

# Policy Manual



<b>Title: Contracts and Authority</b>	<b>Number:</b> 6Hx2-1.14
<b>Legal Authority:</b> Fla. Stat. §§ 240.319(3)(c), 287.017, Fla. Stat. (2018); Fla. Admin. Code R. 6A-14.0734	<b>Page:</b> Page 1 of 2

## GENERAL STATEMENT

In accordance with state law, the District Board of Trustees of Broward College (the Board) shall be the official contracting body of the College and all contracts shall be in the name of the Board. The President, or designee(s), may execute contracts in the name of the Board as authorized herein.

## THE POLICY and THE FACULTY AND STAFF.

### I. Contract Execution Thresholds.

- A. **Execution of Contracts not exceeding Category 5, Florida Statutes 287.017.** The President, or designee(s), may execute contracts under the amount established in Category 5, Florida Statutes 287.017. All contracts (excluding standard purchase orders not exceeding Category 5) approved by the President, or designee(s), shall be reported to the Board at the next regular Board meeting.
- B. **Execution of Management Consulting or Services Contracts, Florida Statutes 287.017.** The Board shall vote on any contract that seeks to provide the College with advice or services, including: (1) managerial advice, including by not limited to, recommendation(s) to solve defined issues or for improvement or research and data analysis, (2) marketing, (3) community outreach, (4) recruiting, or (4) asset management or development (“Management Consulting Contracts”). Legal services and information technology advice and services are not considered Management Consulting Contracts.
- C. **Execution of Contracts exceeding Category 5, Florida Statutes 287.017.** All contracts exceeding the amount established in Category 5, Florida Statute 287.017 shall not be entered into unless approved by the Board.
- D. **Execution of Contracts Authorized by the Board.** The President, or designee(s), is authorized to sign any contract reflecting action approved by the Board.

### II. General Requirements.

- A. All contracts (excluding standard purchase orders not exceeding Category 5) shall receive a legal review and approval as to form by the Office of General Counsel prior to their execution.
- B. One fully executed original of all contracts (excluding standard purchase orders under

**History:** Revised on January 17, 1978; revised on September 21, 1982; revised March 19, 1991; revised and re-numbered April 16, 1997; revised October 23, 2012; revised October 23, 2018; revised June 27, 2023

<b>Approved by the Board of Trustees</b>	<b>Date:</b> 06/27/2023	<b>President’s Signature</b> 	<b>Date:</b> 06/27/2023
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Category 5) shall be retained in the college's contract repository, as required by the Florida Department of State General Records Schedules.

## IMPLEMENTATION and OVERSIGHT

The President, or designee(s), has the responsibility for the implementation and oversight of this policy.


## VIOLATION OF POLICY

All individuals in violation of these established policies and procedures may be subject to disciplinary action, up to and including termination.

## DEFINITION

**Contract** – a written agreement, document, or instrument of payment and conveyance creating a relationship between two or more parties that is intended to be enforceable by law.

**Fully Executed Original** – a contract signed by one or more outside parties, which has also been signed by the Chairman of the Board of Trustees, College President, or designee. If a law requires that a record be retained, the requirement is satisfied by retaining an electronic record of the information in the record which: (1) Accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and (2) Remains accessible for later reference.

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