



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Alfred Clayton Photography, Inc. dba Downtown Photo for photos items for use in the SBSHS pathway fundraising one-pager created by the marketing team of the Broward College Office of Advancement. Fiscal Impact: \$225.00

Presenter(s): Jamonica Rolle, Vice Provost, Academic Affairs

What is the purpose of this contract and why is it needed? The item was for content for the pathway one-pager requested and designed by the Office of Advancement. The one-pager was sent to prospective donors to the SBSHS Pathway Student Success Fund.

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? FD100 PG000034 BU00 CC0312.

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? The item was used in one-pager for January Salon by a donor, which raised \$1,500+ for the SBSHS Student Success Fund. More donors are interested and expected to donate.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Fuel Partner collaboration and guarantee access to Higher Education through the SBSHS Student Success Fund.

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: \$225.00 FD100 PG000034 BU00 CC0312

04/30/24 CC0312 · History and Political Science

(\$225.00)

Jeffrey Nasse


Jeffrey Nasse, Provost and SVP of Academic Affairs

4/2/2024

APPROVAL PATH: 11933: Alfred Clayton Photography, Inc. dba Downtown Photo - Studio Portrait

 **Workflow**

 Edit View

 Add Work Item
























Stage	Reviewer	Description	Due Date	Status	
1	Lulrick Balzora	Dean Review		 Completed	
2	Jamonica Rolle	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	

EXHIBIT "A" TO PURCHASE ORDER

STATEMENT OF WORK

Services and payment shall be made in accordance with Downtown Photo Invoice provided below:

Downtown Photo
729 NW 1st Street
Fort Lauderdale, FL 33311 US
+1 9545248555
admin@downtownphoto.us
www.downtownphoto.us

Invoice



BILL TO
Broward College Broward College Accounts Payable 6400 NW 6 Way, 3rd Floor Fort Lauderdale, FL 33309

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
6592	12/05/2023	\$225.00	12/31/2023	Net 30	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

JOB INFO

Lulrick Balzora Studio Session

ACTIVITY	QTY	RATE	AMOUNT
Session:STUPOR Studio Portrait	1	225.00	225.00

Thank you for your business!

SUBTOTAL	225.00
TAX	0.00
TOTAL	225.00
BALANCE DUE	\$225.00