



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Therapy Equipment Technical Services for safety check and calibration PTA equipment for the Physical Therapy Assistant Program. Fiscal Impact: \$2,150.00

Presenter(s): Jamonica Rolle, Vice Provost, Academic Affairs
Nora Powell, Dean, Health Sciences

What is the purpose of this contract and why is it needed? The purpose of this agreement with Therapy Equipment Technical Services is to provide safety check and calibration of the PTA equipment in the PTA lab. The Physical Therapy Assistant students will use this type of equipment in the field on patients.

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 is no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. One quote was obtained by the requesting department to identify the best value for the required commodity or service.

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? CC00146, FD100, GL: Repairs.

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, Physical Therapy students will use this type of equipment out in the field on patients.

Was that return on investment not met, met, or exceeded and how? The return on investment was met. By training with the same equipment used by pre-hospital providers in the field, Physical Therapy students are better prepared for real world experience once they are working in the hospital setting.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? This contract feeds the Social Enterprise tactic-Answer the Call for Healthcare Professionals and Actualize Employment tactics. Use of real world equipment and supplies allows the BC health science students to meet all clinical requirements, graduate, and sit for certification. This, in turn prepares students for entry level employment that will lead to permanent careers.

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.

Description: Estimated \$2,150.00 Worktags: CC00146, BU020, FD100, PG000059

12/04/23 CC0146 · Health Science - Physical Therapy (\$2,150.00)

Jamonica Rolle

Jamonica Rolle, Vice Provost, Academic Affairs 7/25/2024

APPROVAL PATH: 12244 Therapy Equipment Technical Services - Electrical, Safety & Calibration Services (FY2024-2025)

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Nora Powell	Dean Review		 Completed	
2	Jamonica Rolle	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	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
8	District Board of Trustees	Board Meeting	08/20/24 08:30 AM	 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



**EXHIBIT "A" to Purchase Order
STATEMENT OF WORK**

Description of Services:

Therapy Equipment Technical Services will be doing the following:

- Ensure the machine is properly grounded to prevent electrical hazards.
- Inspect power cords and connections for wear or damage also checking the power output levels and ensuring they match the settings displayed on the machine.
- Inspect electrodes and cables for damage before each use also ensures that the device delivers the correct electrical parameters (e.g., frequency, intensity) as set by the user.
- Verifying output using specialized measurement tools.
- Inspect cables, controls, and moving parts regularly for wear and tear on Traction units
- checking mechanical settings and ensuring they provide the correct traction force.
- Ensure that electrical components (such as heating elements and temperature controls) are properly insulated and grounded to prevent electrical shocks.
- Regularly inspect power cords, plugs, and connections for any signs of wear, damage, or overheating.
- Perform routine testing of heating elements and temperature controls to ensure they are functioning correctly and within safe operational limits.
- Replace heating elements or parts as recommended by the manufacturer to maintain safe and effective operation
- Ensure treatment tables are grounded and that all electrical connections are secure.
- Inspect power cords, switches, and electrical components regularly for wear, damage, or malfunction.
- Check hydraulic or motorized components for smooth operation and proper functionality.
- Lubricate moving parts as recommended by the manufacturer to prevent wear and ensure smooth operation.
- Keep detailed records of calibration dates, results, and any adjustments made during the process.

Total Consideration Payable for the Services:

Estimate \$2,150.00