



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the non-standard agreement with ASE Test Prep LLC for prep exam certification (subscription) during FY2024-2025 for the Transportation Department. Fiscal Impact: \$1,768.00**

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

**What is the purpose of this contract and why is it needed?** An ASE (Automotive Service Excellence) subscription for automotive students is crucial for providing access to study materials essential for ASE certification exams. These resources include study guides and practice tests that prepare students to meet industry standards in automotive service excellence. By using ASE materials, students enhance their learning, deepen their skills in automotive technology and repair, and stay updated on industry best practices. ASE certification not only validates their competencies but also enhances their employability and career prospects. Overall, an ASE subscription supports students' professional development, aligns their education with industry standards, and ensures they are well-prepared for successful careers in automotive service and repair. ASE certifications are listed on the CAPE list of fundable industry certifications. Broward College receives funding from the State of Florida for each ASE certification earned by students.

**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. One quote was obtained by the requesting department to identify the best value for the required commodity or service.

**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?** CC0020, FD100, OP-22-000012, 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?** ROI was met. The return on investment (ROI) of an ASE subscription for automotive students is significant. It enhances learning outcomes, increases certification pass rates, and boosts employability. Students benefit from higher starting salaries and accelerated career advancement. Programs aligning with ASE standards gain credibility and attract more students, supporting long-term growth and industry relevance. Overall, ASE subscriptions ensure students are well-prepared for successful automotive careers, delivering tangible ROI through improved outcomes and industry recognition. ASE certifications are listed on the CAPE list of fundable industry certifications. Broward College receives funding from the State of Florida for each ASE certification earned by students.

**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:\$1,768.00 BU030, CC0020, FD100, PG000086

**08/20/24**

**CC0020 · Aviation program**

**(\$1,768.00)**

**Jamonica Rolle**

Jamonica Rolle, Vice Provost, Academic Affairs

8/15/2024

APPROVAL PATH: 12381 ASE Test Prep LLC - Subscription (Seats) FY2024-2025

 **Workflow**

 Synchronize Routing

 Edit View

 Add Work Item

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



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

**Description of Services:**

ASE Test Prep, LLC will provide Broward College with a subscription for 40 seats to the Automotive Student Testing or ASE Test Prep for professionals. The subscription includes 24/7 online access, weekly automated reports, and on-demand reporting for school instructors.

**Deliverables**

- **Subscription Access:** 24/7 online access to testing materials.
- **Reports:** Weekly automated reports and on-demand reporting system for instructors.

**Timeline**

- **Subscription Period:** Two semesters starting from the activation date.

**Payment Terms**

- **Total Cost:** \$1,768.00 for 40 seats at \$44.20 per seat, including a 15% multi-semester purchase discount.

**Contact Information**

For any questions, contact your sales rep or call 1-844-273-8378.

**Total Consideration Payable for the Services:**

**Total Cost:** \$1,768.00 for 40 seats at \$44.20 per seat, including a 15% multi-semester purchase discount.

# ASE Test Prep LLC Data Breach Policy #0105

**Established:1/1/2024**

## 1. Purpose

The purpose of this policy is to establish procedures for responding to a data breach involving personal and confidential information held by ASE Test Prep LLC. The policy aims to ensure a swift and effective response to mitigate damage, protect the affected individuals, and comply with legal and regulatory requirements.

## 2. Scope

This policy applies to all employees, contractors, and third-party service providers of ASE Test Prep LLC who handle personal and confidential information.

## 3. Definition of a Data Breach

A data breach is an incident where sensitive, protected, or confidential data is accessed, disclosed, or used in an unauthorized manner. This includes, but is not limited to:

- Unauthorized access to personal information
- Accidental or unlawful destruction, loss, alteration, or disclosure of data
- Breach of physical security leading to data compromise

## 4. Types of Data Covered

This policy covers all types of data held by ASE Test Prep LLC, including but not limited to:

- Personally Identifiable Information (PII) such as names, addresses, phone numbers, and email addresses
- Financial information such as credit card details and banking information
- Educational records and test results
- Employee records

## 5. Roles and Responsibilities

- **Data Protection Officer (DPO):** Responsible for overseeing the data breach response, ensuring compliance with this policy, and coordinating with relevant authorities.
- **IT Department:** Responsible for detecting, responding to, and mitigating data breaches, and maintaining the security of IT systems.
- **Employees:** Responsible for reporting any suspected data breaches immediately and following this policy's procedures.

## 6. Reporting a Data Breach

- **Immediate Reporting:** All employees and contractors must report any suspected or confirmed data breach immediately to their supervisor and the Data Protection Officer (DPO).
- **Details to Report:** The report should include the type of data involved, the extent of the breach, the date and time of the breach, and any actions taken so far.

