



## 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<br>UNIT PRICE   | TOTAL    |
|----------------------|---|----------|
| Institutional Plus   | 2024-2025 Membership Dues for 5 Members   | \$100.00 |
| Additional Member(s) | 2024-2025 Membership Dues for Additional Members:<br>\$20 per additional member<br>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](mailto: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     | <b>Legal Services Review Group</b> | 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     | <b>Electronic Signature(s)</b>     | Signatures obtained via DocuSig  |                   |  Pending   |   |
| 10    | Natalia Triana-Aristizabal         | Contracts Coordinator   |                   |  Pending   |   |