



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Business Relationship Management Institute for membership renewal and dues for FY2024-2025 for Information Technology. Fiscal Impact: \$450.00

Presenter(s): Raj Mettai, Chief Information Officer

What is the purpose of this contract and why is it needed?

This is to renew the corporate membership with the Business Relationship Management (BRM) Institute for one year. The corporate basic membership cost is \$225 p/person. For FY2024-2025, we will be purchasing professional memberships for two Business Relationship Managers.

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, CC0158, GLC64502.

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? The return on investment was met. The membership dues are nominal in comparison to the benefits offered to BRM professionals. BRM Institute provides world-class development programs to advance the art and discipline of business relationship management. Through BRM professional standards, the College can grow its BRM capability and roles to drive business strategy, strengthen cross-functional collaboration, innovation, and shared ownership across the institution.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? This is not applicable.

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

Description: \$450.00 from BU202, FD100, CC0158, PG000164.

Meeting of September 4, 2024

07/01/24

CC0158 · Information Technology

(\$450.00)

Donald Astrab

Donald Astrab, VP, Academic Operations, Analytics, & Comm

7/8/2024

Raj Mettai

Raj Mettai, Chief Information Officer











7/15/2024

APPROVAL PATH: 12334 Business Relationship Management Institute Membership Renewal & Dues FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Alina Gonzalez	Review & Approve		 Completed	
2	Donald Astrab	Chief Operating Officer		 Completed	
3	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
4	Zaida Riollano	Procurement Approval		 Completed	
5	Raj Mettai	CIO Review		 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		 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	



Order #413790

Date: 6/16/2024

Transaction Date: 6/1/2024

🏠 3340 Peachtree Road NE STE 1800, Atlanta, GA 30326



✉ info@brm.institute

Customer:

#21023
Broward College

Billing:

Broward College
6400 NW 6th Way
Fort Lauderdale, Florida 33309-6123
United States

Line Items

Item	Item Price	Charge Amount	Total	Edit
Corporate Basic - 1 Year (for 2 people) (7/23/2024 - 7/22/2025) Membership	\$450.00 (Corporate Basic 1 Year Regular)	\$450.00	\$450.00	Edit

Purchase Order

Number	Name	Amount	Date
6/16/2024	Broward College	\$450.00	6/16/2024

Notes

Add Note +

Note Category	Note Title	Note	Follow Up Date	Created On ▼	Created By
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Created

Total: \$450.00
 Payments: \$0.00
 Balance: \$450.00