

Office of the President  
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[www.broward.edu](http://www.broward.edu)

# BROWARD COLLEGE

Define yourself.

**To:** Members of the Board of Trustees

**From:** J. David Armstrong Jr., President

**Date:** June 23, 2009

**Place:** Regular Meeting of the Board of Trustees  
Broward College  
Boardroom 1208, Building 33-Willis Holcombe Center  
111 East Las Olas Boulevard  
Fort Lauderdale, FL

**Subject:** Agenda Item -V-B-1 - Southern Police Institute

**Brief Description:** The Command Officers Development Course is a partnership with Broward College/Institute of Public Safety and the University of Louisville to bring high quality police executive training to command/executive staff. It affords the opportunity, based on course location and scheduling, to open the executive training both nationally and internationally.

**Benefit to BC:** The Institute of Public Safety has been able to adequately respond in a timely manner with respect to meeting the training needs of regional agencies. This is also a way to provide training on a national and international level as well.

This class is registered through Broward College, paid for by the local agencies, and generates significant FTE's for the college. The students who take this class are eligible to receive 9 credits through Broward College.

**Relationship to College Master Plan:** By providing this course we will be providing high quality training to enhance their workforce development goals of a client agency.

Board Agenda Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

Agenda Item V-B  
Enclosure 1

**BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

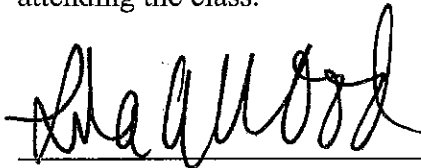
To: J. David Armstrong, Jr., President  
From: Lois Bolton, Central Campus Provost  
Subj: Approval of Contract

Date: March 24, 2009


**Issue:** The University of Louisville's Southern Police Institute provides training classes that are specifically designed for the police executive. The Institute of Public Safety offers this class annually to a number of Law Enforcement executives within Region XIII as well as those from across the United States.

**Background/Analysis:** The Command Officers Development Course is a partnership with Broward College/Institute of Public Safety and the University of Louisville to bring high quality police executive training to command/executive staff. It affords the opportunity, based on course location and scheduling, to open the executive training both nationally and internationally.

**Fiscal Impact:** This course is paid for by the police agencies of the individuals who are attending the class.



Linda A. Wood  
Dean, IPS



Lois Bolton  
Central Campus Provost

**Staff Position: Recommend Approval**

**THIS RECOMMENDED ACTION MEETS THE FOLLOWING ELEMENT(S) OF THE COLLEGE'S MISSION STATEMENT:**

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Providing high quality educational programs                    | <input checked="" type="checkbox"/> Providing high quality services                                |
| <input checked="" type="checkbox"/> Providing for affordability to a diverse community of learners | <input checked="" type="checkbox"/> Providing for accessibility to a diverse community of learners |
| <input checked="" type="checkbox"/> Commitment to student achievement                              | <input checked="" type="checkbox"/> Commitment to lifelong learning                                |
| <input checked="" type="checkbox"/> Commitment to academic excellence                              | <input type="checkbox"/> Providing use of current technology                                       |

**BRIEFLY DESCRIBE HOW THIS RECOMMENDATION ACHIEVES THE ABOVE ELEMENT(S) IN THE COLLEGE'S MISSION STATEMENT:**

\_\_\_\_\_ This class will bring students from a diverse background to receive high quality training on a national and international level.

Minority Firm: Yes \_\_\_ No \_\_\_ N/A

Broward Firm: Yes \_\_\_ No  N/A \_\_\_

**Agreement**

Date Prepared: March 16, 2008 2009

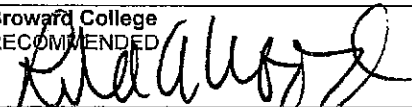
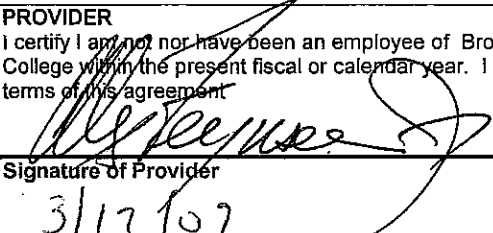
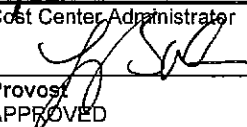


