



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with TjohnE Productions, Inc to provide educational entertainment services for the Student Life Fall 2024 events. Fiscal Impact: Estimated \$6,750.00**

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

**What is the purpose of this contract and why is it needed?** This contract outlines an educational event organized by Student Life in collaboration with TjohnE Productions, DBA ThinkFast, a company renowned for interactive educational programming delivered in a game show format. ThinkFast's tailored experiential team building and awareness programs offer students valuable success strategies for college, incorporating general academic tips and specific Broward College resources to engage and inform participants. These events are integral components of Welcome Weeks, vital for students to acclimate to campus culture, access resources, and build social networks, ultimately facilitating a smooth transition into college life and empowering students to navigate their academic journey with confidence.

**What procurement process or bid waiver was used and why?** Small purchase per College Procedure A6Hx2-6.34 for the procurement process for items under \$10K. \$0.00 to \$10,000: There are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. The requesting department shall obtain one quote identifying the best value for the required commodity or service. A statement of work (SOW) must be provided if services are requested.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?** Yes, Student Life falls under Student Services which receives Fund2/Student Activities and Service Fees Allocation. This event will be paid for out of the annual allocation for Student Life Programming.

**What fund, cost center and line item(s) were used?** FD201, CC0507, 64500:Other Services.

**Has Broward College used this vendor before for these products or services?** Yes, we have used this company in the past.

**Was the product or service acceptable in the past?** Yes, student surveys have indicated a high level of satisfaction with these events/company.

**Was there a return on investment anticipated when entering this contract?** Yes, we anticipate a return on investment. Student Life measures ROI through improved student experience, motivation, and community building. While the return on investment may not always be easily quantifiable in monetary terms, the positive impact on student engagement and institutional reputation should be considered valuable outcomes.

**Was that return on investment not met, met, or exceeded and how?** Based on previous years, the return on investment for the entertainment at the annual student banquet was met. The lively entertainment contributed to increased student engagement, as evidenced by positive feedback and a vibrant atmosphere throughout the event. Attendees expressed satisfaction, and overall impact aligns with our goals of enhancing the student experience and fostering a sense of community.

Board Item

Meeting of June 25, 2024

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** This directly feeds into the Social Enterprise Plan: "Increase student retention and completion or Empower Student Development- Provide A Best-In- Class Student Experience".

**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: \$6,750.00. The expense is divided among the three campuses. Using worktags CC0507, FD201,PG000255, BU010 (Central), BU020 (North), BU030 (South). Central, North, and South will contribute \$2,250.00 each towards the overall cost.


06/25/24	CC0507 Student Life	(\$2,250.00)
	Central (ThinkFast)	
06/25/24	CC0507 Student Life	(\$2,250.00)
	North (ThinkFast)	
06/25/24	CC0507 Student Life	(\$2,250.00)
	South (ThinkFast)	
TOTAL:		(\$6,750.00)





Janice Stubbs

Janice Stubbs, Vice President of Student Services

5/16/2024

APPROVAL PATH: 12196: TjohnE Productions - ThinkFast Collegewide Events - Fall 2024

 **Workflow** Edit View Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Janice Stubbs	Vice President Review		Completed	
2	Natalia Triana-Aristizabal	Contracts Coordinator		Completed	
3	Zaida Riollano	Procurement Approval		Completed	
4	Rabia Azhar	CFO Review		Completed	
4	Christine Sims	Budget Departmental Review		Completed	
4	<b>Legal Services Review Group</b>	Review and Approval for Form and		Completed	
5	<b>Board Clerk</b>	Agenda Preparation		Pending	
6	District Board of Trustees	Meeting	06/25/24 01:00 PM	Pending	
7	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		Pending	
8	Natalia Triana-Aristizabal	Contracts Coordinator		Pending	

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## **EXHIBIT “A” to Purchase Order**

### **Statement of Work**

#### **Obligations of TJohnE Productions Inc.:**

TJohnE Productions Inc. DBA ThinkFast agrees with Broward College at all times during the term of this Agreement:

- a. Conduct business dutifully and in good faith and not perform any act which would or might reflect adversely upon Broward College, including the integrity or goodwill of Broward College.
- b. Deliver educational entertainment services for Broward College Student Life across all campuses. Services will be provided at each main campus—North on August 27th, Central on August 28th, and South on August 29th—from 12 pm to 2 pm, at designated areas.
- d. TJohnE Productions Inc. is responsible for all liability, attendance, set-up, and break-down related to performance of the services.
- e. All areas must be returned to the same conditions prior to vendor leaving campus after performance of the Services.

#### **Support Commitment:**

In order to ensure the success of the efforts initiated by TJohnE Productions Inc. on behalf of Broward College, Broward College agrees to provide the following support in a timely manner including but not limited to:

- a. Access to designated areas on each main campus.
- b. Administrative support as needed.

#### **Compensation:**

Compensation shall be paid by Broward College to TJohnE Productions Inc. in the amount of \$2,250.00 per service performed with a total amount of \$6,750.