



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Center for Computer-Assisted Legal Instruction (CALI) for membership dues and renewal for FY2024-2025 for the Business Pathway. Fiscal Impact: \$250.00

Presenter(s): Jeffrey Guild,

What is the purpose of this contract and why is it needed? The Center for Computer-Assisted Legal Instruction (CALI) offers an essential portal for our paralegal students, enabling them to complete their homework and conduct legal research for various courses. This software not only facilitates assignment completion but also provides tailored training modules to deepen students' comprehension of their coursework. Additionally, it strengthens their practical skills, equipping them for success in a competitive job market.

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. Membership dues, per the Florida Statute 119.01(3) requires that all financial, business and membership records held by the organization in relation to the individual(s) or organization(s) for whom a purchase order is being issued are to be considered public records and shall be subject to the provisions of Florida Statute 119.07.

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, CC0038, GLC: 64502:Inst. Memberships.

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? No.

Was that return on investment not met, met, or exceeded and how? Not Applicable.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? It directly supports all 3 tactics but directly supports the Create Impactful Career connections tactic.

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?

FISCAL IMPACT:

Description: \$250.00 BU030, CC0038, FD100, PG000105

09/24/24

CC0038 · Business Administration

(\$250.00)

Jamonica Rolle

Jamonica Rolle, Vice Provost, Academic Affairs

8/28/2024

APPROVAL PATH: 12441 Center for Computer-Assisted Legal Instruction (CALI) - Membership Dues and Renewal FY2024-2025

 **Workflow**

 Synchronize Routing

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status
1	Anne Cardozo	Dean Review 	08/27/24 12:00 AM	✔️ 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		🕒 Pending
8	District Board of Trustees	Meeting	10/08/24 11:00 AM	🕒 Pending
9	Electronic Signature(s)	Signatures obtained via DocuSig 		🕒 Pending
10	Natalia Triana-Aristizabal	Contracts Coordinator		🕒 Pending

The Center for Computer-Assisted Legal Instruction (CALI)
565 West Adams Street
Chicago, IL 60661

Invoice



BILL TO

Jenny Clark
Broward College Legal Assisting Program
7200 Pines Blvd.
Building 71|Room 220
Pembroke Pines, FL 33024

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
25MAE-16009	07/02/2024	\$250.00	07/31/2024	

DESCRIPTION	AMOUNT
CALI Membership Dues/Legal Affiliates: 7/2024-6/2025	250.00

Thank you for your support of CALI!

BALANCE DUE

\$250.00

We will accept any form of payment that is convenient for you, but prefer check or ACH electronic payment. Credit Card payment costs us a 3.5% processing fee that we are happy to cover.

ACH and Wire Transfer Information:

Bank name: JPMorgan Chase Bank

Account name: Center for Computer- Assisted Legal Instruction

Account number: 378572702

Routing and Transit number: 071000013

SWIFT Code: CHASUS33

CALI is a 501(c)(3) Non-Profit organization

Tax ID: 41-1429410