



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Christine Stiller dba New Horizons Coaching & Consulting for facilitation services for the BC LEAD program Cohorts 6 & 7. Fiscal Impact: \$2,000.00**

**Presenter(s):** Sophia Galvin, Vice President, Talent and Culture

**What is the purpose of this contract and why is it needed?** The purpose of this contract is to provide facilitation for one of the modules within the BC LEAD program for two cohorts. The Broward College's Leadership Empowerment And Development Program (BC LEAD) is now in its fifth cohort. This contract will enable us to continue to give our internal leaders the tools they need to continue to grow in their current leadership role and beyond. 20-25 internal leaders take part in each cohort.

**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, CC0289, GLC: 65000 - Professional Fees.

**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. The decision to enter into the agreement was based on the expectation that the continuation of this program will lead to enhanced leadership skills, improved team performance, and greater efficiency across the institution, as the participants represent a cross section of our leadership.

**Was that return on investment not met, met, or exceeded and how?** Yes, the return on investment was met. The facilitation provided assisted in the development of the participants in the area of composure, problem solving & conflict resolution, ensuring effective leadership during important projects across our institution. Our Administrators have developed stronger leadership skills even when under pressure, which has improved their ability to manage teams and projects effectively. This has led to better decision-making and increased productivity.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Yes, this contract indirectly feeds one of the Social Enterprise tactics by supporting talent activation. By developing the leaders in the BC LEAD program, the college ensures effective leadership in critical areas, ultimately benefiting the college community, including students, faculty, and staff. This aligns with the objective of talent activation within the Social Enterprise framework.

**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: BU203, CC0289, FD100 for a total contract value of \$2,000.00.

**07/01/24**

**CC0289 · CTCL - Workplace Learning**

**(\$2,000.00)**

**Marisol Cortes**

Marisol Cortes, Senior Executive Assistant

6/5/2024

APPROVAL PATH: 12146: Christine Stiller dba New Horizons Coaching & Consulting - Leadership Series Webinar

 <b>Workflow</b> <span>Edit View</span> <span>Add Work Item</span>					
Stage	Reviewer	Description	Due Date	Status	
1	Sophia Marie Galvin	Executive Director 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	Board Clerk	Agenda Preparation		✓ Completed	
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	

**EXHIBIT “A” to Purchase  
Order  
STATEMENT OF WORK**

Christine Stiller dba New Horizons Coaching & Consulting is providing facilitation services for Talent & Culture.

Topic: Composure: Problem-Solving & Conflict Resolution for Managers. Deliver (2)  
120-minute webinars for Leadership Series Cohort 6 & 7

- Leadership Series Cohort 6  
120-minute webinar Friday October 11, 2024
- Leadership Series Cohort 7  
120-minute webinar Friday April 11, 2025

Total: \$2,000.00