



**VENDOR CONTRACTOR AGREEMENT NO.  
2025-CSCF-GOODWILL- WORK TRANSITION  
PILOT PROGRAM**

**BY AND BETWEEN  
CAREERSOURCE CENTRAL FLORIDA  
390 North Orange Ave. Suite 700, Orlando, FL 32801  
AND  
GOODWILL INDUSTRIES OF CENTRAL  
FLORIDA  
3191 Maguire Blvd. Suite 200, Orlando, FL  
32803**

Central Florida Regional Workforce Development Board, Inc. herein after referred to as "CareerSource Central Florida" desires to enter into this Vendor Contractor Agreement (Agreement") with **Goodwill Industries of Central Florida (GICF)** (Contractor) providing among other things for Contractor's services to CareerSource Central Florida (CSCF). In consideration of the mutual covenant and agreement expressed herein, CSCF and GICF hereby agree as follows.

**1. TERM:**

The term of this Agreement shall commence on **2/1/2025** and shall end on **10/1/2025** subject to the provisions outlined in this Agreement. However, Contractor shall be obligated to perform such duties as would normally extend beyond this term, including but not limited to obligations with respect to indemnification, audits and reporting as applicable.

CareerSource Central Florida reserves the right to negotiate for continued services with Contractor for two (2) additional twelve-month periods, renewable on an annual basis depending upon Contractor's performance and funding availability at the sole and absolute discretion of CareerSource Central Florida. Each year CareerSource Central Florida will evaluate the effectiveness of Contractor's performance and determine if the Agreement should be continued.

**2. RESPONSIBILITIES OF CONTRACTOR AND PAYMENT TERMS:**

This Agreement is made and entered into by and between CareerSource and Contractor for the provision of services in accordance with "Attachment A Statement of Work, Attachment B Payment terms, Attachment C Budget, Attachment D Contractor Provisions, Certifications, and Assurances, Exhibit A Job Descriptions, and Exhibit B Full Budget Spreadsheet" attached hereto and made a part hereof and the terms of this Agreement. Contractor shall return to CareerSource Central Florida any funds paid to Contractor, which have been disallowed pursuant to the terms of this Agreement.

The parties agree to comply with all the terms and provisions of this Agreement, including the included attachments.

Approved by:

CareerSource Central Florida

Electronically Signed  
2025-03-02 21:17:14 UTC - 108.81.233.228  
Nintex AssureSign  
Pamela Nabors  
0398413-f62b-476c-8538-a2920141195a

Pamela Nabors

Typed Name

President/CEO

Title

03/02/2025

Date

Approved by:

Goodwill Industries of Central Florida

Edward Surtee

Edward Surtee

Typed Name

CEO

Title

2/27/25

Date

**STATEMENT OF WORK**

**PROGRAM DESCRIPTION:**

The Goodwill Industries of Central Florida (GICF) Work Transition Pilot Program helps individuals move from public assistance to sustainable employment. In partnership with CareerSource Central Florida, the program combines temporary paid employment, skills training, financial literacy coaching, and career development support to overcome common employment barriers. By providing a structured learning environment and real-world job experience, the initiative enhances long-term employability, promotes financial self-sufficiency, and establishes a scalable workforce development model.

Please see additional details below:

- GICF shall implement an eight-month Work Transition Pilot Program in partnership with CSCF, to provide meaningful temporary employment and workforce skills training to eligible participants.
- The first month will be for setting up the Pilot Program and the last month will be for closing out the program.
- Participants referred by CSCF shall be employed temporarily for a period of twelve weeks at one of two Goodwill Industries of Central Florida's Retail Training Centers, working a minimum of 25 hours and a maximum of 34 hours per week at an hourly wage of \$13.00 per hour.
- The program will integrate paid on-the-job training, financial literacy education, and soft skills coaching to ensure participants gain the technical and interpersonal skills necessary for long-term employment.
- The program will utilize both output and outcome metrics to demonstrate its success.

**RESPONSIBILITIES OF GICF:**

- Provide temporary employment opportunities for up to 32 program participants.
- Assign participants to work in four key retail roles: Textile Sorter, Donation Attendant, Material Handler, and Store Clerk.
- Conduct structured job rotations every three weeks to ensure participants gain diverse work experience.
- Deliver hands-on soft skills training and employability coaching through designated Skills Trainers.
- Assign Prosperity Planners to provide individualized financial coaching, covering budgeting, credit improvement, and financial goal setting.
- Assign Community Employment & Training Specialists to facilitate job search assistance, resume writing, and mock interview sessions.
- Provide CSCF with monthly performance reports detailing enrollment figures, work participation metrics, and participant progress assessments.

