



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize an amendment requesting fiscal authority for additional services to the standard agreement (purchase order) with Alfred Clayton Photography, Inc. dba Downtown Photo for photography services for Nursing Candle Lighting Ceremony. Fiscal impact: Estimated \$425.00 (Cumulative \$1,275.00)**

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

**What is the purpose of this contract and why is it needed?** The Nursing Department is requesting additional photography services with Alfred Clayton Photography, Inc. dba Downtown Photo to cover Nursing Candle Lighting Ceremony for Spring May 2025. This service provides marketing to promote for our Nursing Program. In addition, the graduates will have access to photographs from the event.

**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?**  
Yes

**What fund, cost center and line item(s) were used?** FD100, CC0475, GLC-64500 Other expenses.

**Has Broward College used this vendor before for these products or services?** Yes.

**Was the product or service acceptable in the past?** Yes. The College has used them for multiple events thru out the College. The turn around time and the experience was excellent for the students and the College.

**Was there a return on investment anticipated when entering this contract?** The nursing pathway, and the college, use the photographs for event news, and marketing services for the Health Sciences nursing pathway and to promote recruitment for the college. Students expressed gratitude for having the photographs available to them.

**Was that return on investment not met, met, or exceeded and how?** Yes, it was met. The photos have been used by marketing for social media, blog posts, printed materials, and on slides for presentations.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Not Applicable.

**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:\$425.00 for CC0475-BU010-FD100-PG000168- OP-23-000004 Industrail Certification Nursing Funds.

Board Item  
08/20/24

CC00634 Online Tutoring  
Spring Ceromony

Meeting of September 4, 2024  
(\$425.00)

**Jo Anderson**

Jo Anderson

8/2/2024














APPROVAL PATH: 12374 Alfred Clayton Photography dba Downtown Photo (Nursing Program)  
 Photography Services - Amendment 1

 **Workflow**

 Synchronize Routing

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Antonio Navarro	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	Christine Sims	Budget Departmental Review		 Completed	
7	Rabia Azhar	CFO Review		 Completed	
8	Legal Services Review Group	Review and Approval for Form and		 Completed	
9	<b>Board Clerk</b>	<b>Agenda Preparation</b>		 Pending	
10	District Board of Trustees	Meeting	09/24/24 11:00 AM	 Pending	
11	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
12	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



**EXHIBIT "A" to Purchase Order  
STATEMENT OF WORK**

**Description:** This agreement between Health Science (Nursing) and Alfred Clayton Photography Inc., dba Downtown Photo, is to extend the photography services for the spring candle lighting ceremony held in the month of May 2025 at the Bailey Hall located at the Broward College Central Campus, 3501 Davie Rd, Davie, FL 33314.

Alfred Clayton Photography, Inc dba Downtown Photo services include the following:

**Hourly Photography -** 2 hours at \$175 per hour

**Archiving and Photo Editing -** \$75

**Compensation:**

Total amount per estimate # 2305 is \$425.00 and shall be paid to Alfred Clayton Photography dba Downtown Photo under the terms of this agreement.