



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with SACSCOC (SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES) for membership renewal and dues FY2024-2025 for Institutional Planning & Effectiveness. Fiscal Impact: \$16,890.00.**

**Presenter(s):** Donald Astrab, VP, Academic Operations, Analytics, & Comm

**What is the purpose of this contract and why is it needed?** The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is an institutional accreditor for quality assurance in higher education. SACSCOC accredits institutions that award associate, baccalaureate, master's, or doctoral degrees. It serves as the common denominator of shared values and practices among its members in the United States and international institutions of higher education approved by the SACSCOC Executive Council, Board of Trustees, and the Appeals Committee of the College Delegate Assembly.

**What procurement process or bid waiver was used and why?** Bid waiver exception pursuant to FL DOE 6A-14,0734(2) (e) and College Procedure A6Hx2-6.34: Services or commodities available from a single or sole source.

**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?** CC0749, Fund100, GLC 64502.

**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?** Not Applicable.

**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?** 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: \$16,890.00 BU205, CC0749 Fund100, PG000192

08/20/24

CC0749 · SACS - COC

(\$16,890.00)

# Jeffrey Nasse

Jeffrey Nasse, Provost and SVP of Academic Affairs





















6/17/2024

APPROVAL PATH: 12298: SACSCOC Membership Renewal and Dues FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	David Moore	Department Review		 Completed	
2	Jeffrey Nasse	Provost and SVP of Academic Affair		 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	<b>Legal Services Review Group</b>	Review and Approval for Form and		 Completed	
6	Board Clerk	Agenda Preparation		 Pending	
7	District Board of Trustees	Meeting	06/25/24 01:00 PM	 Pending	
8	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



Southern Association of Colleges and Schools  
 Commission on Colleges, Inc.  
 1866 Southern Lane  
 Decatur, GA 30033-4097

# INVOICE

Date	Invoice #
5/1/2024	12179

<b>Bill To</b>
Dr. Donald Astrab-Acting President Broward College 111 East Las Olas Boulevard Ft. Lauderdale, FL 33301 United States

<b>Account #</b>	<b>Due Date</b>
18720	7/31/2024

Description	Amount
FY 2024-2025 Membership Dues - 7/1/2024 - 6/30/2025	16,890.00
<p><b>ACH DOMESTIC &amp; INTERNATIONAL PAYMENT INFORMATION</b></p> <p><b>ACH DOMESTIC BANKING INFORMATION</b>            [REDACTED]</p> <p><b>INTERNATIONAL BANKING INFORMATION</b>            [REDACTED]</p> <p><b>SWIFT BIC: CSBKUS33</b>            [REDACTED]</p>	

Please make checks payable to SACSCOC			<b>Total</b>	\$16,890.00
Questions, please contact LaRita Williams @ (404) 994-6537 or email lwilliams@sacscoc.org			<b>Payments/Credits</b>	\$0.00
			<b>Balance Due</b>	\$16,890.00
Phone #	Fax #	Federal I.D #	Web Site	
(404) 994-6540	(404) 994-6540	32-0261810	www.sacscoc.org	



# SOLE SOURCE JUSTIFICATION

FROM: David Moore	DATE: 6/13/24
DEPARTMENT: Institutional Planning & Effectiveness	SOURCE: Southern Association of Colleges and Schools Comr

Under the requirement of College Policy 6Hx2-6.34 this sole source justification is submitted in support of this request to procure referenced items without bidding due to the item(s) or service(s) being available from only the listed source. If item/service is being acquired from manufacturer/copyright holder, supporting documentation must be attached to this form.

DEFINE SOLE SOURCE ITEM(S) OR SERVICE(S):  
Annual Membership Dues for SACSCOC.

At this time, SACSCOC is the lone provider of institutional accreditation for the Broward College.

State the reason(s) why the item(s) or service(s) are not competitive and are available only from the source referenced above.

EXPLANATION OF SOLE SOURCE NATURE:  
The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the body for the accreditation of degree-granting higher education institutions in the Southern states. It serves as the common denominator of shared values and practices primarily among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and Latin America and certain other international sites approved by the SACSCOC Board of Trustees that award associate, baccalaureate, master's, or doctoral degrees.

**Sole source justifications are retained with the purchasing documentation for audit purposes and are included in any request for approval submitted to the President and/or Board of Trustees.**

REQUESTING DEPARTMENT HEAD: David Moore	SIGNATURE: <i>David Moore</i>	DATE: 6/13/2024
DEAN/AVP: David Moore	SIGNATURE: <i>David Moore</i>	DATE: 6/13/2024
PROVOST / VICE-PRESIDENT Donald Astrab	SIGNATURE: <i>Donald P. Astrab</i>	DATE: 6/14/24