



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP for Annual Accreditation fee renewal for the EMS/Paramedic Program. Fiscal Impact: \$2,200.00**

**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 Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) for ongoing accreditation. Accrediting bodies monitor institutions regularly to ensure continued compliance with standards. The CoAEMSP fees support their ongoing monitoring activities, including periodic reports, data analysis, and follow-up evaluations. CoAEMSP accreditation ensures that EMT and paramedic programs meet specific educational standards and provide high-quality training to future EMS 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, CC0104, 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: \$2,200.00 CC0104, FD100, BU020, PG000052

06/25/24 CC0104 · Emergency Medical Technology

(\$2,200.00)

# Jamonica Rolle

Jamonica Rolle, Vice Provost, Academic Affairs

8/28/2024

APPROVAL PATH: 12472 CoAEMSP - 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	<b>Legal Services Review Group</b>	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	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 📄		⌚ Pending
10	Natalia Triana-Aristizabal	Contracts Coordinator		⌚ Pending



**CoAEMSP**  
**8301 Lakeview Pkwy #111-312**  
**Rowlett, TX 75088**

www.coaemsp.org  
 214-703-8445, Ext 116 michelle@coaemsp.org  
 Federal Tax ID: 30-0807524

# Invoice

Date	Invoice #
5/8/2024	025AF24-25
<b>DUE DATE</b>	<b>07/01/2024</b>

Bill To
Emergency Medical Services Broward College 3501 SW Davie Road Bldg 8/Rm. 132 Davie, FL 33314

Account #	600025
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Description	Amount
Annual Accreditation Fee for Fiscal Year July 1, 2024 - June 30, 2025	1,700.00
<p>Payment is due on receipt. The CoAEMSP strongly recommends payment be made by ACH, credit card, or the "View and Pay Invoice" option in this email to avoid the APF and expedite receipt of payment. Payment may be made by check. Please verify the CoAEMSP mailing address is correct and that your CoAEMSP program number (e.g., 60XXXX) or invoice # is referenced with your payment.</p>	

An additional processing fee of \$500.00 is assessed for unpaid invoices and payments received/postmarked after the identified due date. You may direct questions to Michelle Esquivel at michelle@coaemsp.org or 214-703-8445 ext. 116. For more information on the policies regarding the fees, see the CoAEMSP Policies & Procedures Manual at [www.coaemsp.org](http://www.coaemsp.org).

Please Note: The CoAEMSP Annual Fees increase begins July 1, 2025. This notice is being provided to ensure programs have sufficient time to plan for this change in 2025. For further details on the published fees, please visit <https://coaemsp.org/program-fees>.

<b>Total</b>	\$1,700.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,700.00



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214-703-8445, x 116 michelle@coaemsp.org  
 Federal Tax ID: 30-0807524

**Invoice**

Date	Invoice #
9/11/2024	025APF24-25
<b>Due Date</b>	<b>10/11/2024</b>
P.O. No.	

Bill To
Emergency Medical Services Broward College 3501 SW Davie Road Bldg 8/Rm. 132 Davie, FL 33314

Program #	600025
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www.coaemsp.org

Description	Amount
<p>This Additional Processing Fee invoice for non-payment of the CoAEMSP Annual Accreditation Fee for 2024-2025. Payment is due in thirty (30) calendar days from date of email. If you believe you are receiving the invoice in error because the payment was made on or before 7/31/2024, please send an e-mail to michelle@coaemsp.org containing the following information:</p> <ul style="list-style-type: none"> <li>-Intuit Credit Card receipt</li> <li>-ACH receipt</li> <li>-Check number, date of check, copy of check , and the address the check was mailed to</li> <li>-Date either the CK, ACH, or CC cleared your bank</li> </ul> <div data-bbox="212 1381 1013 1789" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>Payment for the total amount designated on the outstanding invoice(s) is/are due no later than thirty (30) calendar days from the date of the email. Remittance of payment must be made in United States funds and can be made by ACH or Credit Card through the "View and Pay Invoice" option. Please verify the remittance address in your system matches the CoAEMSP address on the invoice and that your CoAEMSP Program # (600XXX) or Invoice # is included on the payment advice. See CoAEMSP Policy X.C. – Accreditation Fees – Failure of Payment of Annual Fees along with the entire CoAEMSP Policies and Procedures Manual available at www.coaemsp.org. Thank you for your prompt attention to this matter. Please direct questions to Michelle Esquivel at michelle@coaemsp.org or 214-703-8445 ext 116.</p> </div>	500.00

**Total** **\$500.00**