



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for Annual CAAHEP 2024-2025 Accredited Program fee renewal for the Diagnostic Medical Sonography and EMS/Paramedic Program. Fiscal Impact: \$1,200.00

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

What is the purpose of this contract and why is it needed? The annual accreditation fee is required by The Commission on Accreditation of Allied Health Education (CAAHEP) for ongoing accreditation. Accrediting bodies monitor institutions regularly to ensure continued compliance with standards. The CAAHEP fees support their ongoing monitoring activities, including periodic reports, data analysis, and follow-up evaluations. CAAHEP accreditation ensures that the Diagnostic Medical Sonography and EMT and paramedic programs meet specific educational standards and provide high-quality training to future professionals.

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.

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, CC0526, GLC: 65000 Professional Fees.

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? Met.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Yes, this is an annual accreditation fee which feeds the Social Enterprise tactic-Answer the Call for Healthcare Professionals and Actualize Employment 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: \$500.00 CC0104, FD100, BU020, PG000052

\$500.00 CC0526, FD100, BU020, PG000062

\$200.00 Administrative Fee will be split among both programs

Board Item

06/25/24

CC0104 · Emergency Medical Technology

Meeting of September 24, 2024

(\$600.00)

09/24/24

CC0526 · Ultrasound

(\$600.00)

TOTAL: (\$1,200.00)

APPROVAL PATH: 12474 CAAHEP - Annual Accreditation Renewal FY2024-2025

Stage	Reviewer	Description	Due Date	Status	
1	Nora Powell	Dean Review		✔ Completed	
2	Jeffrey Guild	Vice Provost Review		✔ Completed	
3	Jamonica Rolle	Provost and SVP of Academic Affair		✔ Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		✔ Completed	
5	Orlando Aponte	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	



Commission on Accreditation
of Allied Health Education Programs

Invoice: 2024-292
Date: 07/01/2024
Term: Net 30

To:
Laurincia Dezulme
Broward College
1000 Coconut Creek Blvd
Bldg 41/109
Coconut Creek, FL, 33066

For:
CAAHEP Accredited Program Fee
2024 - 2025
[July 1,2024 - June 30,2025]

Description	Fee per Accredited Program
CAAHEP 2024 - 2025 Accredited Program Fee	\$500.00
- Diagnostic Medical Sonography <ul style="list-style-type: none"> • Abdominal-Extended • Adult Cardiac • Obstetrics and Gynecology 	
- Emergency Medical Services-Paramedic	
Administrative Fee	\$200.00
Amount Paid	\$0.00
Total Fee for all CAAHEP Accredited Programs	\$1200.00

Please remit payment to:
CAAHEP
9355 113th St N, #7709
Seminole, FL 33775

PAYMENT LINK

Tax ID# 363971110

Payments are due **August 1, 2024**

All payments were due no later than August 1. Payments not received by August 1 have incurred an additional fee of \$200.

If you have any questions concerning this invoice, contact CAAHEP at (727) 210-2350 ext.102, or email receivables@CAAHEP.org.