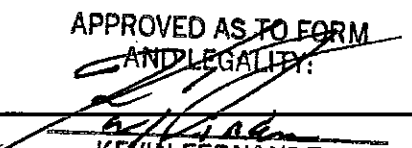
**Purchasing  
Department**

|                |  |   |                              |                   |
|----------------|--|---|------------------------------|-------------------|
| <b>GENERAL</b> | 1) Cost Center No.<br>112731   | 2) Cost Center Name<br>CRIMINAL JUSTICE CAREER TRAINING | 3. Phone No.<br>954-201-6801 |                   |
|                | 4) Name of Provider of Service<br>SOUTHERN POLICE INSTITUTE  | 5. Address<br>UNIVERSITY OF LOUISVILLE                  |                              |                   |
|                | 6) Phone No.<br>502-852-6561   | 7) City<br>LOUISVILLE                                   | State<br>KENTUCKY            | Zip Code<br>40292 |
|                | 8) Social Security No. /IRS. No.<br>61-1029626   |   |                              |                   |
|                | 9) Period of Agreement<br>June 1 - 12, 2009 & July 6 - 17, 2009  | 10) Check Made Payable to:<br>SOUTHERN POLICE INSTITUTE |                              |                   |
|                | 11) Amount of Payment to be Made: (Write out as well as show figures)<br>FIFTY ONE THOUSAND FORTY DOLLARS AND NO/000 |   | \$51,040.00                  |                   |
|                | 12) Date Payment to be Made<br>JULY 17, 2009   |   |                              |                   |

|                 |  |
|-----------------|--|
| <b>SERVICES</b> | 13) I agree to provide the following services (Use second sheet if needed)   |
|                 | 1) Provide a minimum of two full time instructors and one fulltime instructor coordinator at \$90.00 per contact hour, possessing appropriate background, experience, training and education, each week day during the period of June 1- 12, 2009, & July 6 - 17, 2009 (160 hours) as a component of the Florida Command Officers Development Course, and provide such additional instructors as size of class, nature of the subject matter and instructional method may necessitate. |
|                 | 2) Provide per diem for two full-time instructors at \$140.00 per day during the period of June 1 - 12, 2009 & July 6 - 17, 2009 (28 days per person)  |
|                 | 3) Provide such audiovisual materials including audio and video tapes, films and transparencies, as may be required for the course.  |

|   |   |                                |
|---|---|--------------------------------|
| <b>TERMS</b>  | TERMS Provider to furnish the Institute of Public Safety the following:                               | <b>AGENDA ITEM</b> <u>V-13</u> |
|   | 1) Minimum paid enrollment of 55 students with Broward College.                                       | JUN 23 2009                    |
|   | 2) Broward College parking fee for 55 students.   | <b>ENCLOSURE</b> <u>1</u>      |
|   | 3) Course presentation, learning objectives and lesson plan on file at the Institute of Public Safety |                                |
|   | 4) Student attendance verified on forms provided by the Institute of Public Safety.                   |                                |
|   | 5) CJSTC certification credentials of each instructor utilized in this seminar.                       |                                |
| 6) Separate copy of exam, answer key, and each student's graded answer sheet.   |   |                                |
| BROWARD COLLEGE agrees to pay the provider \$51,040.00<br>Services agreed to in this agreement. This amount includes all travel and other expenses incurred in providing agreed upon services |   |                                |

|                   |   |  |                 |
|-------------------|---|--|-----------------|
| <b>ACCEPTANCE</b> | <b>PROVIDER</b><br>I certify I am and not have been an employee of Broward College within the present fiscal or calendar year. I accept the terms of this agreement | <b>Broward College RECOMMENDED</b><br> | 3/24/09<br>Date |
|                   | Signature of Provider<br>  | Cost Center Administrator  | 3-26-09<br>Date |
|                   | Date Signed<br>3/17/09  | Provost APPROVED<br>                   | Date            |
|                   |   | President  | Date            |

|   |  |
|---|--|
| <b>BROWARD COLLEGE</b><br>The agreed to services were performed in a satisfactory manner. | <b>APPROVED AS TO FORM AND LEGALITY:</b><br><br><b>KEVIN FERNANDER</b><br>COLLEGE ATTORNEY |
| Cost Center Administrator _____ Date _____  |  |



Broward Community College

# Waiver of Bid Request

|  |                                    |
|--|------------------------------------|
| REQUESTING DEPARTMENT:<br>Institute of Public Safety | CAMPUS:<br>Central                 |
| ORIGINATING COST CENTER:<br>112741                   | GRANT COST CENTER (IF APPLICABLE): |

Pursuant to Community College Rules 6A-14.0734 and College Policy 6Hx2-6.34, the following acquisition in the amount of \$ 50,040.00 is exempt from the competitive solicitation requirement as documented herein.

