



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Association of Collegiate Schools of Architecture (ACSA) for membership dues and renewal for FY2024-FY2025 (Visual & Performing Arts). Fiscal Impact: \$808.00**

**Presenter(s):** Jeffrey Guild,

**What is the purpose of this contract and why is it needed?** ACSA (Association of Collegiate Schools of Architecture) Membership. As full member institution, Broward College through ACSA provides professional development and networking organization for Florida's Architecture courses for Architecture AS programs. This is an annual, institutional membership fee. Students and faculty interact with other member organizations and firms to network, intern and develop job opportunities for our graduates. Positively impacts 261 architecture students.

**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?** FD100, CC0575, GLC: 64502:Inst. Memberships and Sponsorships.

**Has Broward College used this vendor before for these products or services?** Yes (through a purchase order).

**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?** Return on investment met as department faculty and students gained access to ACSA lectures, meetings and webinars statewide.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Directly feeds the student empowerment and development Social Enterprise tactic by ensuring teaching and programmatic excellence - to provide a best in class learning environment for our 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: \$808.00 – BU011, CC0575, FD100, PG000081

**10/08/24**

**CC0575 · Architecture**

**(\$808.00)**

APPROVAL PATH: 12534 Association of Collegiate Schools of Architecture (ACSA) - Membership Dues and Renewal FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Scott Miller	Dean Review (AHCD - AHD)		 Completed	
2	Jeffrey Guild	Vice Provost Review		 Completed	
3	Jamonica Rolle	Provost and SVP of Academic Affair		 Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
5	Orlando Aponte	Procurement Approval		 Completed	
6	Rabia Azhar	CFO Review		 Completed	
6	Christine Sims	Budget Departmental Review		 Completed	
6	<b>Legal Services Review Group</b>	Review and Approval for Form and		 Completed	
7	Board Clerk	Agenda Preparation		 Completed	
8	District Board of Trustees	Meeting	11/12/24 11:00 AM	 Pending	
9	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



July 31, 2024

Claudio Noriega  
Broward College  
Department of Architecture & Design  
Willis Holcombe Center-Architecture  
111 E. Las Olas Boulevard, Suite 416  
Fort Lauderdale, FL 33301

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University of Hawai'i at Mānoa

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Michael J. Monti, PhD

Aloha Professor Noriega,

First and foremost, we would like to extend our gratitude to **Broward College** for being a member of the Association of Collegiate Schools of Architecture (ACSA). As we approach the new membership year starting September 1, 2024, we kindly ask you to renew your membership with us.

We are committed to providing exceptional services to our member schools and continually strive to enhance our offerings. For 2024-25, ACSA is increasing its dues by a 2.5% inflation adjustment. We continue to recognize the budgetary challenges universities face and remain dedicated to managing our operations efficiently to keep membership dues as reasonable as possible.

Your dues will continue to support our core mission: advancing the architecture discipline. We will pursue the goals outlined in our three-year strategic plan, focusing on climate action, social justice, and racial equity. Our programs are tailored to meet the needs of our members, offering a variety of events and opportunities for faculty participation in journals, webinars, conferences, competitions, awards, travel grants, fellowships, and other initiatives. With four conferences, four student design competitions, faculty prizes and other programming in the works, we look forward to continuing to support and engage our members this year.

Enclosed you will find your school's annual membership invoice for the 2024-25 membership dues. To ensure uninterrupted membership benefits, we kindly request that dues be paid by **October 4, 2024**. Should you have any questions or need further information about the upcoming year, please do not hesitate to reach out. We look forward to serving you and your institution for another outstanding year!

