



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize thea standard agreement (purchase order) with Richard T. Notkin for guest artist to provide professional services for the as a Vvisiting Aartist Series in February 2025. Fiscal Impact: \$1,200.00, 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.** Richard Notkin is an award-winning ceramics artist with pieces on display at the Smithsonian and the Metropolitan Museum of Art. We have invited him to host a 3-hour lecture, demonstration, and workshop as part of Cultural Affairs and Student Engagement for studio art students from around the college, with the intention to advertise the event to attract any interested students. We plan to host 50-75 students. Visiting artists engage students by sharing their insight and experience in the industry, modeling innovative techniques, and encouraging artistic collaboration. This cultural enrichment event is also an opportunity to invite students to learn more about the Visual and Performing Arts at Broward College.

**2.Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver.** 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. One quote was obtained by the requesting department to identify 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 benefit of the purchase will be to provide an extracurricular experience for our students to engage creatively with one another and learn more about the arts at Broward College.

**(B) How does the purchase support the Strategic Business Plan.** The purchase supports the Strategic Business Plan by providing students with a best-in-class learning environment and to connect them with successful professionals in the industry.

**(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: 134 Richard T Notkin - Visiting Artist Series February 2025

Department Head 1 Review	Scott Miller	11/1/2024
Department Head 2 Review	Jeffrey Guild	11/4/2024
Department Head 3 Review	Jamonica Rolle	11/5/2024
Departments Approved-Auto Complete	Amanda Thibodeau	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	Amanda Thibodeau	11/26/2024
Contracts Coordinator Review	Natalia Triana-Aristizabal	11/26/2024
Procurement Review	Orlando Aponte	11/26/2024
Auto Complete - Budget Information Added	Contract Admin	12/5/2024
Budget Review - Associate Vice President, Budget	Christine Sims	12/5/2024
CFO Review	Rabia Azhar	12/6/2024
Attorney Review	Kristina Raattama	12/10/2024

# BROWARD<sup>®</sup> COLLEGE

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

### **Description of Services:**

Richard Notkin will conduct a 3-hour lecture, pottery demonstration, and engagement workshop for students on North Campus, particularly students enrolled in studio art classes. Notkin is a noted, award-winning ceramic artist with works that have been exhibited in the Metropolitan Museum of Art, the Smithsonian Design Museum, and the Mint Museum of Craft + Design. As part of North Campus's Visiting Artist series, he will provide an immersive experience for 50+ students to learn more about sculpture, make connections in the industry, and enrich their learning in the discipline. Students from all campuses will be notified and invited to attend the event. Notkin is based in Washington and will be in Florida for other events at this time. It is an excellent opportunity to invite him to share his creativity and depth of knowledge with the students enrolled in Art classes at Broward College.

### **Location:**

Lecture and workshop to be held on North Campus, February 11, 2025.

### **Total Consideration Payable for the Services:**

\$1200

**For the Vendor:** Please read Broward College's Terms and Conditions, then fill out and sign the following statement:

I, Richard Notkin (Name of Individual), accept Broward College's Terms and Conditions in lieu of our own, and I warrant that I have legal power to bind Richard T Notkin (Company Name) on its behalf.

Signature



# SERVICE QUOTE

## No.

Today's date: September 25, 2024

Service Provider Name:

Richard T Notkin  
18204 Bayview Rd NW, Vaughn, WA 98394

Address:

Richard T Notkin  
18204 Bayview Rd NW, Vaughn, WA 98394

Service Date(s):

## Customer Information

Customer Name: A.D. Amanda Thibodeau

Company Name: Broward College

Address: 1000 Coconut Creek Blvd.  
Bldg. 47, Rm. 336  
Coconut Creek, Fla. 33066

Phone Number: (954) 201 - 2662

Email: athibode@broward.edu

Date and Time	Description of Service	Total
September 25, 2024	On February 11, 2025: Lectures, demonstrations, discussions with students, etc. as determined by art department	\$1,200.
Total		\$1,200.