

## **EXECUTIVE SUMMARY**

### **Recommendation of \$500,000 or Less**

#### **59-077V – 2018 Broward County Public Schools College Fair – Decorator Services**

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This agenda item is for the purchase of decorator services for the Broward County Public Schools' (BCPS) College Fair and will be held at the Nova Southeastern University (NSU) Rick Case Arena at the Don Taft University Center. This request is to approve the agreement with EXPO Convention Contractors, Inc.

EXPO will provide set-up and breakdown of all decorations at the NSU Risk Case Arena at the Don Taft University Center for the 2018 College Fair including booths, tables, chairs, wastebaskets, pipes/drapes, and tablecloths. Additional items will be purchased, as needed, for example, additional signs.

There will be an initial deposit of \$3,781.36 with additional costs beyond the one hundred twenty-five (125) booth minimum. Colleges will pay \$200, and vendors will pay \$1,000-\$1,500 per booth via the Business Support Center's online payment system and checks, which will cover the costs of this contract.

There is a positive financial impact to the District as the revenue generated from the registration will cover the full cost of the contract. The cost for decoration for the 2018 BCPS College Fair, based on one hundred twenty-five (125) booths is \$7,160.00. Additional booths shall be at the cost of \$57.28.

The evaluation plan and methodology will have participant feedback worksheets collected to determine the overall quality of the Fair and to make alternative arrangements for the following year's Fair.