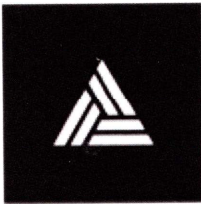
Mahalo,

Cathi Ho Schar, FAIA  
ACSA President

Michael J. Monti, PhD, Hon.AIA, NOMA  
ACSA Executive Director

**Association of Collegiate  
Schools of Architecture**

611 Pennsylvania Avenue SE, #514  
Washington, DC 20003  
Tel: 202.785.2324  
Fax: 202.628.0448  
[www.acsa-arch.org](http://www.acsa-arch.org)



**Association of Collegiate  
Schools of Architecture**  
611 Pennsylvania Avenue SE  
#514  
Washington, DC 20003  
Phone: (202) 785-2324  
Fax: (202) 628-0448

# Invoice

**Invoice #**  
26135

**Payment Due Date:**  
Due Upon Receipt  
**Amount Due:**  
\$808.00

August 14, 2024

Claudio Noriega  
Architecture Program Manager  
Broward College  
Willis Holcombe Center-Architecture  
111 E. Las Olas Boulevard, Suite 416  
Fort Lauderdale, FL 33301

**Organization Number: 26481**

**Invoice Details for Membership Dues  
2024 - 2025**

**Payment Information**

Payment Method: Check Credit Card

If paying by credit card, please provide the information below:

Card Type: Visa MasterCard American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

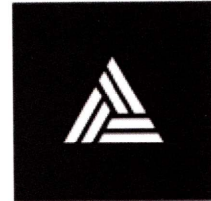
Billing Address: \_\_\_\_\_

Signature of Card: \_\_\_\_\_

Amount of Payment: \$ \_\_\_\_\_

Claudio Noriega  
Architecture Program Manager  
Broward College  
Willis Holcombe Center-Architecture  
111 E. Las Olas Boulevard, Suite 416  
Fort Lauderdale, FL 33301

**Invoice #**  
26135



**Organization Number: 26481**

**Invoice Details for Membership Dues 2024 - 2025**

Product ID	Description	Price	Qty	Total
	2-Year Programs Renewal	\$808.00	1	\$808.00
<b>Grand Total</b>				\$808.00

**Payment Details**

Date	Method	Amount
Total		\$0.00
<b>Balance Due</b>		<b>\$808.00</b>



## PAYMENT INSTRUCTIONS

Please be sure to include the invoice number you are paying on your check or wire to ensure your payment is identifiable. When making electronic payments please forward remittance information to [info@acsa-arch.org](mailto:info@acsa-arch.org).

### Mailing Address for Check payments:

**Our mailing address has changed! Please update your records as follows:**

Association of Collegiate Schools of Architecture (ACSA)  
611 Pennsylvania Avenue SE, #514  
Washington, DC 20003

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### Automated Clearing House Information (ACH):

Chain Bridge Bank, N.A.  
1445A Laughlin Ave,  
McLean, VA 22101

**ABA Routing Number:** 056009479

**Account Number:** 2100165402

Email for remittance information: [info@acsa-arch.org](mailto:info@acsa-arch.org)

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### International Wire Transfer Information:

Please note: In order for Chain Bridge Bank, N.A. to receive an International Wire, the Sender must enter all the Intermediary Bank information listed below (including the Intermediary Bank's Name, Address, Swift Code and ABA Routing Number), in addition to the Name and ABA Routing Number for Chain Bridge Bank, N.A. (which is the Beneficiary Bank"). The Sender must also enter the Beneficiary's Name and the Beneficiary's Account Number, both of which must match exactly.

#### Intermediary Bank

Pacific Coast Bankers' Bank

#### Intermediary Bank's Address

Walnut Creek, CA 94596

#### Intermediary Bank's Swift Code

PCBBUS66

#### Intermediary Bank's ABA Routing Number

121042484

#### Name of Beneficiary's Bank

Chain Bridge Bank, N.A.  
1445A Laughlin Ave,  
McLean, VA 22101

#### Beneficiary's Bank ABA Routing Number

056009479

#### For Credit to (or Beneficiary's Name)

Association Of Collegiate Schools Of Architecture

#### Beneficiary's Bank Account Number

2100165402

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### To make credit card payments by phone:

Call (202)-785-2324 and provide your invoice number.

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Schools of Architecture

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