



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with FL-AHEAD (Florida Association on Higher Education and Disability) for membership and renewal dues for FY2024-2025 for Accessibility Resources. Fiscal Impact: \$140.00.

Presenter(s): Donald Astrab, VP, Academic Operations, Analytics, & Comm

What is the purpose of this contract and why is it needed? This is the annual membership for the professional state organization for professional development, legislative updates, and collaboration with all disability providers in the state of Florida.

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? CC0095, FD100, 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? It was met through the collaborative efforts and the opportunity for professional development and keeping up with best practice in our field.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? This membership supports Accessibility staff with achieving and maintaining all social enterprise tactics.

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: \$140.00. CC0095, BU301, FD100, PG000184

08/20/24

CC0095 · Disability Services

(\$140.00)

Jo Anderson

Jo Anderson

8/19/2024



Florida Association on Higher Education and Disability (FL-AHEAD)

INVOICE

INVOICE #: 24-25-0013
DATE: 8/27/24

To:
Juliet Thompson
Broward College
3501 Davie Road
Davie, FL 33314
jthomps5@broward.edu

PAYMENT DUE: UPON RECEIPT

COMMENTS OR SPECIAL INSTRUCTIONS:

Dues may be submitted via [PayPal](#) or by sending a check payable to **Florida Association on Higher Education and Disability**:

Katherine Morgan, FL-AHEAD Treasurer
University of Florida
Disability Resource Center
1316 Museum Road
Gainesville, FL 32607
admin@flahead.org

MEMBERSHIP	DESCRIPTION UNIT PRICE	TOTAL
Institutional Plus	2024-2025 Membership Dues for 5 Members	\$100.00
Additional Member(s)	2024-2025 Membership Dues for Additional Members: \$20 per additional member Quantity 2	\$40

Membership is valid from July 1, 2024 - June 30, 2025.

TOTAL DUE \$140.00

If you have any questions concerning this invoice, please contact:
Katherine Morgan, FL-AHEAD Treasurer at
352-392-8565
admin@flahead.org












THANK YOU FOR YOUR BUSINESS!

APPROVAL PATH: 12420 FL-AHEAD - Membership and Renewal Dues FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Craig Levins	AVP Review		 Completed	
2	Donald Astrab	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	09/24/24 11:00 AM	 Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	