EXECUTIVE SUMMARY



Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Matt A Clemens to provide professional music and vocal coaching services for the Spring 2025 Theatre Productions Play The Spoken Word. Fiscal Impact: \$2,000.00

Presenter(s): Jeffrey Guild,

What is the purpose of this contract and why is it needed? Matt A Clemens will act as the musical director and singing coach for the student production/musical "The Spoken Word." We require a musical theatre director because we do not have faculty or staff with this expertise and to provide our students with opportunities to perform in musical theatre. Learning outcomes are achieved by providing theatre students with the opportunity to learn to perform in a variety of genres. Over 190 theatre students positively impacted through the hiring of this service.

What procurement process or bid waiver was used and why? The procurement process 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. Additionally, one quote was obtained, identifying the best value for the required commodity or service.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting? The expenditure makes use of the budget established at the June Board of Trustees meeting.

What fund, cost center and line item(s) were used? CC0528, FD100.

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? The return on investment will be met upon performance of the contract.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Yes, it will provide students with a best in class learning environment.

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: \$2,000.00 CC0528 -BU030 -FD100 -PG000015

10/29/24 CC0528 · Theatre (\$2,000.00)

APPROVAL PATH: 12536 Matt A Clemens - Professional Music and Vocal Coaching Services

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



EXHIBIT "A" to Purchase Order STATEMENT OF WORK

Description of Services:

min Ons

Matt A Clemens will be the musical director and singing coach for our musical "The Spoken Word," that will be presented next semester. The learning outcomes will be achieved by providing Broward College theatre students the opportunity to acquire to perform in a variety of genres. In addition, the services will provide the students with prospects to do musicals (in addition to non-musicals).

The name of this play is.

The Spoken Word, by Mariah Reed
Broward College Live Musical Theatre Presentation
April 24-27, 2025; Thursday, Friday, and Saturday at 7:00 pm; Sunday at 2:00 pm
Venue/Location: Performing Cultural Arts Theatre (PCAT)

I <u>Matt Clemens</u>, accept Broward College's Term and Conditions in lieu of our own, and I warrant that I have legal power to bind <u>Matt Clemens</u> on its behalf.

Total compensation to be paid by Broward College \$2,000.