



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the National Association of Educational Procurement (NAEP) for membership and renewal and dues for the Procurement department. Fiscal Impact: \$1,401.00, Cumulative amount: \$0.00, Revenue: \$0.00**

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

**1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space.** National Association of Educational Procurement (NAEP) provides many networking opportunities throughout the year. Membership connects every member institution to NAEP's formal communications network of publications, seminars, special mailings, workshops, regional and district meetings, the national annual meeting, and online learning opportunities as well as continuing education opportunities through NAEP academies, institutes, webinars, and the NAEP Annual Meeting, EPIC. This membership advances the profession and the professionals by providing leadership, information, and a community that builds excellence.

**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. 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.

**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 ROI is the access to a valuable source of information for the procurement staff.

**(B) How does the purchase support the Strategic Business Plan.** Staff professional development and community networking.

**(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:**

**Rabia Azhar  
Chief Financial Officer**

**APPROVAL PATH: 186 National Association of Educational Procurement (NAEP) Membership and Renewal 2025**

Auto Complete-No IT Review Needed	Raj Mettai	12/5/2024
Review Executive Summary and Add Files	Crystal Riollano	12/2/2024
Department Head 2 Review	Orlando Aponte	12/2/2024
Department Head 3 Review	Rabia Azhar	12/3/2024
Contracts Coordinator Review	Natalia Triana-Aristizabal	12/5/2024
Procurement Review	Orlando Aponte	12/19/2024
Budget Review - Associate Vice President, Budget	Christine Sims	12/24/2024
Contract Expiring -1 year	N/A Auto Complete	12/31/2024
Contract Expiring -1 year	Orlando Aponte	12/31/2024
Contract Expiring -1 year	Rabia Azhar	12/31/2024
CFO Review	Rabia Azhar	1/2/2025
Contract Committe - Auto Completing Task	Elizabeth Beavin	1/7/2025
Attorney Review	Kristina Raattama	1/7/2025



Empowering Procurement Professionals in Higher Education Since 1921™

**National Association of Educational Procurement**

**Invoice**

Date	Invoice #
11/1/2024	300011249

Bill To
Broward College Broward College 6400 NW 6th Way Fort Lauderdale, FL 33309 United States

Member Information
Broward College Broward College 6400 NW 6th Way Fort Lauderdale, FL 33309 United States

PO	Terms	Due Date
	Due on receipt	11/1/2024

Description	Amount
1/1/2025 - 12/31/2025 Institutional Dues Rate (Based on Funds Expenditures and Student FTE)	\$1,401.00
Institution (Community College)	-----
<b>Total</b>	\$1,401.00
<b>Balance Due</b>	\$1,401.00

***To pay by check, please use the address below:***

**Check Payment Address:**  
National Association of Educational Procurement  
PO Box 748532  
Atlanta, GA 30374-8532

**Please include invoice number on check**