EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard contract (purchase order) with Classward LLC for EMTprep 90-day membership codes. Fiscal Impact: $9,945.00, Cumulative amount: $0.00, Revenue: $0.00

Presenter(s): Jeffrey Guild, Vice Provost of Academic Affairs

1.Describe the purpose of this purchase of goods, services, information technology, construction, or use of space. The 90-day EMT Prep membership from Classward, LLC, primarily offered through its EMTprep platform, is designed to support individuals preparing for the National Registry of Emergency Medical Technicians (NREMT) exam. The membership provides access to various study materials, including practice exams, flashcards, interactive study guides, and tutorials, all aimed at building the knowledge and skills needed to pass the NREMT on the first try. This intensive, short-term membership targets individuals who are close to their exam date and seek a focused review period to reinforce their readiness. Roughly 85-120 students utilize these codes for exam prep purposes each term based on enrollment.

2.Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver. 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.

3.Describe business rationale for the purchase and how it was procured.
(A) What is the benefit of the purchase. If there is an ROI, describe the ROI and how calculated. The 90-day EMT Prep membership provides focused, effective, and flexible preparation, making it an efficient option for EMT candidates aiming to pass their certification exam on the first attempt. There is no revenue associated with this purchase. This is a budgeted item.

(B) How does the purchase support the Strategic Business Plan. This contract feeds the Social Enterprise tactic-Answer the Call for Healthcare Professionals and Actualize Employment tactics. It helps the students prepare to sit for the National Registry to obtain there certification.

(C) If applicable, what is the rationale for the use of piggybacks, existing contract extensions, bid waivers in lieu of the College conducting a competitive solicitation. Not applicable.

(D) If a competitive solicitation process was conducted by the College, describe the process. Not applicable.

4.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.

This Executive Summary is approved by:

Jeffrey Guild
Vice Provost of Academic Affairs

APPROVAL PATH: 150 Classward LLC - EMTprep 90-day Membership

Review Executive Summary and Add Files	Laurincia Dezulme	11/12/2024
Auto Complete - No IT Review Needed	Laurincia Dezulme	11/12/2024
Department Head 1 Review	Nora Powell	11/12/2024
Department Head 2 Review	Jeffrey Guild	11/18/2024
Department Head 3 Review	Jamonica Rolle	11/24/2024
Departments Approved-Auto Complete	Laurincia Dezulme	12/2/2024
Auto Complete-No IT Review Needed	Raj Mettai	12/2/2024
Contracts Coordinator Review	Natalia Triana-Aristizabal	12/2/2024
Procurement Review	Orlando Aponte	12/19/2024
Budget Review - Associate Vice President, Budget	Christine Sims	12/19/2024
CFO Review	Rabia Azhar	1/2/2025
Attorney Review	Kristina Raattama	1/7/2025

Classward, LLC
33848 SE Eastgate Cir
Corvallis, OR 97333 US
5412071221
sales@emtprep.com

Estimate

ADDRESS

Broward College

ESTIMATE # 1183

DATE 09/18/2024

ACTIVITY	QTY	RATE	AMOUNT
EMTprep 90-day Membership	170	117.00	19,890.00
EMTprep 90-day Membership Volume discount bonus memberships	5	0.00	0.00

SUBTOTAL		19,890.00
DISCOUNT 50%		-9,945.00
TOTAL		**$9,945.00**

Accepted By

Accepted Date