



EXECUTIVE SUMMARY

Broward College District Board of Trustees authorized the bid waivers and report pursuant to College Procedure 6Hx2.6.34 for the First Quarter of FY2024-2025. Fiscal Impact: \$35,222.36.

Presenter(s): Rabia Azhar, Chief Financial Officer

What is the purpose of this contract and why is it needed? This is a report to the District Board of Trustees (BOT) pursuant to College Procedure A6Hx2-6.34 - Procurement Procedures. In order to expedite and streamline the approval of different type of bid waivers, a revision to College Procedure A6Hx2-6.34 was approved and went into effect on 01/02/2019. This process allows the College to exempt the requirements to solicit competitive offers for goods and services (bid waivers) in a more expeditious manner without processing through MinuteTraq. This revision authorized the Procurement Department through the current ERP System (Workday), to approve the issuance of bid waiver requests that do not have a corresponding contract and do not exceed Category Five, Section 287.017, Florida Statutes, currently at \$325,000.00. In the event any bid waiver(s) for any vendor exceeds Category Five or the total of or for the fiscal year, it will be submitted through the College's Contract Management System (MinuteTraq).

The bid waivers approved by the Procurement Department per College Procedure A6Hx2-6.34 for the First Quarter of FY2024-2025 are mainly related to goods/materials/commodities per bid waivers exemptions for information technology resources.

What procurement process or bid waiver was used and why? Bid waiver exemption per Florida Department of Education (FLDOE) Administrative Rule 6A-14.0734 and College Procedure A6Hx2-6.34 which establishes that: "Bid Waiver requests that do not have a corresponding contract and do not exceed Category Five, section 287.017, Florida Statutes, shall be submitted through the College's enterprise resource management system. Bid Waiver Authorization requests fitting the parameters of this paragraph should not be submitted to the College's contract management system, and will be reported to The District Board of Trustees on a quarterly basis. All Bid Waiver requests that exceed Category Five, section 287.017, Florida Statutes, should be submitted to the College's contract management system. Furthermore, any Bid Waiver requests with a corresponding contract should be submitted to the College's contract management system."

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting? Not applicable.

What fund, cost center and line item(s) were used? Different collegewide funds and cost centers.

Has Broward College used this vendor before for these products or services? Not applicable.

Was the product or service acceptable in the past? Not applicable.

Was there a return on investment anticipated when entering this contract? Not applicable.

Was that return on investment not met, met, or exceeded and how? Not applicable.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Empower Student Development by offering better goods and services by providing a better learning environment and meeting students' needs.

FISCAL IMPACT:

Description: Total value of bid waivers - \$35,222.36 for the First Quarter of FY2024-2025, No individual vendor has exceeded the \$325K threshold for the fiscal year.

**BROWARD COLLEGE
PROCUREMENT DEPARTMENT**

Non-MinuteTraq Bid Waivers <\$325,000.00						
1st Quarter FY 2024-2025						
No.	Purchase Order	Supplier	Document Date	Amount	Requisition Type	Description
1	PO-026925	GHA Technologies, Inc.	8/14/2024	\$11,264.00	Bid Waiver - Information Technology-Standard T&C's	Annual Subscription Renewal -- for Exclaimer Standard Edition (3,200 users annually), used Collegewide to provide signatures on outgoing emails.
2	PO-027036	VISION DATABASE SYSTEMS, INC.	9/9/2024	\$23,958.36	Bid Waiver - Information Technology-Standard T&C's	For Student ID Services Systems' RapidCard:IDMS Annual Support & Maintenance; includes access to the latest version of IDMS software and remote technical Support and Service.
Total				\$35,222.36		

**BROWARD COLLEGE
PROCUREMENT DEPARTMENT**

Non-MinuteTraq Bid Waivers <\$325,000.00			
1st Quarter FY 2024-2025			
Requisition Type	Number	Percentage	Amount
Bid Waiver - Educational Materials - Standard T&C's	0	0%	\$0.00
Bid Waiver - Food - Standard T&C's	0	0%	\$0.00
Bid Waiver - Information Technology - Standard T&C's	2	100%	\$35,222.36
Bid Waiver - Library Materials - Standard T&C's	0	0%	\$0.00
Bid Waiver - Professional Services - Standard T&C's	0	0%	\$0.00
Bid Waiver - Single or Sole Source for standardization - Standard T&C's	0	0%	\$0.00
Bid Waiver - Sole Source - Standard T&C's	0	0%	\$0.00
Guest Speaker/Lecturer less than or equal to \$750.00- Standard T&C's	0	0%	\$0.00
Total	2	100%	\$35,222.36