



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Film Emporium, Inc. to grant students and faculty liability insurance. Fiscal Impact: Estimated \$2,817.50.**

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

**What is the purpose of this contract and why is it needed?** In order to film on public property in Broward County, this \$1M liability insurance is required to be filed with the film commission of Broward County. We also file this form with the film commissions of Miami Dade and Palm Beach, should we have need for our students to film there. Private locations require this insurance to allow students to enter and be able to film. This is liability insurance that protects Broward College. The Film Program cannot exist without it. It was the very first purchase made for the program and is the most elemental and indispensable part of our budget spending. The College has had this insurance coverage since 2015 as it is essential for the program operation.

**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?** FD100, CC0558, 69500 (other expenses).

**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? ?** This license subscription provides all students in the program with coverage needed for all projects on campus until they graduate.

**Was that return on investment not met, met, or exceeded and how?** The return on investment will be met as students will complete all projects under satisfactory liability coverage.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** To provide students with a safe and best in class learning environment.

**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: Estimated \$2,817.50 - CC0558/FD100/BU010/PG00010/69500 (other expenses)

06/25/24

CC0558 · Film Production

(\$2,817.50)

**Jeffrey Nasse**

Jeffrey Nasse, Provost and SVP of Academic Affairs











6/4/2024

APPROVAL PATH: 12128 Film Emporium, Inc. FY2024-2025 Liability Insurance

 **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	

FILM EMPORIUM INC  
 1890 Palmer Ave  
 Larchmont, NY 10538  
 914-833-2433  
 info@filmemporium.com  
 www.filmemporium.com

# Invoice



**BILL TO**

Broward College  
 3501 Road  
 Davie,  
 Davie, FL 33314

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
84398	04/22/2024	\$2,817.50	04/22/2024	Due on receipt	

**SALES REP**  
 CKC/ASM

ACTIVITY	RATE	AMOUNT
<b>InsPremAba-AFPG-ZAI</b> DICE / Annual Productions - General Liability - 15% - Zurich American Insurance Company - payable Abacus	2,500.00	2,500.00
<b>InsCharges-Aba non-comm</b> Insurance charges non commission 1 - taxes, fees and policy fees all payable to Abacus	167.50	167.50
<b>Brokers Fee</b> broker fee	150.00	150.00

Insurance : Please refer to your policy for terms and conditions. I, Amanda Mogro accept Broward's College's Terms and Conditions in lieu of our own, and I warrant that I have legal power to bind Film Emporium Inc. on its behalf.

SUBTOTAL	2,817.50
TAX	0.00
TOTAL	2,817.50
<b>BALANCE DUE</b>	<b>\$2,817.50</b>