



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the Aircraft Electronics Association (AEA) for membership renewal and dues for FY2024-2025 for the Aviation Department. Fiscal Impact: \$385.00.

Presenter(s): Jeffrey Guild,

What is the purpose of this contract and why is it needed? Aircraft Electronics Association membership is important for the Avionics program in maintaining networking connections, event and job opportunities for students. AEA provides technical expertise on changes in the avionics industry, and provides access to a large pool of employers for internship placements.

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? CC0020 FD100 , 64502: Inst. Memberships and Sponsorships.

Has Broward College used this vendor before for these products or services? Yes, historically membership dues was paid with purchase Order.

Was the product or service acceptable in the past? Yes.

Was there a return on investment anticipated when entering this contract? The membership allows Broward College to be visible in the aviation community attracting new students to pursue aviation degrees at BC.

Was that return on investment not met, met, or exceeded and how? Yes, The AEA membership facilitates the promotion of Broward College and its programs to prospective students directly during various events as many employers attend these events which promotes relationships with BC.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Yes, Guarantee Access to Higher Education. Accelerate Entry in College. Membership provides visibility for potential students.

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: \$385.00 BU030 CC0020 FD100 PG000086

06/25/24 CC0020 · Aviation program (\$385.00)

Jamonica Rolle

Jamonica Rolle, Vice Provost, Academic Affairs







8/15/2024

APPROVAL PATH: 12288 Aircraft Electronics Association (AEA) - Membership and Renewal Dues FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Russell McCaffery	Dean Review		 Completed	
2	Jamonica Rolle	Vice Provost Review		 Completed	
3	Jeffrey Nasse	Provost and SVP of Academic Affairs		 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	09/24/24 11:00 AM	 Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



Membership Dues Invoice

Aircraft Electronics Association
3570 NE Ralph Powell Road Lee's Summit, MO 64064
816-347-8400

Attn: Accounts Payable
Broward College
7200 Pines Blvd.
Building 99, Room 118
Pembroke, FL 33019

Account # 8101
Invoice # D41599
Printed Date: May 1, 2024
Due Date: July 1, 2024

Membership Dues	Amount Due
Annual Membership Dues: 7/1/2024 thru 6/30/2025 <i>Current membership expires 6/30/2024</i> <i>Membership dues can be paid by check, ACH or credit card.</i> <i>For more information contact lindaa@aea.net.</i>	\$385.00

AEA Educational Foundation Contribution	
<i>Invest in the future of the general aviation industry by contributing to the AEA Educational Foundation!</i>	
Indicate the amount contributed on the "Contribution" line and add this amount to the grand total. The AEA Educational Foundation is an educational organization exempt from taxation under the 501(c)(3) code of the Internal Revenue Service. Contributions to the AEA Educational Foundation are deductible as charitable contributions for federal income tax purposes to the extent provided by law.	
<input type="checkbox"/> \$100 <input type="checkbox"/> \$50 <input type="checkbox"/> \$25 Other \$ _____	Foundation Contribution: \$ _____

Grand Total
\$ _____

Please return this portion with your payment. Thank you.

Broward College
7200 Pines Blvd.
Building 99, Room 118
Pembroke, FL 33019

Account # 8101
Invoice # D41599

Make checks payable to:

Aircraft Electronics Association
3570 NE Ralph Powell Road
Lee's Summit, MO 64064

Dues Amount: **\$385.00**

Foundation Contribution: \$ _____

Grand Total: \$ _____

Amount Paying: \$ _____
