



EXECUTIVE SUMMARY

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the memorandum of understanding with The Center for Legal Studies, Inc dba CLS by BARBRI to provide flexible learning and training opportunities for healthcare professionals to expand their role and bridge the gap between medicine and the Judicial system. Fiscal Impact: Estimated revenue \$15,000.00.

Presenter(s): Steven Tinsley, Vice President, Workforce Education and Strategic Partnerships

What is the purpose of this contract and why is it needed? The purpose of this MOU is to provide students (healthcare professionals) with micro credentials to expand their role bridging the medical industry and the judicial system providing opportunities for advancement in areas of medical advocacy and consultation.

What procurement process or bid waiver was used and why? Not applicable. This is a revenue-generating contract.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting? Yes, this expenditure was budgeted.

What fund, cost center and line item(s) were used?

- Fund: FD107
- Cost Center: CC0073
- GLC (General Ledger Code): 64500 - Other Services

Has Broward College used this vendor before for these products or services? Yes. Broward College has partnered with The Center for Legal Studies, Inc. for the past three years.

Was the product or service acceptable in the past? Yes, the Center for Legal Studies, Inc. Products/services were acceptable.

Was there a return on investment anticipated when entering this contract? Yes, there was a return on investment.

Was that return on investment not met, met, or exceeded and how? Yes, the return on investment was met. The certificate completion goal, of 75%, was achieved. Students completing programs learn valuable healthcare legal knowledge to complement their healthcare credentials and advocate on behalf of patients which addresses the shortage in the healthcare areas of Legal Nursing, Legal Medical Consultation and Victim Advocacy.

Does this directly or indirectly feed one of the Social Enterprise tactics and how?

This directly feeds into the Social Enterprise strategy:

1. Customize Learning Experiences through Multiple Modalities: Answer the Call for Health Care Professionals, clinical placement provides students with on-the-job training which could potentially lead to employment.
2. The fuel for our strategy: Financial Innovation (revenue generation program)

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: Description: No cost to the college. This is revenue generating. Estimated revenue \$15,000.00. over three years. Cost Center: CC0073, BU060, FD107, PG000120.

08/20/24	CC0073 · Continuing Ed / Economic Development	\$15,000.00
	CC0073, BU060, FD107, PG000120	

Jamonica Rolle

Jamonica Rolle, Vice Provost, Academic Affairs 7/23/2024








APPROVAL PATH: 12345 The Center for Legal Studies, Inc dba CLS by BARBRI

 **Workflow**

 Synchronize Routing

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Diane Peart	AVP Review		 Completed	
2	Steven Tinsley	SVP of Workforce Education and In		 Completed	
3	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
4	Jeffrey Nasse	Provost and SVP of Academic Affair		 Completed	
5	Legal Services Review Group	Review and Approval for Form and		 Completed	
6	Electronic Signature(s)	Signatures obtained via DocuSign b		 Completed	
7	Pending Counter-Signature(s)	Review		 Completed	
8	Board Clerk	Agenda Preparation		 Pending	
9	District Board of Trustees	Meeting	01/14/25 11:00 AM	 Pending	



MEMORANDUM OF UNDERSTANDING
Broward College

This Memorandum of Understanding (herein referred to as MOU) constitutes an agreement between **The District Board of Trustees of Broward College** (herein referred to as **BROWARD**) and The Center for Legal Studies, Inc dba CLS by BARBRI (herein referred to as **CLS**).

Term: The initial term of the agreement is October 1, 2024, through October 1, 2027 for each of the Courses listed and marked in the attached Exhibit A. Additional offerings of these Courses may be scheduled following the terms of this MOU.

TERMINATION: Either Party may terminate this Agreement upon written notice of a material breach hereof by the other Party, which remains uncured at the end of a ten (10) day period. If such breach remains uncured upon the expiration of such ten (10) day period, **CLS** will: 1) immediately discontinue all services, 2) deliver to the **BROWARD** all applicable data, reports, summaries, and such other information and materials as may have been prepared for and/or accumulated by the **CLS** in performing this Agreement, whether completed or in progress.

Either Party may terminate this Agreement upon providing thirty (30) days written notice to the other Party; provided, however, that if the MOU terminates while the **BROWARD** has students enrolled in one or more Courses, the Agreement shall continue in full force and effect with respect to such students until the Courses are completed.

COURSES FORMATS: **CLS** will deliver the Courses listed and marked in the attached Exhibit A, for the **BROWARD** to offer to its students. These Courses are intended to be offered online, and by independent study. Independent study classes are offered via online, flex or text-based formats. Live hybrid courses are solely within the discretion of **BROWARD**. Both parties agree that 1 will be the minimum and 500 will be the maximum number of students per online or independent study course, subject to review and amendment by **BROWARD**.

SCOPE OF RESPONSIBILITIES:

BROWARD shall:

- Provide a Certificate of Completion for each student who completes any of the Courses selected in this MOU and a Certificate of Completion for each student who successfully completes at least six out of the sixteen offered Advanced Paralegal Certificate Courses topics.
- Develop appropriate marketing material in cooperation with CLS to promote the programs, including a listing in the **BROWARD** catalog, posting on the **BROWARD** website, and, when possible, provide public service announcements.
- Provide classroom facilities for the live lecture Courses, if offered by **BROWARD**.

CLS shall:

- Provide enrollment counseling and registration processes for all prospective students utilizing standard payment options provided by CLS.
- Provide syllabi and course outlines for each of the Courses listed in Exhibit A to **BROWARD**.
- Deliver the online Courses through the CLS server or the learning management system.
- Provide training and orientation to the instructors and students.
- Provide technical support to instructors and students throughout the Courses.
- Provide guest access to the Courses to a designated representative of the **BROWARD**.
- Facilitate sales of textbooks to students.

