



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with LEADERSHIP RESEARCH INSTITUTE. INC. for facilitation services for the BC LEAD program Cohorts 6 & 7 during FY2024-2025. Fiscal Impact: \$12,500.00

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 each of two cohort consisting of six sessions in total. 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 (managers of others) the tools they need to enhance their leadership skills. 20-25 internal leaders to take part in each cohort during FY2024-2025.

What procurement process or bid waiver was used and why? At the \$10,000.01 - \$35,000.00 threshold, the procurement process selected was the request for quotes per College Procedure A6Hx2-6.34. An additional fourth 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. It was processed through a standard purchase order.

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 areas of Credibility, Care for People, Employee Engagement, Psychological Safety, Team Building, Courage, Navigating Change, and Delegation, ensuring effective leadership during important projects across our institution. Our Administrators have developed stronger leadership skills through how they develop their teams, work through conflict and change, 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 \$12,500.00.

06/25/24 CC0289 · CTEL - Workplace Learning (\$12,500.00)

Marisol Cortes


Marisol Cortes, Senior Executive Assistant

6/5/2024

APPROVAL PATH: 12225: Leadership Research Institute, Inc. - FY2024-2025 - Facilitation Services

 **Workflow**

 Edit View

 Add Work Item



















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	Legal Services Review Group	Review and Approval for Form and		 Completed	
5	Board Clerk	<i>Agenda Preparation</i>		 Completed	
6	District Board of Trustees	Meeting	06/25/24 01:00 PM	 Pending	
7	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
8	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



Exhibit “A” to Purchase Order

LEADERSHIP RESEARCH INSTITUTE INC Statement of Work

BC Lead Support.....Not to exceed \$12,500

- Provide sessions for BC Lead Cohorts 6 and 7
 - Cohort 6:
 - Kick Off session – Credibility module – virtual. Tentatively scheduled for August 16, 2024.
 - Care for People Module. Tentatively scheduled for November 8, 2024
 - Courage Module. Tentatively scheduled for December 6, 2024
 - Cohort 7:
 - Kick Off session – Credibility module – virtual. Tentatively scheduled for February 7, 2025
 - Care for People Module. Tentatively scheduled for May 9, 2025
 - Courage Module. Tentatively scheduled for June 6, 2024