Face Painting Inc -Worktags CC0507, FD201,PG000255, BU010 (Central) BU020 (North) BU030 (South). Total Fiscal Impact: \$7200.00

<b>10/08/24</b>	<b>CC0507 Student Life</b>	<b>(\$1,000.00)</b>
	April Event April 22 South Campus	
<b>10/08/24</b>	<b>CC0507 Student Life</b>	<b>(\$1,000.00)</b>
	April Event April 24 North Campus	
<b>10/08/24</b>	<b>CC0507 Student Life</b>	<b>(\$1,350.00)</b>
	April Event April 23 Central Campus	
<b>01/14/25</b>	<b>CC0507 Student Life</b>	<b>(\$1,100.00)</b>
	January Event Jan 14 North	
<b>01/15/25</b>	<b>CC0507 Student Life</b>	<b>(\$1,650.00)</b>
	January Event Jan 15 Central	
<b>01/16/25</b>	<b>CC0507 Student Life</b>	<b>(\$1,100.00)</b>
	January Event Jan 16 South	
	<b>TOTAL:</b>	<b>(\$7,200.00)</b>

APPROVAL PATH: 12539 Esther Budebo dba Terry's Face Painting, Inc. - Collegewide Events Spring 2025

 **Workflow**

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 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Jamonica Rolle	SVP Review		 Completed	
2	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
3	Orlando Aponte	Procurement Approval		 Completed	
4	Rabia Azhar	CFO Review		 Completed	
4	Christine Sims	Budget Departmental Review		 Completed	
4	<b>Legal Services Review Group</b>	Review and Approval for Form and		 Completed	
5	Board Clerk	Agenda Preparation		 Completed	
6	District Board of Trustees	Meeting	11/12/24 11:00 AM	 Pending	
7	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
8	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



## Exhibit "A" to Purchase Order

### Statement of Work

Esther Budebo, dba Terry's Face Painting Inc, will supply vendors for interactive activities at the January & April Spring 2025 events, a fantastic opportunity for students to engage in a spirited and enjoyable event that enhances our sense of community. By bringing everyone together for a day of costumes, games, and festive activities, the events not only provide a much-needed break from academic pressures but also promote social connections and inclusivity. This event encourages students to interact with peers from different backgrounds, fostering a more cohesive and supportive campus environment. Additionally, by creating memorable experiences and strengthening students' sense of belonging, these collegewide events play a key role in improving student retention. When students feel connected and engaged with their campus community, they are more likely to remain motivated and committed to their academic journey, contributing to a more vibrant and enduring college experience.

Services will be provided for each Broward College main campus as follows:

South Campus, January 16 & April 22, 2025, from 12 pm to 2 pm at the campus designated area.  
North Campus, January 14 & April 24, 2025, from 12 pm to 2 pm at the campus designated area.  
Central Campus, January 15 & April 23, 2025, from 12 pm to 2 pm at the campus designated area.

### Obligations of Esther Budebo dba Terry's Face Painting Inc:

Esther Budebo dba Terry's Face Painting Inc 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, including the integrity or goodwill of Broward College.
- b. Provide interactive activities Service(s) for each Broward College main campus (Central, North, and South) On January 14,15,16& April 22,23,24, between 12:00-2:00 PM at each campus's designated area. (Dates are subject to change)
- c. There will not be commercial auto use on Broward College property.
- d. Esther Budebo dba Terry's Face Painting Inc is responsible for all liability, attendance, set-up, and break down of vendors related to performance of the Services.
- e. All areas must be returned to the same conditions prior vendors leave campus after the performance of the Services.

### Support Commitment:

In order to ensure the success of the efforts initiated by Esther Budebo dba Terry's Face Painting Inc 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.
  - 1. North Campus – Bldg.46 Breezeway/Lawn
  - 2. Central Campus- Bldg.19 Patio/Lawn
  - 3. South Campus – Bldg.68 Breezeway/Lawn
  
- b. Administrative support as needed.

**Compensation:**

Compensation in the amount of \$7,200.00 (split as \$2,100.00 North & South Campus & \$3000.00 Central campus) shall be paid by Broward College to Esther Budebo, dba Terry's Face Painting Inc, under the terms of this agreement.