COMPENSATION: CLS is responsible for all expenses involved in creating and delivering the Courses, including, but not limited to, providing the learning management system. **BROWARD** will not incur any expenses other than the corresponding fees in Exhibit B.





Primary registration duties will reside with CLS. When CLS collects tuition directly from students, **CLS** will provide **BROWARD** payment of twenty-five (25%) percent of the gross tuition revenue.

ADA

CLS will assist students to implement reasonable accommodations to the Courses that are approved by **CLS** and that do not create an undue burden, result in a fundamental alteration to the Courses, or pose a direct threat to the health or safety of others. **CLS** is responsible for notifying **BROWARD** if **CLS** needs **BROWARD**'s assistance in implementing an accommodation in the context of the Courses, and for obtaining the impacted student(s)' authorization for **CLS** to share information with **BROWARD** as necessary to evaluate and implement a reasonable accommodation for the student(s).

Confidentiality

CLS acknowledges that student records are protected under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Under FERPA, CLS has been designated as a school official, acting on behalf of **BROWARD** and at **BROWARD**'s request. As such, CLS may be granted access to students' education records or personally identifiable information. CLS is bound by FERPA not to re- disclose this information to any other party by any means.

Intellectual Property

The Courses and their content, including but not limited to recorded lectures, PowerPoint slides, assignments, and discussion questions are the intellectual property of **CLS**.

Authorizations

The Parties represent that they have obtained all permits, registrations, licenses, franchises, certification, and other approvals necessary for the activities contemplated under this MOU.

Miscellaneous

This MOU may not be amended except by mutual written agreement of the Parties.

Neither Party will assign any interest in this MOU without the prior written consent of the other Party, provided that **CLS** may assign any of its interest to any of its affiliates or subsidiaries, with notice thereof to **BROWARD**.

IN WITNESS WHEREOF, the parties have executed this agreement below.

For The Center for Legal Studies:

For **BROWARD**

Stephanie Elio
Stephanie Elio, Vice President of Business Development
The Center for Legal Studies, Inc

12222 Merit Drive, Suite 1340
Dallas, TX 75251
(Tel) 1-800-522-7737
(fax) 303-271-1777
Fed Tax ID # 26 0903342

Signed by:
Donald Astrab
6DD41D98CED44E4
Authorized Officer
Broward College
Workforce Education & Innovation
3501 Davie Road
Davie, FL 33314
954-201-6613

Dated: 12/5/2024

Dated: 12/3/2024





EXHIBIT A

REGULAR CLS COURSESS with Revenue Share

() Paralegal Certificate Courses®

- Live Hybrid
- Online
- Self-Study
- Text Only

() Advanced Paralegal Certificate Courses

- Online Only
- Text Only

Topics for the Advanced Paralegal Certificate Courses are:

- Victim Advocacy
- Criminal Law
- Water Law
- Business Law and Practices
- Education Law
- eDiscovery – only available online
- Constitutional Law and Civil Liberties
- Bankruptcy Law
- Estate Planning
- Intellectual Property
- Real Property
- Advanced Legal Research – only available online
- Family Law
- Mediation and other forms of ADR
- Immigration Law
- Criminal Procedure

(x) Medical Professional Legal Consultant™

- Online

(x) Legal Nurse Consultant Training Courses™

- Online
- Self-Study

(x) Advanced Legal Research and Writing Certificate Courses

- Online only: 7wks.

(x) eDiscovery for Paralegals

- Online: 7 wks.

(x) Employment Law Certificate Courses

- Online: 7 wks.

(x) Personal Injury for Paralegals

- Online: 7 wks.

(x) Legal Secretary Certificate Courses

- Online

(x) Legal Investigation Certificate Courses

- Online





(x) Alternative Dispute Resolution Certificate Courses

- (x) Online
- (x) Independent Study

(x) Victim Advocacy Certificate Courses

- (x) Online
- (x) Independent Study

ONLINE SESSIONS: (The Paralegal Certificate Courses© is comprised of Para I: seven weeks and Para II: seven weeks, 14 wks. total) Students may begin online classes on any of the start dates listed. Each online session is held for seven weeks. Schedules applicable to this MOU are:

2024 – 2025 Online Session Dates

- Session 4 June 24 – August 9
- Session 5 August 19 – October 4
- Session 6 October 21 – December 6
- Session 1 January 13 – February 28
- Session 2 March 10 - April 25
- Session 3 May 5 – June 20



Exhibit B

Center for Legal Studies A BARBRI Company	2025 Course Session Pricing			
	Online	Self-Study	Live/Zoom	Text Only
Paralegal Certificate Course©	\$1,995	\$2,095	\$2,195	\$2,095
Advanced Paralegal Certificate Course <small>*Individual topics are \$660 each. Buying 6 topics gets you the \$3,300 price which is a \$660 savings.</small>	\$3,300*			\$3,300*
eDiscovery for Paralegals Certificate Course	\$995			
Legal Secretary Certificate Course	\$1,095			
Legal Nurse Consultant Training Course	\$1,295	\$1,295		
Medical Professional Legal Consultant	\$1,495			
Alternative Dispute Resolution Certificate Course	\$995			\$995
Victim Advocacy Certificate Course	\$995			\$995
Legal Investigation Certificate Course	\$995			\$995
Advanced Legal Research & Writing Certificate Course	\$995			
Personal Injury for Paralegals	\$1,105			



Exhibit B

Employment Law Certificate Course	\$1,105			
-----------------------------------	---------	--	--	--