



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Study Florida for membership renewal and dues for FY2024-2025 for International Student Services Office (ISSO). Fiscal Impact: \$400.00**

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

**What is the purpose of this contract and why is it needed?** Study Florida is a not-for-profit professional association comprised of regionally accredited, public and private, secondary schools or 2-year and 4-year, non-profit educational institutions located in the state of Florida. The broad purpose of this consortium is to connect international students with excellent educational opportunities in the State of Florida. Its primary goal is to promote and market Florida as a study destination for international students. The membership provides Broward College a presence (profile) in the consortia website and print magazine.

**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 provision 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?** FD 100 / CC0171 / GLC:64502: Inst. Memberships and Sponsorships.

**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. The return anticipated was the recognition of Broward College (BC) as member of this consortium. BC was represented in a print magazine and the consortium website.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** 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:\$400.00 CC0171 /BU 306 / FD 100 / PG 000177

Meeting of September 4, 2024

**08/20/24**

**CC0171 · International Educational Student Outreach**

**(\$400.00)**

**Jeffrey Nasse**

Jeffrey Nasse, Provost and SVP of Academic Affairs








7/2/2024

APPROVAL PATH: 12329 Study Florida Consortium Membership Renewal and Dues FY2024-25

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date /	Status	
1	David Moore	Dean 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	<b>Legal Services Review Group</b>	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	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		⌚ Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		⌚ Pending	

## Regina Carvalho

**From:** Campbell, Kelli <kcampbell@fgcu.edu>  
**Sent:** Wednesday, June 19, 2024 4:25 PM  
**To:** Regina Carvalho  
**Subject:** Study Florida Invoice 2024-2025

**CAUTION:** This email originated from outside of Broward College. DO NOT click links or open attachments unless you are expecting the information and recognize the sender.

### STUDY FLORIDA MEMBERSHIP INVOICE

**INVOICE DATE:**  
**DUE DATE: 7/31/2024**

#### BILL TO

Broward College  
Regina Carvalho  
rcarvalh@broward.edu

#### INSTRUCTIONS

Please mail paper checks to address below or request online payment.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Study Florida Membership <i>Membership through June 30, 2025</i>	\$400	\$400

**Make All Checks Payable to:**  
**NOTE: This is a new address as of June 2023! Please make sure your Accounting Department updates this address and does not send checks to an old address!**

Study Florida, Inc.  
Attn: Study Florida  
4233 SW 1<sup>st</sup> Pl  
Cape Coral, FL 33914

**NOTE:** To pay online via credit card, please email Adrian Sanchez (adrian.sanchez@fsw.edu) to request an electronic invoice. The invoice will be emailed directly from the consortium's bank (LendingClub). **Please note that a \$12 convenience fee will be applied.**

#### Direct All Inquiries to:

Adrian Sanchez  
Study Florida Treasurer  
239-489-9267  
Adrian.sanchez@fsw.edu

SUBTOTAL	400.00
SALES TAX	0.00
SHIPPING & HANDLING	0.00
<b>TOTAL DUE BY DATE</b>	<b>400.00</b>