



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Joshua Perez to provide graphic design services for the Fall 2024 and Spring 2025 semesters. Fiscal Impact: \$8,500.00.**

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

**What is the purpose of this contract and why is it needed?** This contract with Broward College graphic design alumnus Joshua Perez will provide student performances with a professionally designed season calendar of events (including print, web and mobile versions of the calendar) for the Fall 2024 and Spring 2025 Performance Season. It will also provide a complete collaterals package (poster for print, poster for web, web advertising and program design) for each of the 14 music and four theatrical productions to be held over the 2024/25 Performance Season.

**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. 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?** This budgeted expenditure will make use of the budget established at the June 2024 Board of Trustees meeting.

**What fund, cost center and line item(s) were used?** CC0529, FD100, GLC 65000.

**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?** The return on investment is ensuring a robust audience for our student performances for the 2024-25 academic performance season through targeted, well-designed collateral materials for each event.

**Was that return on investment not met, met, or exceeded and how?** The return on investment will be met at the time of the execution of this contract.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** This expenditure directly feeds the creation of a best-in-class learning environment by ensuring adequate audiences for student performances.

**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:**

Board Item

Meeting of June 25, 2024


Description: \$8,500.00 - Worktags: CC0529, BU010, PG000013, FD100 = \$7,500.00 and Worktags: CC0528, BU030, PG000015, FD100 = \$1,000.00

05/28/24	CC0528 · Theatre	(\$1,000.00)
05/28/24	CC0529 · Visual & Performing Arts	(\$7,500.00)
TOTAL:		(\$8,500.00)

**Jeffrey Nasse**  
Jeffrey Nasse, Provost and SVP of Academic Affairs

5/2/2024

APPROVAL PATH: 12111: Joshua C. Perez FY2024-2025 Graphic Design Services


**Workflow**
Edit View
Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Scott Miller	Dean Review (AHCD - AHD)		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**

Description of Work:

Joshua Perez is contracted by Broward College to provide the Visual & Performing Arts Dept.  
name of vendor name of department/pathway  
with graphic design services for the 2024 - 2025 school year.  
service(s) provided title of event and/or semester and/or program

Total estimated compensation to be paid by Broward College: \$ 8,500.00  
amount quoted from vendor

Joshua Perez agrees to begin services when a purchase order is issued, and dates are  
name of vendor  
subject to change.

Vendor Signature: Joshua Perez Digitally signed by Joshua Perez  
Date: 2024.04.15 21:42:50 -04'00'

# QUOTE

**From** | **Joshua Perez**  
1641 Coral Ridge Drive  
Coral Springs, FL 33071

**Quote For** | **Broward College**  
3501 SW Davie Road  
Central Receiving, Bldg 23  
Davie, FL 33314

Quote ID | **BC2410**  
Issue Date | 04/12/24

Subject | Broward College 2024-2025 V&PA Events

Item Type	Description	Quantity	Unit Price	Amount
Design	2024 October Symphonic Band Concert Digital Program & Publicity Materials	1	\$500	\$500
Design	2024 October Orchestra Concert Digital Program & Publicity Materials	1	\$500	\$500
Design	2024 November Bailey Hall Jazz Club Publicity Materials & Digital Program	1	\$500	\$500
Design	2024 December Choral Society Concert Publicity Materials & Digital Program	1	\$500	\$500
Design	2024 Fall Jazz Concert Publicity Materials & Digital Program	1	\$500	\$500
Design	2024 December Orchestra Concert Publicity Materials & Digital Program	1	\$500	\$500
Design	2024 December Symphonic Band Concert Publicity Materials & Digital Program	1	\$500	\$500
Design	2025 February Symphonic Band Concert Publicity Materials & Digital Program	1	\$500	\$500
Design	2025 February Orchestra Concert Publicity Materials & Digital Program	1	\$500	\$500
Design	2025 April 5 Choral Society Concert Publicity Materials & Digital Program	1	\$500	\$500

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Issue Date | 04/12/24

**Subject** | Broward College 2024-2025 V&PA Events

Item Type	Description	Quantity	Unit Price	Amount
Design	2025 Spring Jazz Concert Digital Program & Publicity Materials	1	\$500	\$500
Design	2025 April Orchestra Concert Publicity Materials & Digital Program	1	\$500	\$500
Design	2025 April Symphonic Band Concert Publicity Materials & Digital Program	1	\$500	\$500
Design	Fall V&PA Season Calendar Print & Digital Publicity Materials	1	\$500	\$500
Design	Spring V&PA Season Calendar Print & Digital Publicity Materials	1	\$500	\$500
Design	Fall Theatre Mainstage Production Playbill and Publicity Materials	1	\$500	\$500
Design	Spring Theatre Mainstage Production Playbill and Publicity Materials	1	\$500	\$500

**Quote Total:    \$8,500.00**