



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the Association for Talent Development (ATD) for FY 2024-2025 membership dues for WPL staff members. Fiscal Impact: \$897.00**

**Presenter(s):** Sophia Galvin, Vice President, Talent and Culture

**What is the purpose of this contract and why is it needed?** The purpose of this purchase is to attain memberships for three Workplace Learning (WPL) staff members from the Association for Talent Development (ATD). These memberships will allow each WPL staff member to take ATD certification courses at a discounted rate (Managing Learning Programs, Creating Leadership Development Programs, and Evaluating Learning Impact). Membership also unlocks immediate access to tools, templates, case studies, research papers, work guides, a library of videos and conference session recordings.

**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, CC0016, GLC: 64502:Inst. Memberships and Sponsorships

**Has Broward College used this vendor before for these products or services?** Yes.

**Was there a return on investment anticipated when entering this contract?** Yes. The decision to enter into the agreement was based on the expectation that the creation, management, and improvement of our professional development programming will lead to enhanced professional skills, improved team performance, and greater efficiency across the institution.

**Was that return on investment not met, met, or exceeded and how?** Yes, the return on investment was met. From what was learned at the ATD conference the WPL team was able to update our post-training survey questions. This impacted the creation of new courses, management of existing courses, and improvement of our professional development programming. It also accelerated the development of our Administrators, PTS, and Faculty, ensuring effective stewardship during important projects across our institution.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Yes, this contract indirectly feeds one of the Social Enterprise tactics by supporting talent activation, by developing Broward College employees through the creation and management of new and existing programming, we are ultimately benefiting the college community, including students, faculty, and staff. This aligns with the objective of talent activation within the Social Enterprise framework.

**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:\$897.00 BU203, CC0016, FD100,

07/01/24

CC0016 · Associate Vice President for Human Resources

(\$897.00)

**Marisol Cortes**

Marisol Cortes, Senior Executive Assistant


















6/5/2024

APPROVAL PATH: 12147 Association for Talent Development (ATD) - Memberships Dues for FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Sophia Marie Galvin	Executive Director Review		 Completed	
2	Zaida Riollano	Procurement Approval		 Completed	
3	Christine Sims	Budget Departmental Review		 Completed	
4	Rabia Azhar	CFO Review		 Completed	
5	<b>Legal Services Review Group</b>	Review		 Completed	
6	Board Clerk	Agenda Preparation		 Completed	
7	District Board of Trustees	Meeting	08/20/24 08:30 AM	 Pending	
8	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



Association for  
Talent Development

1640 King Street, Alexandria, VA 22314. USA

Phone: 703.683.8100 Fax: 703.299.8723

Tax ID: 39-0852310

## Quote

01022272

Broward College

Accounts Payable Department

6400 NW 6th Way-3rd Fl

Fort Lauderdale, FL 33309

Invoice Date: 4/11/2024

PO #

Invoice#: 01022272-041124

Membership period: 8/1/24 to 7/31/25

Payment Terms: Due Upon Receipt

Order No	Name	Description	Amount
9006533292	Shayna Dominguez	ATD Membership - Professional	\$299.00
9006533282	Zahira Gonzalez	ATD Membership - Professional	\$299.00
9006533278	Heather Rousseau	ATD Membership - Professional	\$299.00

Orders on Invoice: 3

**Total Amount: \$897.00**

**IMPORTANT: PLEASE NOTE NEW PAYMENT INSTRUCTIONS BELOW EFFECTIVE JULY 13, 2020**

### PAYMENT OPTIONS

Credit Card	ACH Remittance	Wire Transfer	Payment by Check	Other
<b>PAY NOW</b>	Association for Talent Development  HSBC Bank USA 452 Fifth Avenue New York, NY 10018  Bank Routing ACH: 022000020 Bank Account Number: 189022167	Association for Talent Development  HSBC Bank USA 452 Fifth Avenue New York, NY 10018  Bank Routing Wire: 021001088 Bank Account Number: 189022167 Swift Code INTL: MRMDUS33	<b>Check payable to:</b> Association for Talent Development  <b>Mail to:</b> Association for Talent Development PO Box 200212 Pittsburgh, PA 15251-0212  Please include the invoice/ order number in the memo section	<b>Purchase Order:</b> Please contact Customer Care for more information.  <b>Email:</b> <a href="mailto:customer@td.org">customer@td.org</a>  <b>Phone:</b> 1.800.628.2783 (U.S) or 1.703.683.8100 (International) Available from 8am to 6pm EST (Mon-Fri)  Fax: 1.703.299.8723

**PAY NOW**