



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the Council for Opportunity in Education (COE) for a membership renewal and dues for FY2024-2025 for Developmental Education. Fiscal Impact: \$9,650.00.

Presenter(s): Janice Stubbs, Vice President of Student Services

What is the purpose of this contract and why is it needed? The Council for Opportunity in Education (COE) is a nonprofit organization dedicated to furthering the expansion of college opportunities for low-income, first-generation students, and students with disabilities. Through its numerous membership services, the Council works in conjunction with colleges, universities, and agencies to help low-income students enter college and graduate. Over a million low-income students and students with disabilities each year receive college access and retention services through member colleges and agencies. Members gain access to Program and Professional Development opportunities, membership discounts for workshops, conference registration fees and technical assistance to ensure compliance with federal grant guidelines.

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?
N/A.

What fund, cost center and line item(s) were used? FD200, CC0093, CC0626, CC0287, GLC:64502.
Institutional Memberships and Sponsorships.

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? Yes.

Was that return on investment not met, met, or exceeded and how? Staff development/training provided by COE has allowed all TRIO programs at the college to adhere to legislation and regulations established by the Department of Education and TRIO. Training and information provided also help the programs establish programming to ensure that outcomes are being met and low income, first generation, and/or disabled students enrolled in the programs persist in school, graduate and/or transfer. Additionally, COE provides information to assist in the writing and submission of TRIO grants for funding.

Does this directly or indirectly feed one of the (New Strategic Plan Coming Soon) tactics and how?

Empower Student Development: Provide a Best-in Class Student Experience.

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: \$9,650.00. Paid from (CC0093-PG000369), (CC0626-PG000355), (CC0287-PG000369). Cumulative Total: \$70,150.00. Annual institutional membership fee for 13 TRIO Programs. CC0287, CC-GR001011-FD200-PG000369-BU304.

08/20/24	CC0093-GR001008 · Trio SSS South	(\$742.30)
08/20/24	CC0626-GR001174 · Upward Bound Northeast	(\$742.30)
08/20/24	CC0287-GR001082 · TRIO Talent Search REACH Grant	(\$742.30)
08/20/24	CC0093-GR001006 · Trio SSS Central	(\$742.31)
08/20/24	CC0093-GR001007 · Trio SSS North	(\$742.31)
08/20/24	CC0093-GR001009 · Trio SSS ESL	(\$742.31)
08/20/24	CC0093-GR001010 · Trio SSS Students With Disabilities	(\$742.31)
08/20/24	CC0093-GR001011 · Trio SSS Health Science	(\$742.31)
08/20/24	CC0626-GR001171 · Upward Bound South Broward	(\$742.31)
08/20/24	CC0626-GR001172 · Upward Bound Deerfield	(\$742.31)
08/20/24	CC0626-GR001173 · Upward Bound McArthur	(\$742.31)
08/20/24	CC0287-GR001083 · Talent Search - ASPIRE	(\$742.31)
08/20/24	CC0287-GR001084 · TRIO EOC	(\$742.31)
TOTAL:		(\$9,650.00)

Janice Stubbs


Janice Stubbs, Vice President of Student Services




















7/8/2024

APPROVAL PATH: 12316 Council for Opportunity in Education (Membership Renewal & Dues FY2024-2025)

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Esmeralda Sweeney	AVP Review		 Completed	
2	Janice Stubbs	VP Review		 Completed	
3	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
4	Zaida Riollano	Procurement Approval		 Completed	
5	Rabia Azhar	CFO Review		 Completed	
5	Christine Sims	Budget Departmental Review		 Completed	
5	Legal Services Review Group	Review and Approval for Form and		 Completed	
6	Board Clerk	Agenda Preparation		 Completed	
7	District Board of Trustees	Meeting	08/20/24 08:30 AM	 Pending	
8	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



INVOICE

COUNCIL *for* OPPORTUNITY *in* EDUCATION

Federal ID: 52-1221301 | Tax Exempt: 8399-23464-01 | Dun's No.: 05-3678686

P.O. Box 742282
Atlanta, GA 30374
TEL: 202-347-7430 | FAX: 202-347-0786
Email address: finance@coenet.org
Web Page: www.coenet.org

Date 5/17/2024
Invoice Number 16204092024
Member ID 162
Member Type INST-Institute
of Projects 13

Leslie Honeycutt Honeycutt
TRIO SSS Grant Specialist
Broward College
225 E. Las Olas Blvd

Fort Lauderdale, FL 33301

Description	Amount
Basic Membership Dues for the period of 8/1/2024 through 7/31/2025	\$9,650.00
Total	\$9,650.00
Amount Paid	\$0.00
Balance	\$9,650.00

**Your support is absolutely critical to the TRIO movement. Thank you for supporting TRIO!
Renew before June 14, 2024 and receive a \$300 discount. Simply deduct \$300 from your invoice.**

**Questions? Please contact Vanessa Ramirez at (202) 347-7430 or vanessa.ramirez@coenet.org.
Payments can be made online (<https://bit.ly/COEMembership>) , phone (202) 347-7430, or by check.**

The remittance stub must be returned with payment to receive proper credit.



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Tax Exempt: 8399-23464-01
Dun's No.: 05-3678686

**Please detach and submit this
bottom portion with your check.**

COUNCIL *for* OPPORTUNITY *in* EDUCATION

Leslie Honeycutt Honeycutt
TRIO SSS Grant Specialist
Broward College
225 E. Las Olas Blvd

162	INST-Institute
Basic Membership Dues	\$9,650.00
Balance Due	\$9,650.00

Fort Lauderdale, FL 33301

Basic Membership Dues for the period of 8/1/2024 through 7/31/2025

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