



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Tim Gillette to provide specialized Advanced Report Writing and Review training during the 2024-2025 Academic Year. This training is for Professional and Executive Development through the Institute of Public Safety using bid waiver for professional services. Fiscal Impact: Estimated \$17,000.00.**

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

**What is the purpose of this contract and why is it needed?** The purpose of this contract is for the vendor to deliver the Criminal Justice Standards and Training Commission 40-hour course "Advanced Report Writing and Review" four times, utilizing Florida Department of Law Enforcement certified instructors. The seminar satisfies Criminal Justice Standards and Training Commission Requirements for the region. The contract is needed to address the need for career development for new and prospective supervisors at Broward County criminal justice agencies.

**What procurement process or bid waiver was used and why?** A Bid Waiver for Professional Services per College Procedure A6Hx2-6.34 was used. The course is required to be taught by a Criminal Justice Standards and Training Commission Certified General Instructor pursuant to subsection 11B-20.001(3), F.A.C.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting**

Yes, the funds are provided by the Grant/Trust Fund from the Florida Department of Law Enforcement.

**What fund, cost center, and line item(s) were used?** FD205, CC0090, GLC64500.

**Has Broward College used this vendor before for these products or services?** Yes. The contractor provided the same service in 2023.

**Was the product or service acceptable in the past?** Yes. The Institute of Public Safety conducts course evaluations at the conclusion of each course. Positive feedback was received regarding the service provided.

**Was there a return on investment anticipated when entering this contract?** The ROI was anticipated when entering this contract by utilizing the ability to hire Subject Matter Experts to facilitate classrooms for professional and executive development.

**Was that return on investment not met, met, or exceeded, and how?** The ROI was Exceeded. The ability to hire Subject Matter Experts who are current in their discipline leads to better outcomes in professional and executive development classes.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?**

Yes. This contract directly feeds the Empower Student Development portion of the Social Enterprise Plan by providing a best-in-class student experience.

Board Item

Meeting of June 25, 2024

**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: This contract is paid for through a grant/trust fund from the Florida Department of Law Enforcement. The Worktags for this contract are GR001201, BU010, FD205, CC0090, PG000397; GLC64500. The total estimated cost is \$17,000.00

09/27/24	CC0090 · Dean of Institute of Public Safety	(\$4,250.00)
	GR001201	
11/22/24	CC0090 · Dean of Institute of Public Safety	(\$4,250.00)
	GR001201	
02/27/25	CC0090 · Dean of Institute of Public Safety	(\$4,250.00)
	GR001201	
05/02/25	CC0090 · Dean of Institute of Public Safety	(\$4,250.00)
	GR001201	
TOTAL:		(\$17,000.00)

Jeffrey Nasse

Jeffrey Nasse, Provost and SVP of Academic Affairs

4/2/2024

APPROVAL PATH: 12018: Tim Gillette for Advanced Report Writing and Review FY2024-2025



**Workflow**

Edit View

Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Wayne Boulier	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	<b>Board Clerk</b>	<b>Agenda Preparation</b>		✓ 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 Goods or Services:**

**Service Provider:** Tim Gillette

**Address:** 1230 NW 99 Avenue, Plantation, FL 33322

**Service Date(s):** September 23 - 27, 2024 8 am - 5 pm  
November 18 - 22, 2024 8 am - 5 pm  
February 3 - 7, 2025 8 am - 5 pm  
April 28 - May 2, 2025 8 am - 5 pm

Provider agrees to present a 40-hour seminar entitled "Advanced Report Writing and Review" consistent with Criminal Justice Standards and Training Commission Advanced/Specialized Training Course 068 with a maximum class total of 25 students.

The seminar must satisfy Criminal Justice Standards and Training Commission requirements as specified in Florida Administrative Code 11B-35 and Florida State Statutes Chapter 943.

Service Provider Vendor will:

- Provide CJSTC Certification documentation for all participating Instructors.
- If a participating instructor does not possess active CJSTC Instructor certification, then the Vendor must provide sufficient documentation to satisfy the requirements to complete a CJSTC-82 Form. This documentation must be received by IPS at least 30 days prior to the scheduled seminar. The final determination of issuing the CJSTC-82 Form is at the sole discretion of IPS.
- Provide exam based on the CJSTC learning objectives for the end of course exam.
- Provide a Lesson Plan, Learning Objectives and Presentation Schedule.
- Ensure the Student Attendance Roster supplied by JPS is completed daily.
- Ensure the Instructor Roster supplied by IPS is completed daily.
- Ensure the seminar satisfies Criminal Justice Standards and Training Commission requirements as specified in Florida Administrative Code 11B-35 and Florida State Statutes Chapter 943.
- Assist in the completion of required CJSTC documentation.

### Terms

The Broward College Institute of Public Safety reserves the right to cancel a Service Date for a seminar set forth above, without any charge due the Vendor, if a minimum of sixteen (16) FDLE Region XIII (Broward County) officers are not enrolled two weeks prior to the scheduled start date of the seminar.

As outlined in Section 8 of the Terms and Conditions "Termination for Convenience", the College may terminate this Purchase Order with or without cause for any time for convenience upon thirty (30) calendar days' prior written notice to the Vendor and no charges will be due to the Vendor.

### **Total Consideration Payable for the Goods or Services:**

Agreed Amount of Payment: \$4,250 per seminar; (4) X \$4,250= \$17,000