## 7. Investigation and Assessment

- **Initial Assessment:** The DPO, in conjunction with the IT Department, will conduct an initial assessment to determine the scope and impact of the breach.
- **Containment:** Immediate steps will be taken to contain the breach and prevent further unauthorized access.
- **Investigation:** A thorough investigation will be conducted to determine the cause of the breach, the data affected, and the extent of the compromise.

## 8. Notification and Communication

- **Internal Notification:** Relevant internal stakeholders will be notified of the breach, including senior management and the legal department.
- **External Notification:** If required, affected individuals, regulatory authorities, and other external stakeholders will be notified in accordance with legal and regulatory requirements. Notifications will include the nature of the breach, the data affected, steps taken to mitigate the breach, and recommendations for individuals to protect themselves.
- **Media Communication:** Any communication with the media will be handled by designated personnel to ensure consistency and accuracy of information.

## 9. Mitigation and Remediation

- **Immediate Actions:** Immediate actions will be taken to mitigate the impact of the breach, such as securing systems, recovering data, and preventing further breaches.
- **Long-term Measures:** Long-term measures will be implemented to address the root cause of the breach and strengthen data security.

## 10. Review and Documentation

- **Documentation:** All actions taken in response to the breach, including the investigation, mitigation, and notification steps, will be documented.
- **Review:** The response to the breach will be reviewed to identify lessons learned and areas for improvement. This policy will be updated as necessary to reflect changes in laws, regulations, and best practices.

## 11. Training and Awareness

Regular training and awareness programs will be conducted to ensure all employees and contractors understand their responsibilities under this policy and are aware of the procedures for reporting and responding to data breaches.

## **12. Compliance and Enforcement**

Compliance with this policy is mandatory. Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## **13. Contact Information**

For any questions or concerns regarding this policy or data breach incidents, please contact:

- Data Protection Officer: Carl Borsani
- Email: [carl@asetestprep.com](mailto:carl@asetestprep.com)
- Phone: 937-307-6651

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This Data Breach Policy ensures that ASE Test Prep LLC is prepared to respond effectively to data breaches, protecting both the organization and the individuals whose data we hold.

**ASE Test Prep LLC Data Handling & Protection Policy Applicable to Automotive Student Testing Website**

**Established: 1/1/2024**

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## 1. Purpose

This policy describes how parent company ASE Test Prep LLC collects, accesses, secures, and uses to meet School and State data protection standards. This data protection policy ensures that ASE Test Prep LLC:

- Complies with data protection law and follows best practices
- Protects the rights of staff, customers, and contractors
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

## 2. Scope

This policy applies to:

- All staff of ASE Test Prep LLC
- All contractors, suppliers and other people working on behalf of ASE Test Prep LLC

This can include:

- President, Group Sales Manager, Office Administrator, System Administrator, and Programming Contractor(s)

## 3. Definitions

Student Account: Account that student self-registers to the Automotive Student Testing website

Instructor Account: Account that the instructor self-registers to the Automotive Student Testing website

Weekly Reporting: Instructor received automated PDF weekly reports in the email account associated with their account

On-Demand Reporting: Instructor may self-execute reports on an on-demand basis, and are emailed to the instructor via the email associated with their account

## 4. Data Collection

Data is collected via instructors and students visiting <https://automotivestudenttesting.com>, and registering their account via a unique voucher code assigned to the school and based on the term and length of subscription. Student or instructor must enter their first & last name, a unique username, student

email address, and a password of their choosing that must meet minimum password strength requirements.

The website is SSL encrypted and hosted on a major web hosting platform.

## **5. Data Access**

Only employees or contractors with a business necessity shall be granted access to data. Data shall not be shared informally. When access to confidential information is required, employees shall request it from their manager. ASE Test Prep, LLC will provide training to all employees to help them understand their responsibilities when handling data. Employees should keep all data secure, by taking sensible precautions and following the guidelines below.

- Strong passwords must be used and they should never be shared.
- Two-factor authentication must be enabled and enforced to access the website and it's data.
- Personal data should not be disclosed to unauthorized people, either within the ASE Test Prep LLC or externally.
- Data should be regularly reviewed and updated if it is found to be out of date. If no longer required, it should be deleted and disposed of.
- Employees should request help from their Manager if they are unsure about any aspect of data protection.

## **6. Data Security**

When working with private data, employees should ensure the screens of their computers are locked when left unattended. It should never be sent in clear text (e.g. email). Data must be encrypted before being transferred electronically. Managers and supervisors can explain how to send data to authorized external contacts. Employees should not save copies of personal data to their own computers. Always access and update the central copy of any data.