Description of Goods or Services:

SPI training classes are specifically designed for the police executive presented by the University of Louisville. The program, Command Officers Development Course, is a partnership with the Broward College/IPS and the University of Louisville to bring high quality police training to Region XIII officers and command staff. Instructors are employees of SPI and are selected because of their expertise. This class is registered through Broward College and it generates significant FTE's funding for the college.

Command Officers Developmental Course    400hrs    \$ 50,040.00

- Exempt Item Categories (check all applicable):
- Educational texts, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings (or similar audio-visual materials), computer-based instructional software.
  - Library books, reference books, periodicals, and other library materials and supplies.
  - Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or a non-profit buying cooperative.  
contract source and identification number: \_\_\_\_\_
  - Food.
  - Service or commodities available from a single or sole source.
  - 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.
  - Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
  - Single or sole source procurements for purposes of economy or efficiency in standardization of materials and equipment.
  - Items for resale.

Purpose of Acquisition of Material(s) and/or Service(s):

University of Louisville/Southern Police Institute present highly technical & professional police related topics as they relate to police executive management. Classes are taught by SPI staff of police executives throughout the world. Also, because of the nature of the topic taught, and the number of certified officers within the Region XIII requesting the classes, IPS offers the class annually.

ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED.

|  |                                    |                  |
|--|------------------------------------|------------------|
| REQUESTOR/TITLE:<br>Dean, IPS, Central Campus (Linda Wood) | SIGNATURE:<br><i>Linda A. Wood</i> | DATE:<br>5/19/09 |
| PROCUREMENT COORDINATOR:<br><i>Alex Denis</i>              | SIGNATURE:<br><i>Alex Denis</i>    | DATE:<br>5/19/09 |

AGENDA ITEM V-B

JUN 23 2009

ENCLOSURE 1

REVIEWED BY:  
*[Signature]*

PROCUREMENT SERVICES



Broward Community College

# SOLE SOURCE JUSTIFICATION

|   |                                      |
|---|--------------------------------------|
| FROM:<br>Linda Wood                       | DATE:<br>March 23, 2009              |
| DEPARTMENT:<br>Institute of Public Safety | SOURCE:<br>Southern Police Institute |

Under the requirement of College Policy 6Hx2-7.02, this sole source justification is submitted in support of this request to procure referenced items without bidding due to the item(s) or service(s) being available from only the listed source. If item/service is being acquired from manufacturer/copyright holder, supporting documentation must be attached to this form.

DEFINE SOLE SOURCE ITEM(S) OR SERVICE(S):

Southern Police Institutes training classes are specifically designed for the police executive presented by the University of Louisville. This is a program highly favored by the Broward Chiefs of Police. The program, Command Officers Development Course, is a partnership with the Broward Community College/Institute of Public Safety and the University of Louisville to bring high quality police executive training to command/executive staff. It affords the opportunity, based on course location and scheduling, to open the executive training both nationally and internationally. Instructors are employees of Southern Police Institute/University of Louisville and are selected because of their recognized expertise in the area of police executive development. This class is registered through BCC it generates significant FTE's for the College. Students who take this class are eligible to receive 9 credits through Broward Community College.

|                                       |           |          |                        |
|---------------------------------------|-----------|----------|------------------------|
| Command Officers Developmental Course | 400 Hours | \$51,040 | AGENDA ITEM <u>V-B</u> |
|                                       |           |          | JUN 23 2009            |
|                                       |           |          | ENCLOSURE <u>1</u>     |

State the reason(s) why the item(s) or service(s) are not competitive and are available only from the source referenced above.

EXPLANATION OF SOLE SOURCE NATURE:

University of Louisville/Southern Police Institute present highly technical and professional police related topics as they relate to police executive management. Classes are taught by Southern Police Institutes staff of police executives from throughout the world. Also, because of the nature of the topics taught, and the number of law enforcement executives within the Region (XIII) and the south Florida area, IPS offers the class annually.

**Sole source justifications are retained with the purchasing documentation for audit purposes and are included in any request for approval submitted to Board of Trustees.**

|   |                                  |                  |
|---|----------------------------------|------------------|
| REQUESTING DEPARTMENT HEAD:<br><i>[Signature]</i> | SIGNATURE:<br><i>[Signature]</i> | DATE:<br>3/23/09 |
| DEAN/AVP:<br><i>[Signature]</i>                   | SIGNATURE:<br>LINDA A WOOD       | DATE:<br>3/24/09 |
| PROVOST / VICE-PRESIDENT:<br>Louis Bolton         | SIGNATURE:<br><i>[Signature]</i> | DATE:<br>3.26.09 |