## **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)



Updated: 6/9/2024 12:00 PM by Elizabeth Beavin K

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

#### 🔰 Workflow Edit View Radd Work Item Stage Reviewer Due Date Status Description Dean Review Lulrick Balzora Completed 1 Jamonica Rolle Vice Provost Review Completed 1 Provost and SVP of Academic Affair 3 Jeffrey Nasse Completed 1 4 Natalia Triana-Aristizabal Contracts Coordinator Completed 1 5 Zaida Riollano Procurement Approval 1 Completed 6 Rabia Azhar CFO Review 1 Completed Christine Sims 6 Budget Departmental Review Completed 1 6 Legal Services Review Group Review and Approval for Form and 1 Completed **Board Clerk** Agenda Preparation Completed 1 8 District Board of Trustees 06/25/24 01:00 PM Pending Meeting 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