



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (blanket purchase order) with Alfred Clayton Photography Inc. dba Downtown Photo for photography services for Student Life Department on an as-needed basis during FY2024-2025. Fiscal Impact : Not exceeding \$9,000.00

Presenter(s): Janice Stubbs, Vice President of Student Services

What is the purpose of this contract and why is it needed? This contract establishes an agreement between Student Life and Alfred Clayton Photography Inc. dba Downtown Photo, for the provision of photography services for specific Student Life events on an as-needed basis during FY2024-2025.

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, Student Life falls under Student Services which receives Fund2/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, CC0506, 65000:Professional Fees 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, this is a local vendor and has provided exceptional service. 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 evaluates ROI through metrics such as retention rates, enhanced student experience, increased motivation, and strengthened community building.

Was that return on investment not met, met, or exceeded and how? We anticipate that the ROI will be met. According to our 23-24 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. Although the ROI may not always be directly measurable in financial terms, the significant positive impact on student engagement and the overall student success are valuable outcome.

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: Not exceeding \$9000.00. The expense is divided among the three campuses during FY2024-2025. Using worktags CC0506, FD201,PG000255, BU010 (Central), BU020 (North), BU030 (South). Central, North, and South will contribute \$3,000.00 each towards the overall cost.

08/20/24	CC0506 · Awards & Recognition	(\$3,000.00)
	North	
08/20/24	CC0506 · Awards & Recognition	(\$3,000.00)
	South	
08/20/24	CC0506 · Awards & Recognition	(\$3,000.00)
	Central	
TOTAL:		(\$9,000.00)

Janice Stubbs

Janice Stubbs, Vice President of Student Services

6/24/2024

APPROVAL PATH: 12286 Alfred Clayton Photography, Inc. dba Downtown Photo (Photography Services Student Life FY2024-2025)

 **Workflow**

 Edit View

 Add Work Item




















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



Exhibit A- To Purchase Order

Statement of Work

This agreement between Student Life and Alfred Clayton Photography Inc., dba Downtown Photo, for the provision of photography services for specific Student Life events on an as-needed basis during FY2024-2025.

Obligations of Alfred Clayton Photography, Inc DBA Downtown Photo:

Alfred Clayton Photography, Inc dba Downtown Photo 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 or the, including the integrity or goodwill of Broward College.
- b. Provide a Service for each Broward College main campus (North, Central, and South) on an as needed basis. (Dates are subject to change)
- c. There will be no commercial auto use on BC property.
- d. Alfred Clayton Photography, Inc dba Downtown Photo are responsible for all liability, attendance, set-up, and break-down of equipment.
- e. All areas must be returned to same conditions prior vendors leaving campus each after the event.

Support Commitment:

In order to ensure the success of the efforts initiated by Alfred Clayton Photography, Inc dba Downtown Photo 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 and will not exceed the amount of \$9,000.00 (split as \$3,000.00 per campus) shall be paid by Alfred Clayton Photography, Inc dba Downtown Photo under the terms of this agreement.