



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with the National Fire Protection Association (NFPA International) for membership dues and renewal for FY2024-2025 for the Facilities Management Department. Fiscal Impact: Estimated \$175.00**

**Presenter(s):** Deborah Czubkowski, VP Facilities Management

**What is the purpose of this contract and why is it needed?** This is an annual membership needed for the annual code revisions updates to the National Fire Protection laws pertaining to college-wide electrical and fire protection systems. Membership provides discounted costs for purchases of documents and hard copy materials (books) as well as access to additional technical sources for the Collegewide Maintenance Department.

**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, June 2024 approved budget.

**What fund, cost center and line item(s) were used?** Funds available in FD100 CC0037 (GLC66000).

**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?** No.

**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: Estimated \$175.00 FD100, CC0037, BU201, FD100, PG000221 (GLC66000).

08/20/24

CC0037 · Building Maintenance

(\$175.00)

# Donald Astrab

Donald Astrab, VP, Academic Operations, Analytics, & Comm


8/29/2024









APPROVAL PATH: 12164 NFPA International Membership - Dues & Renewal FY2024-2025

 **Workflow**

 Synchronize Routing

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Deborah Czubkowski	VP, Facilities Management		Completed	
2	Donald Astrab	Chief Operating Officer		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		Completed	
7	District Board of Trustees	Meeting	11/12/24 11:00 AM	Pending	
8	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		Pending	



# NFPA INVOICE

Fulfillment Center, 11 Tracy Dr, Avon, MA 02322 USA  
Phone (617) 770-3000 Fax (508) 895-8301 [www.nfpa.org](http://www.nfpa.org)

Bill To ID Number 87742

Mike Coval  
3501 Davie Rd Bld 23  
Ft Lauderdale FL 33314

Inv Date 5/13/2024      Invoice 1560296      Invoice Amt \$175 PO#

Item Description:

**Individual Membership for one year**

Tax  
Shipping  
Handling  
Total \$175

Method of Payment

Check Enclosed (Payable to NFPA) Must be in US Dollars drawn on US Bank

Authorized Signature \_\_\_\_\_

Banking Information: Citizens Bank of Massachusetts, Boston, MA 02110  
ABA Routing# 0115-0012-0  
Credit: National Fire Protection Association  
Account #110783-933-2