



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the Southeast Florida Library Information Network (SEFLIN) for membership renewal and dues for FY2024-2025 with Broward College Libraries. Fiscal Impact: Estimated \$4,400.00

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

What is the purpose of this contract and why is it needed? Library services provide critical instructional support materials/resource sharing via a comprehensive catalog collection, both analog and digital, research training and support for faculty and students, and a wide array of related services. Membership of Southeast Florida Library Information Network (SEFLIN) as a service will assist with library staff and faculty development as well as meet the educational needs of the students. The financial responsibility of \$4,400 for the 2024 to 2025 year.

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. Membership dues, per the Florida Statute 119.01(3) requires that all financial, business and membership records held by the organization in relation to the individual(s) or organization(s) for whom a purchase order is being issued are to be considered public records and shall be subject to the provisions of Florida Statute 119.07.

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, CC0191 Library, GLC 64502 Institutional Memberships and Sponsorships.

Has Broward College used this vendor before for these products or services? Yes.

Was the product or service acceptable in the past? Yes, the service has been acceptable.

Was there a return on investment anticipated when entering this contract? Library services are an essential part of the higher education experience and are deemed critical to student success across all academic programs.

Was that return on investment not met, met, or exceeded and how? Broward College libraries staff and faculty have access to the resources and services that enhance our patrons learning experience because of this membership.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? The Broward College library services provides resources and services that assist student success by making it easier for students to access unique resources and local institutional archives to complete related assignments and research which supports the Broward College's Social Enterprise Plan, specifically to overcome the digital divide under guaranteed access to higher education and customize learning experiences through multiple modalities under empower student development.

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:

Estimated \$4,400 CC0191 Library, BU010, FD100, PG000161

08/20/24

CC0191 · Library Operations

(\$4,400.00)

Jeffrey Nasse

Jeffrey Nasse, Provost and SVP of Academic Affairs


6/17/2024

APPROVAL PATH: 12301 SEFLIN Membership Renewal and Dues FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Jeffrey Nasse	Provost and SVP of Academic Affair		 Completed	
2	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
3	Zaida Riollano	Procurement Approval		 Completed	
4	Christine Sims	Budget Departmental Review		 Completed	
5	Rabia Azhar	CFO Review		 Completed	
6	Legal Services Review Group	Review and Approval for Form and		 Completed	
7	Board Clerk	Agenda Preparation		 Completed	
8	District Board of Trustees	Meeting	08/20/24 08:30 AM	 Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



Invoice

777 Glades Road, FAU
Wimberly Library, Off. 452
Boca Raton, FL 33431

Date	Invoice #
6/1/2024	300000032

Bill To
Monique Blake Broward College 3501 Davie Road Davie, FL 33314-1604 United States

Due Date
10/1/2024

Date	Description	Amount
6/1/2024	Membership	-----
6/1/2024	Annual Expenditure 1,000,001 to 2,500,000	\$4,400.00
	Total	\$4,400.00
	Balance Due	\$4,400.00

Comments:
Annual Dues for the period October 1, 2024 - September 30, 2025