



## EXECUTIVE SUMMARY

**Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to accept an increase in fiscal authority with OneSource Virtual, Inc. to cover additional services contracted from the vendor: out of state tax filings and 1099 forms by utilizing the bid waiver exception for professional services. Fiscal impact \$18,800.00 (cumulative \$139,300.00)**

**Presenter(s):** Rabia Azhar, Chief Financial Officer

**What is the purpose of this contract and why is it needed?** Broward College is required to make Federal payroll tax payments and file Federal payroll tax reports. In addition to monthly and annual payroll reports, the College is required to distribute annual W-2 and 1095-C forms. The College has contracted with OneSource Virtual to file and distribute the 1099 and 1096 forms as well.

**What procurement process or bid waiver was used and why?** Bid waiver exception pursuant to FL DOE Rule 6A-14.0734 and College Procedure A6Hx2-6.34 for professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.

**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, CC0212 Payroll Department GLC 65000 Professional Fees.

**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?** Yes.

**Was that return on investment not met, met, or exceeded and how?** Met, the College has been in compliance with Out of state taxation forms and filings.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Yes, staying compliant with state tax regulations.

**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?**

N/A. Increase in fiscal authority only.

### FISCAL IMPACT:

Additional funding request totaling \$18,800.00 worktags: BU204 CC0212 FD100 PG000199

05/14/24      CC0212 · Payroll Department      (\$18,800.00)

Tax filing service provider: additional services

# Rabia Azhar

Rabia Azhar, CFO

5/22/2024

APPROVAL PATH: 12105 OneSource Virtual, Inc. - Additional Services

 **Workflow**

 Synchronize Routing

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Rabia Azhar	CFO Review		✔ Completed	
2	Natalia Triana-Aristizabal	Contracts Coordinator		✔ Completed	
3	Zaida Riollano	Procurement Approval		✔ Completed	
4	Christine Sims	Budget Departmental Review		✔ Completed	
5	Rabia Azhar	CFO Review		✔ Completed	
6	<b>Legal Services Review Group</b>	Review and Approval for Form and		✔ Completed	
7	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		✔ Completed	
8	Natalia Triana-Aristizabal	Contracts Coordinator		✔ Completed	
9	Board Clerk	Agenda Preparation		✔ Completed	
10	District Board of Trustees	Meeting	11/12/24 11:00 AM	⌚ Pending	

**OSV Invoices for FY23-24**

<b>OSV Service (per order form)</b>		<b>Estimated Actual expense for 12 months FY23-24</b>
<b>AGREEMENT AMOUNT</b>	<b>Cost per order form</b>	
Atmosphere App \$1200	1,200.00	1,200.00
Tax Fee \$0.05 * 4,440 = 2640	2,640.00	2,088.10
Fed. Tax processing 136.08	1,632.96	1,632.96
State tax processing 34.02	408.24	2,041.20
Annual tax filling \$113.40	113.40	567.00
W2 printing & distribution	8,465.68	8,883.02
1095C printing & distribution	4,698.72	5,599.77
	<u>19,159.00</u>	<u>22,076.46</u>
		<b>Estimated Actual expense for 12 months FY23-24</b>
<b>Ancillary fees (not included in order form)</b>		
Ammended returns		100.00
Applied jurisdictions p/month		1,500.00
Out of State Registration		250.00
1099 distribution and 1096 filing		938.00
Other - Filings		5,000.00
		<u>7,688.00</u>
Total OSV expense for FY23-24		29,764.46
Remaining OSV payments for FY23-24		22,361.57
PO-025928 Balance		3,597.11
<b>Shortfall - PO request</b>		<u>18,764.46</u>

OSV SERVICES							
OPTION NAME	PRODUCT CODE	SERVICES START DATE (MM/DD/YYYY)	SERVICES END DATE (MM/DD/YYYY)	PRICE	BILLING METRIC	QUANTITY	ESTIMATED ANNUAL TOTAL
OSVAtmosphere - Payroll Tax App	OSVA102	7/1/2021	6/30/2024	\$100.00	Per Month	1	\$1,200.00
Transactional Tax Fee	TX210	7/1/2021	6/30/2024	\$0.05	Per US EE / Month	4,400	\$2,640.00
Federal Tax Processing	TX201	7/1/2021	6/30/2024	\$136.08	Per Tax ID / Month	1	\$1,632.96
State Tax Processing	TX202	7/1/2021	6/30/2024	\$34.02	Per Tax ID / Month	1	\$408.24
Annual Tax Filing	TX204	7/1/2021	6/30/2024	\$113.40	Per Tax ID / Year	1	\$113.40
<b>TOTAL - TAX FEES</b>							<b>\$5,994.60</b>
W2 Printing & Distribution	PY103	7/1/2021	6/30/2024	\$2.32	Per W2	3,649	\$8,465.68
OSVAtmosphere - Treasury App	OSVA103	7/1/2021	6/30/2024	\$0.00	Per Month	1	\$0.00
OSVAtmosphere - Platform	OSVA101	7/1/2021	6/30/2024	\$0.00	Per Month	1	\$0.00
Form 1095C Print Service	PY116	7/1/2021	6/30/2024	\$3.12	Per 1095C	1,506	\$4,698.72
<b>TOTAL - PAYROLL FEES</b>							<b>\$13,164.40</b>
Product	Product Code	Printing Year 1		Printing Year 2		Printing Year 3	
W2 Printing & Distribution	PY103	2021		2022		2023	
Form 1095C Print Service	PY116	2021		2022		2023	
Tax Service	TX100	2021		2022		2023	

22,076.46 + 7,688.00

5,994.60

13,164.40

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19,159.00