



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard contract (purchase order) with RTS Publishing (Kettering National Seminars) to provide students with a review course to help them pass the NBRC (CRT/RRT) examination (licensure). Fiscal Impact: \$4,830.00.**

**Presenter(s):** Jeffrey Guild,

**What is the purpose of this contract and why is it needed?** To provide each student with a comprehensive review of Basic and Advanced Respiratory Care along with a step-by-step method of preparation for successful completion of both the Therapist Multiple Choice and Clinical Simulation examinations. The seminar will provide each student with a thorough review of the exam content and the opportunity to practice multiple choice questions and branching-logic, interactive simulations. The seminar will aim to help students thoroughly review key topics in respiratory care, covering everything from patient assessment and respiratory disease management to mechanical ventilation and pharmacology. The review provides insights into exam structure, content and techniques for successful completion of each exam. Tentative dates: March 17, 18, and 19, 2025, for 14 Respiratory students.

**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 is 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.

**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?** FD206, CC0104, 65000 Professional fees.

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

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

**Was there a return on investment anticipated when entering this contract?** Yes, students are getting the preparation needed to help them pass the NBRC (CRT/RRT) certification examination.

**Was that return on investment not met, met, or exceeded and how?** The return on investment was met based on the NBRC (CRT/RRT) pass rates.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** This contract feeds the Social Enterprise tactic-Answer the Call for Healthcare Professionals and Actualize Employment tactics. It helps the students prepare to sit for the NBRC (CRT/RRT) to obtain their certification.

**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: Estimated \$4,830.00 for Respiratory student exam review prep. Worktags: CC0104, FD206, BU020, PG000394, GR001000 (Deluca Grant)
























<b>10/08/24</b>	<b>CC0104 · Emergency Medical Technology</b>	<b>(\$4,830.00)</b>
	GR001000 (Deluca)	

APPROVAL PATH: 12522 RTS PublishingKettering National Seminars - CRTRRT Review 2024-2025

 **Workflow**

 Edit View

 Add Work Item

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



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

**Description of Services:**

Kettering National Seminars, will be responsible for the following:

- To provide each participant with a comprehensive review of Basic and Advanced Respiratory Care along with a step-by-step method of preparation for successful completion of both the Therapist Multiple Choice and Clinical Simulation examinations.
- The seminar provides each participant a thorough review of the exam content and the opportunity to practice multiple choice questions and branching-logic, interactive simulations.
- The program provides insights into exam structure, content and techniques for successful completion of each exam.
- The seminar will aim to help students thoroughly review key topics in respiratory care, covering everything from patient assessment and respiratory disease management to mechanical ventilation and pharmacology.
- The seminars typically include in-person and online review sessions, study materials, practice exams, and tips for successfully passing the exams.
- Focuses on reinforcing the fundamental knowledge necessary to excel in respiratory care while also offering exam strategies and a structured study plan.

Date : March 17, 18, 19, 2025

**Total Consideration Payable for the Services:**

Estimated: \$4,830.00



# Kettering National Seminars™

590 Congress Park Drive  
Dayton, Ohio 45459  
info@ketteringseminars.com  
Federal ID: 31-1158627  
Make payments online at <https://www.ketteringseminars.com/payment>

"Excellence in Education" - Since 1979

**QUOTE**

**A2240905-023**

**Bill To:**

Jay Wimberly  
Broward College  
1000 Coconut Creek blvd  
Coconut Creek, FL 33066  
Phone: 954-201-2095  
Email: jwimber1@broward.edu

**Sold To:**

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Quote Date	Order Number	Payment Terms	Salesperson	Order Source	Shipped via
09/05/2024		Due by 1/1/25	Melanie	Sponsor	

Qty	Item Number	Description	Ship Date	Price	Total
14	03R25-COC	Comprehensive CRT/RRT Review, Coconut Creek, Florida, March 17,18,19, 2025		\$345.00	\$4,830.00

**Payments**

How Paid	Date Paid	Credit Card/Check No.	Amount	Auth #
<b>Total Payments:</b>				

SUBTOTAL	\$4,830.00
Shipping & Handling	\$0.00
Other	\$0.00
Tax	\$0.00
<b>TOTAL</b>	<b>\$4,830.00</b>
<b>PAYMENTS</b>	<b>- \$0.00</b>
<b>AMOUNT DUE</b>	<b>\$4,830.00</b>

\* We are able to accept Electronic Funds Transfers for your payment. Routing information is available upon request.

\*\* ALL TERMS AND CONDITIONS OF KETTERING NATIONAL SEMINARS WILL APPLY. See [www.ketteringseminars.com/terms](http://www.ketteringseminars.com/terms)