



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the National Institute of Governmental Purchasing (NIGP) for membership renewal and dues for FY2024-2025 for the Procurement department. Fiscal Impact: \$595.00**

**Presenter(s):** Rabia Azhar, Chief Financial Officer

**What is the purpose of this contract and why is it needed?** Membership and participation in NIGP provides access to a network of 18,000+ procurement professionals, opportunities to continue learning and growing in the profession, time-saving resources and templates, and the institutional experience of 2,600+ member agencies. Additionally, through NIGP, the Procurement staff has access to courses and resources for procurement certifications.

**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 Statue 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 Statue 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, CC0229, 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?** The ROI is the access to a valuable source of information for the procurement staff.

**Was that return on investment not met, met, or exceeded and how?** Met, as membership in NIGP provides development in the procurement career and professional future.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Staff professional development and community networking.

**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: \$595.00 from BU204 CC0229 FD100 PG000207



APPROVAL PATH: 12499 National Institute of Governmental Purchasing (NIGP) Membership Renewal & Dues FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Orlando Aponte	AVP Review		 Completed	
2	Rabia Azhar	CFO Review		 Completed	
3	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
4	Orlando Aponte	Procurement Approval		 Completed	
5	Rabia Azhar	CFO Review		 Completed	
5	Christine Sims	Budget Departmental Review		 Completed	
5	<b>Legal Services Review Group</b>	Review and Approval for Form and		 Completed	
6	Board Clerk	Agenda Preparation		 Pending	
7	District Board of Trustees	Board Meeting	12/10/24 11:00 AM	 Pending	
8	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	

**NIGP**  
Attn: Accounting Department  
12007 Sunrise Valley Drive  
Suite 110  
Reston, VA 20191

**INVOICE #** 593045  
**P.O. NUMBER**  
**DATE** 11/29/2024  
**TERMS** Net 30

**BILL TO:**

Broward College  
6400 NW 6th Way  
Business Services  
Fort Lauderdale, FL 33309-6123

**SHIP TO:**

Broward College  
6400 NW 6th Way  
Business Services  
Fort Lauderdale, FL 33309-6123

DESCRIPTION	PRICE	QUANTITY	AMOUNT
Agency Dues	\$595.00	1	\$595.00
<b>INVOICE TOTAL</b>			\$595.00
<b>PAYMENTS</b>			\$0.00
<b>CURRENT TOTAL AMOUNT</b>			<b>\$595.00</b>

If paying by Credit Card please complete the following and Fax OR Mail to the address listed below.

**Total Amount Paid:** \_\_\_\_\_

Credit Card: \_\_\_\_\_ MC VI AmEx (Circle one) Expiration Date: \_\_/\_\_/\_\_

CVV (3 digits on back of card) \_\_\_ \_\_\_ \_\_\_ Name on Card: \_\_\_\_\_

AmEx CVV (4 digits on front of card) \_\_\_ \_\_\_ \_\_\_ \_\_\_ Signature \_\_\_\_\_

Billing Address Street \_\_\_\_\_

Billing Address City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code \_\_\_\_\_

**Mail Check Payments WITH THIS INVOICE to:**

NIGP - National Institute of Governmental Purchasing  
12007 Sunrise Valley Drive  
Suite 110  
Reston, VA 20191  
Phone: 1 (800) 367-6447 Fax: (703) 635-2326

**Cancellation Policy:**

*Any registration cancellation will result in a credit in the amount of the original purchase. The credit will be valid for twelve (12) months from the date of the original event and can be used for any other NIGP purchase or registration. If the entire credit is not used by the expiration date, NIGP will not issue any extensions of use or refunds.*