



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the University Aviation Association (UAA) for Membership and Renewal Dues from July 2024 to July 2025 (FY2024-2025) for the Aviation program. Fiscal Impact: \$575.00.

Presenter(s): Jeffrey Guild,

What is the purpose of this contract and why is it needed? University Aviation Association (UAA) membership is important for the Aviation Department as it creates opportunities to meet people in the field and creates internship opportunities for students in addition to providing visibility for Broward College in the Aviation community.

What procurement process or bid waiver was used and why? Small purchase for Category One (\$0.00-\$10,000) per College Procedure A6Hx2-6-6.34 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? CC0020, FD100, 64502 Inst. Memberships & Sponsorships.

Has Broward College used this vendor before for these products or services? Yes, historically membership dues was paid with purchase order.

Was the product or service acceptable in the past? Yes.

Was there a return on investment anticipated when entering this contract? This membership allows Broward College to be visible in the aviation community attracting new students to pursue aviation degrees at BC.

Was that return on investment not met, met, or exceeded and how? The University Aviation Association membership facilitates the promotion of Broward College and its programs to prospective students directly during various events as many employers attend these events which promotes relationships with BC.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Yes. Guarantee Access to Higher Education. Accelerate Entry into College. Membership provides visibility for potential students.

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:\$575.00 BU030, CC0020, FD100, PG000086

08/20/24 **CC0020 · Aviation program**

(\$575.00)

Jamonica Rolle


Jamonica Rolle, Vice Provost, Academic Affairs

8/19/2024

APPROVAL PATH: 12311 University Aviation Association (UAA) - Membership Renewal & Dues FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Russell McCaffery	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	Legal Services Review Group	Review and Approval for Form and		 Completed	
7	Board Clerk	Agenda Preparation		 Pending	
8	District Board of Trustees	Meeting	09/04/24 11:00 AM	 Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	

University Aviation Association
5050 Poplar Ave
Suite 1503
Memphis, TN 38157
901-563-0505
hello@uaa.aero

Membership Invoice

Invoice # 5836

Russell McCaffery
Broward College
7200 Pines Boulevard
Pembroke Pines, FL 33024-7225

Thank you for your membership! According to our records, your membership is about to expire. In order to continue your membership and all the benefits it provides, please send in payment before the Due Date below.

Thanks again and we hope you'll renew your membership in University Aviation Association!

MEMBER	ITEM	AMOUNT
Broward College 8/5/2024 - 8/5/2025	Institution (# 101787) Membership Dues	575.00
		TOTAL: 575.00

Payment Stub

Please tear off this stub and include with your payment.
Send payment to:

University Aviation Association
5050 Poplar Ave
Suite 1503
Memphis, TN 38157

or login and pay online at www.uaa.aero

Member: McCaffery, Russell
Broward College

Invoice #: 5836
Description: Membership Dues
Date Due: 7/6/2024

Amt. Due: 575.00

Enclosed: