



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the Florida Library Association for membership dues and renewal for FY2024-2025 with Broward College Libraries. Fiscal Impact: Estimated \$1,000.00**

**Presenter(s):** Priscilla Suarez,

**What is the purpose of this contract and why is it needed?** Library services provide critical instructional support materials/resource sharing, programs, events, research training and support for faculty and students, and a wide array of related services. Membership of the Florida Library Association as a service will assist with library staff and faculty development as well as meet the educational needs of the students. The financial responsibility of \$1,000 for the 2024 to 2025 year.

**What procurement process or bid waiver was used and why?** 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.

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

**What fund, cost center and line item(s) were used?** FD100, CC0191 Library, GLC 64502 Institutional Memberships and Sponsorships.

**Has Broward College used this vendor before for these products or services?** Yes.

**Was the product or service acceptable in the past?** Yes, the service has been acceptable.

**Was there a return on investment anticipated when entering this contract?** Library services are an essential part of the higher education experience and are deemed critical to student success across all academic programs.

**Was that return on investment not met, met, or exceeded and how?** Broward College libraries staff and faculty have access to the resources and services that enhance our patrons' learning experience because of this membership.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** The Broward College library services provide resources and services that assist student success by making it easier for students to access unique resources and local institutional archives to complete related assignments and research which supports overcoming the digital divide under guaranteed access to higher education and customize learning experiences through multiple modalities under empower student development.

**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:**

Estimated \$1,000.00 CC0191 Library, BU010, FD100, PG000161

<b>10/08/24</b>	<b>CC0191 · Library Operations</b>	<b>(\$1,000.00)</b>
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APPROVAL PATH: 12551 Florida Library Association - Membership Dues and Renewal FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Priscilla Suarez	Vice Provost Review		 Completed	
2	Jamonica Rolle	Provost and SVP of Academic Affair		 Completed	
3	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
4	Orlando Aponte	Procurement Approval		 Completed	
5	Rabia Azhar	CFO Review		 Completed	
5	Christine Sims	Budget Departmental Review		 Completed	
5	<b>Legal Services Review Group</b>	Review and Approval for Form and		 Completed	
6	Board Clerk	Agenda Preparation		 Completed	
7	District Board of Trustees	Meeting	11/12/24 11:00 AM	 Pending	
8	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	

Florida Library Association  
545 E.Tennessee St. #100-D  
Tallahassee, FL 32308  
United States  
850 - 270 - 9205

# INVOICE 18468



Invoice # 18468  
Invoice Date 09/13/2024  
Invoice Due 12/31/2024

<b>Amount Due</b>	<b>\$ 1,000.00</b>
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## Transactions

Description	Amount
Membership Renewal - Organizations - \$1M - 4.99M (through December 31, 2025)	\$ 1,000.00

<b>Total Amount</b>	<b>\$ 1,000.00</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 1,000.00</b>

Florida Library Association EIN# 59-1159907