



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the Florida Association of Collegiate Registrars & Admissions Officers (FACRAO) for membership renewal dues for FY 2024-2025 for the Registrar's Office. Fiscal Impact: \$250.00.

Presenter(s): Donald Astrab, VP, Academic Operations, Analytics, & Comm

What is the purpose of this contract and why is it needed? The Florida Association of Collegiate Registrars and Admissions Officers (FACRAO) has provided Florida's enrollment professionals with a forum to address issues affecting Broward College and its profession. Membership in FACRAO helps the College's officers increase their expertise, whether they work in admissions, registration, records, data management, international education, or financial aid. This agreement is for the period July 2024 - June 2025.

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, it was a budgeted expense that was approved at the June 2023 Board meeting.

What fund, cost center and line item(s) were used? Fund - FD100 Cost Center - CC0483 Line Item - 40700.

Has Broward College used this vendor before for these products or services? Yes, Broward College has used the services of the Florida Association of Collegiate Registrars and Admissions Officers to offer this membership for more than nineteen (19) years to date.

Was the product or service acceptable in the past? Yes, the membership was advantageous in the past. It has allowed Broward College to remain current in providing services to its students and former students in keeping with the norms of the industry (it can be bench-marked against other institution) and utilizing the technology available in the industry.

Was there a return on investment anticipated when entering this contract? Yes.

Was that return on investment not met, met, or exceeded and how? The return on investment was met, because it has allowed Broward College to garner industry specific information and knowledge that can be used to improve its service delivery.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? The services provided feeds indirectly into the Social Enterprise tactics because it allows Broward College to bench mark its services against industry leaders and to use this to improve its services to the community.

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?

Board Item

Meeting of June 25, 2024

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: Renewal of the annual membership fee for \$250.00.

Worktags: CC0483, FD100, BU312, PG000182.

Budget Affected table: \$2,300 to be subtract from CC0483

06/11/24

CC0483 · District Registrar's Office

(\$250.00)

Jeffrey Nasse

Jeffrey Nasse, Provost and SVP of Academic Affairs

6/4/2024

APPROVAL PATH: 12204: FACRAO Membership Renewal Dues FY 2024-2025



Workflow



Edit View



Add Work Item

Stage	Reviewer	Description	Due Date /	Status	
1	Karen Lee Murphy	AVP/Registrar Review		✓ Completed	
2	Donald Astrab	Vice Provost Review		✓ Completed	
3	Jeffrey Nasse	Provost and SVP of Academic Affair		✓ Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		✓ Completed	
5	Zaida Riollano	Procurement Approval		✓ Completed	
6	Rabia Azhar	CFO Review		✓ Completed	
6	Christine Sims	Budget Departmental Review		✓ Completed	
6	Legal Services Review Group	Review and Approval for Form and		✓ Completed	
7	Board Clerk	Agenda Preparation		✓ Completed	
8	District Board of Trustees	Meeting	06/25/24 01:00 PM	⌚ Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 📧		⌚ Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		⌚ Pending	

INVOICE 1111

FACRAO

Note: Invoice number is for FACRAO's internal account management purposes. Please disregard.



Broward College
4205 Bonaventure Blvd
Weston, Florida 3332

Invoice # 1111
Invoice Date 05/01/2024
Invoice Due 06/30/2024

Amount Due	\$ 250.00
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Transactions

Description	Amount
Membership Renewal - Florida Institution - Broward College - 10,000 and above (through June 30, 2025) Kimberly Adams Goulbourne Oona Davis Karen Lee Murphy Jose Lopez Karen Parker Joanne Suarez Lynessa Wooten	\$ 250.00

Total Amount	\$ 250.00
Amount Paid	-\$ 0.00
Amount Due	\$ 250.00

For payment by check, please make payable to FACRAO and submit to:

Jay Hoying, FACRAO Treasurer
Florida Polytechnic University - Registrar's Office
4700 Research Way
Lakeland, FL 33805

Email: treasurer@facrao.org

FACRAO Dues are based upon the total previous fall enrollment.

If the enrollment reflected in your invoice is incorrect please contact memberrelations@facrao.org before submitting your payment so your fee amount can be corrected.