



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the National Association of Schools of Theatre (NAST) for accreditation services, membership renewal and dues for FY2024-2025 for AHCD Arts, Humanities, Communication & Design Pathway. Fiscal Impact: \$1,470.00**

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

**What is the purpose of this contract and why is it needed?** National Association of Schools of Theatre (NAST) Accreditation and Membership. As full member institution, Broward College is accredited through NAST to offer Theatre A.A. programs. This is an annual, institutional membership fee.

**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, CC0528, GLC: 64502:Inst. 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.

**Was there a return on investment anticipated when entering this contract?** Yes.

**Was that return on investment not met, met, or exceeded and how?** Return on investment met as department renewed accreditation status and continued membership with National Association of Schools of Theatre.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Directly feeds the student empowerment and development Social Enterprise tactic by ensuring teaching and programmatic excellence.

**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:**

Board Item

Meeting of August 20, 2024

Description:\$1,470.00 BU030 FD100 PG000015 CC0528

08/20/24

CC0534 · Arts, Humanities, Communication, and Design (AHCD) - AHD

(\$1,470.00)

# Jamonica Rolle

Jamonica Rolle, Vice Provost, Academic Affairs

7/23/2024

APPROVAL PATH: 12350 National Association of Schools of Theatre (NAST) Membership Renewal and Dues FY2024-2025



**Workflow**

Edit View

Add Work Item

Stage	Reviewer	Description	Due Date /	Status	
1	Scott Miller	Dean Review (AHCD - AHD)		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		Completed	
8	District Board of Trustees	Meeting	08/20/24 08:30 AM	Pending	
9	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig		Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		Pending	

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**National Association of Schools of Theatre****INVOICE**

11250 Roger Bacon Drive  
Suite 21  
Reston, VA 20190  
**Fed Id: 22-2273558**

Voice: 703-437-0700  
Fax: 703-437-6312  
<https://nast.arts-accredit.org>

Invoice Number: I0547-T24

**Bill To:**

Broward College  
Davie, FL 33314

Customer ID	Payment Terms	Invoice Date
I0547	Net Due	7/1/2024

  

Description	Cost
2024-2025 COMMUNITY COLLEGE INSTITUTIONAL MEMBERSHIP DUES (JULY 1 - JUNE 30)	\$1,470.00

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<b>Total</b>	\$1,470.00
<b>Payment</b>	
<b>Balance</b>	\$1,470.00

For your convenience, you may pay your invoice  
with a *Mastercard, Visa or American Express* at <http://nast.arts-accredit.org/>

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