



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the Commission on Opticianry Accreditation (COA) for Annual Accreditation fee renewal for the Vision Care Program. Fiscal Impact: \$1,626.00

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

What is the purpose of this contract and why is it needed? The annual accreditation fee is required by the Commission on Opticianry Accreditation (COA) for ongoing accreditation. Accrediting bodies monitor institutions regularly to ensure continued compliance with standards. The COA fees support their ongoing monitoring activities, including periodic reports, data analysis, and follow-up evaluations. COA accreditation ensures that the Vision Care program meet specific educational standards and provide high-quality training to future professionals.

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 are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold.

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? FD100, CC0526, GLC: 65000 Professional Fees.

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? Met.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Yes, this is a annual accreditation fee which feeds the Social Enterprise tactic-Answer the Call for Healthcare Professionals and Actualize Employment tactics.

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: \$1,626.00, CC0147, BU020, FD100, PG000063

06/25/24 CC0147 · Health Science - Vision and Cardiorespiratory

(\$1,626.00)

Jamonica Rolle

Jamonica Rolle, Vice Provost, Academic Affairs 8/28/2024

APPROVAL PATH: 12473 Commission on Opticianry Accreditation (COA) - Annual Accreditation Renewal (FY2024-2025)

 **Workflow**

 Synchronize Routing

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Nora Powell	Dean Review		✔ Completed	
2	Jamonica Rolle	Vice Provost Review		✔ Completed	
3	Jeffrey Nasse	Provost and SVP of Academic Affair		✔ Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		✔ Completed	
5	Zaida Riollano	Procurement Approval		✔ Completed	
6	Rabia Azhar	CFO Review		✔ Completed	
6	Christine Sims	Budget Departmental Review		✔ Completed	
6	Legal Services Review Group	Review and Approval for Form and		✔ Completed	
7	Board Clerk	Agenda Preparation		🕒 Pending	
8	District Board of Trustees	Meeting	10/08/24 11:00 AM	🕒 Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		🕒 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		🕒 Pending	

INVOICE

Commission on Opticianry
Accreditation
229 E 85th St #194
New York, NY 10028

Director@coaccreditation.com
+1 (315) 742-8066
http://coaccreditation.com/



Broward College

Bill to

Minina McKie
Broward College
Vision Care Technology - Opticianry
1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

Ship to

Minina McKie
Broward College
Vision Care Technology - Opticianry
1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

Invoice details

Invoice no.: 2024-09
Invoice date: 06/15/2024
Due date: 11/01/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Annual Accreditation Fee	FY 2024-25	1	\$1,626.00	\$1,626.00

Total **\$1,626.00**

Please mail checks payable to:
Commission on Opticianry Accreditation
229 East 85th Street #194
New York, NY 10028