This policy helps to protect ASE Test Prep LLC from some data security risks, including:

- Breaches of confidentiality: information being given out inappropriately.
- Reputational damage. ASE Test Prep LLC could suffer if bad actors successfully gained access to sensitive data.

## **7. Data Use**

Everyone who works for or with ASE Test Prep LLC has some responsibility for ensuring data is collected, stored, and handled appropriately. Each team that handles personal data must ensure that it is

handled and processed in line with this policy and data protection principles. Some agencies choose to list responsibilities in a separate procedural document for ease of maintainability. Examples include:

- All Team members responsible for:
  - Keeping the President updated about data protection responsibilities, risks and issues.
  - Reviewing all data protection procedures and related policies, in line with an agreed schedule.
  
- The System Administrator is responsible for:
  - Arranging data protection training and advice for the people covered by this policy.
  - Handling data protection questions from staff and anyone else covered by this policy.
  - Dealing with requests from individuals to see the data ASE Test Prep LLC holds about them (also called 'subject access requests').
  - Checking and approving any contracts or agreements with third parties that may handle ASE Test Prep LLC sensitive data.
  - Ensuring all systems, services and equipment used for storing data meet acceptable security standards.
  - Performing regular checks and scans to ensure security hardware and software is functioning properly.
  - Evaluating any third-party services ASE Test Prep LLC is considering using to store or process data. For instance, cloud computing services.
  - Approving any data protection statements attached to communications such as emails and letters.
  - Addressing any data protection queries from journalists or media outlets like newspapers.
  - Where necessary, working with other staff to ensure marketing initiatives abide by data protection principles.

## **8. Data Inventory**

For each unique system created for or by ASE Test Prep LLC, an inventory of all data elements required, collected and stored shall be maintained. The inventory shall include element name, description, data classification level, and data steward (by role) responsible for it and any other desired metadata fields. The inventory shall be kept current to coincide with system changes. The inventory should not have any data values included but may include example data or range definitions. It shall reside in the main office at 2289 Walnut Ct., Xenia OH 45385.

## **9. Authorization and Authentication**

Access to data shall be given to only those who have a business need to access it. Regular review of authorization shall occur annually, or as major updates occur. Authentication to systems will be set and maintained at a level commensurate with the sensitivity level of the data within.

## **10. Compliance Standards**

ASE Test Prep LLC may choose to list specific regulations or statutes the policy satisfies generalized state data protection requirements. Aspects included in this policy include:

- An inventory and description of all data required of, collected or stored by Automotive Student Testing;
- Authorization and authentication mechanisms for accessing the data;
- Administrative, physical and logical security safeguards, including employee training and data encryption;
- Privacy and security compliance standards;
- Processes for identification of and response to data security incidents, including breach notification and mitigation procedures;
- In accordance with existing law, processes for the destruction and communication of data.

## **11. Data Security Incident Process**

ASE Test Prep LLC shall follow ASE Test Prep LLC Data Breach Policy #0105

## **12. Data Destruction**

ASE Test Prep LLC will only dispose of data and records in accordance with the requirements of the state and federal government legislative instruments. The destruction of data may be registered in the approved process and will be managed centrally through the System Administrator who will maintain a register of such. Data must not be destroyed if it is, or may be, the subject of a subpoena, or other formal request for access or relate to any ongoing action such as an appeal, regardless of whether the minimum statutory retention period has expired.

## **13. Data Storage**

These rules describe how and where data should be safely stored. Questions about storing data safely should be directed to the Manager or supervisor. When data is stored on paper, it should be kept in a secure place where unauthorized people cannot see it. These guidelines also apply to data that is usually stored electronically but has been printed:

- When not required, the paper or files should be kept in a locked drawer or filing cabinet.
- Employees should make sure paper and printouts are not left where unauthorized people could see them, like on a printer.
- Data printouts should be shredded and disposed of securely when no longer required.

- When data is stored electronically, it must be protected from unauthorized access, accidental deletion, and malicious hacking attempts.
- Data should be protected by strong passwords that are changed regularly and never shared between employees.
- If data is stored on portable storage devices, these should be kept locked away securely when not being used.
- Data should only be stored on designated drives and servers and should only be uploaded to an approved cloud computing service.
- Servers containing personal data should be sited in a secure location, away from general office space.
- Data should be backed up frequently. Those backups should be evaluated regularly, in line with the ASE Test Prep LLC standard backup procedures.
- Data should never be saved directly to laptops or other mobile devices like tablets or smart phones.
- All servers and computers containing data should be protected by approved security software and a firewall.