



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the Florida Association for Student Financial Aid Administrators (FASFAA) for annual memberships dues for 2024 for the Senior Director of Financial Aid Advising, the Director of Compliance and Training, and the Assistant Director of Financial Aid. Fiscal Impact: \$105.00.

Presenter(s): Janice Stubbs, Vice President of Student Services

What is the purpose of this contract and why is it needed? These memberships allow financial aid leadership to access resources, including training, workshops, conferences and virtual materials to remain abreast on federal regulations.

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 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? CC0268, FD100, 64502.

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.

Was that return on investment not met, met, or exceeded and how? Yes, financial aid employees stay informed on new legislation and have access to workshops to learn about legislation and processes related to financial aid.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Directly, financial aid employees will be better suited for assisting students and our processes align with federal legislation.

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: \$105.00 CC0268, FD100, BU301, PG000411

04/16/24

CC0268 • Student Financial Services

(\$105.00)

Janice Stubbs










Janice Stubbs, Vice President of Student Services

4/29/2024

APPROVAL PATH: 11988: FASFAA Membership Dues 2024

Workflow

[Edit View](#)
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Stage	Reviewer	Description	Due Date	Status	
1	Tara Jones	AVP Review		✓ Completed	
2	Janice Stubbs	VP Review		✓ Completed	
3	Natalia Triana-Aristizabal	Contracts Coordinator		✓ Completed	
4	Zaida Riollano	Procurement Approval		✓ Completed	
5	Rabia Azhar	CFO Review		✓ Completed	
5	Christine Sims	Budget Departmental Review		✓ Completed	
5	Legal Services Review Group	Review and Approval for Form and		✓ Completed	
6	Board Clerk	Agenda Preparation		✓ Completed	
7	District Board of Trustees	Meeting	06/25/24 01:00 PM	🕒 Pending	
8	Electronic Signature(s)	Signatures obtained via DocuSig 		🕒 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		🕒 Pending	

Florida Association of Student Financial Aid
Administrators
4905 34th Street South #334
St. Petersburg, FL 33711
United States

INVOICE 9173



Broward College
Celes Huntley
1000 Coconut Creek Boulevard Parkway, 46/254
Coconut Creek, Florida 33066

Invoice # 9173
Invoice Date 03/12/2024
Invoice Due Due Upon Receipt

Amount Due	\$ 35.00
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Transactions

Description	Amount
Membership Join - Region 5 (through Jun 30, 2024) - 1 year - \$35.00	\$ 35.00

Total Amount	\$ 35.00
Amount Paid	-\$ 0.00
Amount Due	\$ 35.00

Florida Association of Student Financial Aid
Administrators
4905 34th Street South #334
St. Petersburg, FL 33711
United States

INVOICE 9162



Broward College
Melissa Charlemagne
6400 NW 6th Wat
Ft Lauderdale, Florida 33309
United States

Invoice # 9162
Invoice Date 03/11/2024
Invoice Due Due Upon Receipt

Amount Due	\$ 35.00
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Transactions

Description	Amount
Membership Join - Region 5 (through Jun 30, 2024) - 1 year - \$35.00	\$ 35.00

Total Amount	\$ 35.00
Amount Paid	-\$ 0.00
Amount Due	\$ 35.00

Florida Association of Student Financial Aid
Administrators
4905 34th Street South #334
St. Petersburg, FL 33711
United States

INVOICE 9164



Broward College
Rosezza Miller
6400 NW 6th way
fort Lauderdale, Florida 33309

Invoice # 9164
Invoice Date 03/11/2024
Invoice Due Due Upon Receipt

Amount Due	\$ 35.00
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Transactions

Description	Amount
Membership Join - Region 5 (through Jun 30, 2024) - 1 year - \$35.00	\$ 35.00

Total Amount	\$ 35.00
Amount Paid	-\$ 0.00
Amount Due	\$ 35.00