



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Huifang Chen for the Broward Symphony Orchestra and the Music Program.

Fiscal Impact: \$1,000.00, Cumulative amount: \$0.00, Revenue: \$0.00

Presenter(s): Jeffrey Guild, Vice Provost of Academic Affairs

1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space. Performance fees for Huifang Chen who will provide guest artist services for the Broward Symphony Orchestra during the Spring 2025 music program concert season. This is a series of music concerts performed for the College community and the greater south Florida area.

2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver. The procurement process Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used. There are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. Additionally, one quote was obtained, identifying the best value for the required commodity or service.

3. Describe business rationale for the purchase and how it was procured.

(A) What is the benefit of the purchase. If there is an ROI, describe the ROI and how calculated. The return on investment will be met upon the performance of the contract.

(B) How does the purchase support the Strategic Business Plan. To provide students with a best-in-class learning environment.

(C) If applicable, what is the rationale for the use of piggybacks, existing contract extensions, bid waivers in lieu of the College conducting a competitive solicitation. Not applicable

(D) If a competitive solicitation process was conducted by the College, describe the process. Not Applicable

4. 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.

This Executive Summary is approved by:

**Jeffrey Guild
Vice Provost of Academic Affairs**

APPROVAL PATH: 146 Huifang Chen - Violin Concerto Performance for Broward Symphony Orchestra
Guest Artist Spring 2025

Department Head 1 Review	Scott Miller	11/12/2024
Department Head 2 Review	Jeffrey Guild	11/12/2024
Department Head 3 Review	Jamonica Rolle	11/13/2024
Departments Approved-Auto Complete	Alexandra Pola	11/18/2024
Auto Complete-No IT Review Needed	Raj Mettai	11/18/2024
Contracts Coordinator Review	Natalia Triana-Aristizabal	11/18/2024
Contract Coordinator Rejected	Alexandra Pola	12/19/2024
Contracts Coordinator Review	Natalia Triana-Aristizabal	12/19/2024
Procurement Review	Orlando Aponte	12/19/2024
Budget Review - Associate Vice President, Budget	Christine Sims	12/24/2024
CFO Review	Rabia Azhar	1/2/2025
Attorney Review	Kristina Raattama	1/7/2025



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

Project Title: Huifang Chen performs Tchaikovsky's Violin Concerto with Broward Symphony
Date of Performance: February 22, 2025
Location: Central Campus/Bailey Hall, 3501 Davie Rd., Davie, FL 33314
Service Provider: Huifang Chen

Project Overview

Huifang Chen is contracted by Broward College to perform the solo violin part for Tchaikovsky's Violin Concerto on February 22, 2025 with the Broward Symphony for the Visual & Performing Arts Department.

Scope of Work

- **Performance Details:**
 - A full concerto performance of Tchaikovsky's Violin Concerto with the Broward Symphony
- **Logistics:**
 - Huifang Chen will prepare for and participate in two rehearsals with the Broward Symphony in addition to the final performance.
- **Promotion:**
 - Collaboration with the department to promote the event through social media, press releases, and other marketing channels.

Deliverables

- A successful performance on February 22, 2025, at Central Campus/Bailey Hall.
- A post-event report summarizing attendance, audience feedback, and any notable aspects of the performance.

Responsibilities

- **Huifang Chen:**
 - Deliver a high-quality performance.
- **Visual & Performing Arts Department:**
 - Facilitate the venue arrangements and necessary permits.
 - Assist with promotion and audience outreach.

Total Consideration Payable for the Services: \$1,000.00