



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Matt A Clemens to provide professional music and vocal coaching services for the Spring 2025 Theatre Productions Play The Spoken Word. Fiscal Impact: \$2,000.00**

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

**What is the purpose of this contract and why is it needed?** Matt A Clemens will act as the musical director and singing coach for the student production/musical "The Spoken Word." We require a musical theatre director because we do not have faculty or staff with this expertise and to provide our students with opportunities to perform in musical theatre. Learning outcomes are achieved by providing theatre students with the opportunity to learn to perform in a variety of genres. Over 190 theatre students positively impacted through the hiring of this service.

**What procurement process or bid waiver was used and why?** The procurement process 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. Additionally, one quote was obtained, identifying 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?** The expenditure makes use of the budget established at the June Board of Trustees meeting.

**What fund, cost center and line item(s) were used?** CC0528, FD100.

**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?** Not applicable.

**Was that return on investment not met, met, or exceeded and how?** The return on investment will be met upon performance of the contract.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Yes, it will provide students with a best in class learning environment.

**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: \$2,000.00 CC0528 -BU030 -FD100 -PG000015

10/29/24

CC0528 · Theatre

(\$2,000.00)

APPROVAL PATH: 12536 Matt A Clemens - Professional Music and Vocal Coaching Services

 **Workflow**

 Edit View

 Add Work Item

| Stage | Reviewer                           | Description   | Due Date          | Status  |  |
|-------|------------------------------------|---|-------------------|---|---|
| 1     | Scott Miller                       | Dean Review (AHCD - AHD)  |                   |  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   |   |