**RESPONSIBILITIES OF CSCF:**

- Identify and refer eligible individuals for program participation.
- Ensure participants meet pre-employment screening requirements, including background checks and drug testing.
- Provide financial support in the amount of \$149,760, covering the salaries and benefits for (1) Community Employment & Training (CET) Specialist and (2) Skills Trainers, Indirect Costs, and a project Management Fee.

- Participate in regular progress meetings with GICF leadership to assess program effectiveness and identify areas for improvement.
- Assist in leveraging job placement opportunities for program graduates through its network of employer partners.

**OUTPUT METRICS:**

- # of participants enrolled in total
- Weekly hours worked per enrolled participant
- # of participants that improve on the Skills Acquisition Checklist by week 12

**OUTCOME METRICS:**

- 80% of participants who complete the full day one activities will complete the program.
- 80% of pilot program participants will fulfill work participation requirements during the 12-week pilot program.
- 85% of participants who completed the program and complete a program exit survey will rate the pilot program as “A High-Quality Experience”.

Based on the success of the Work Transition Pilot Program, GICF and CSCF will move forward with a full program implementation and contract renewal. The pilot's outcomes, including participant employment, skills development, and financial self-sufficiency, will serve as key indicators for program expansion. Using data-driven insights and participant feedback, the program will be refined and scaled to support a greater number of individuals transitioning from public assistance to long-term employment. This will ensure continued collaboration between GICF and CSCF, further strengthening workforce development efforts and promoting economic mobility in the region.

**PAYMENT TERMS**

Payment to Contractor shall be cost reimbursement based on the blended hourly rates detailed on Attachment C Budget. The total cost reimbursement to be paid to Contractor for services under the terms of this Agreement shall not exceed the total contract amount unless otherwise authorized by CareerSource Central Florida in a written amendment to the Agreement. CSCF will compensate Contractor for services performed during the period outlined in this agreement in an amount not to exceed \$149,760. The method of payments shall be paid based on expenses incurred each month, in accordance with GAAP, and based on invoices submitted by Contractor. Documentation must substantiate actual costs incurred up to the total contract amount.

- This invoice and documentation shall be sent to the attention of CSCF's Finance Department via its email address:  
**accountspayable@careersourcecf.com**
- All payroll expenditures must include Personal Activity Reports (PARs), including timesheets with the proper GICF approvals, project code, and total number of hours by position at the agreed upon blended rate.
- Invoices and documentation are due on the 20<sup>th</sup> of each month for the previous month's expenditures.
- Net 30 Payment Terms
- See Attachment C – Budget for line-item details.
- Participant payroll information will consist of timesheet, total# hours worked, and payrate to be included in the check register and sent with the monthly invoice.

**BUDGET**

<b>Contract Staff Blended Rate</b>	<b><u>Rate Per Hour</u></b>	<b><u># of Hours (6 Mo.)</u></b>	<b><u># of FTE's</u></b>	<b><u>Total</u></b>
CET Specialist	\$ 52	1040	1	\$ 54,080
Skills Trainer	\$ 46	1040	2	\$ 95,680
			<b>TOTAL CONTRACT AMOUNT – NOT TO EXCEED</b>	<b>\$ 149,760</b>

**CONTRACTOR PROVISIONS,**  
**CERTIFICATIONS AND**  
**ASSURANCES**

**\*In the event there is a discrepancy between Contractor/Vendor and CareerSource Central Florida's terms and conditions, this document shall prevail.**

CareerSource Central Florida will not award a contract where Contractor has failed to accept the CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this Attachment. In performing its responsibilities under this Contract, Contractor hereby certifies and assures that it will fully comply with the following:

**I. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTION (29 CFR Part 95 and 98).**

Contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph above; and/or
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

**II. CERTIFICATION REGARDING LOBBYING (29 CFR Part 93)**

Contractor certifies, to the best of his or her knowledge & belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Contractor shall require that the language of this certification be included in the documents for all subawards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### III. NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37)

Contractor will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

### IV. ACCESS TO RECORDS; PUBLIC RECORDS

Access by CareerSource Central Florida, Inc., the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of Contractor or sub-contractor which are directly pertinent to charges to the services, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies; this right also includes timely and reasonable access to Contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.

Public Records. To the extent required by Section 119.0701 of the Florida Statutes, the Contractor shall: (i) Keep and maintain public records required by CareerSource Central Florida to perform the Services under this Agreement. (ii) Upon request from CareerSource Central Florida's custodian of public records, provide CareerSource Central Florida with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or otherwise provided by law. (iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Contractor does not transfer the records to CareerSource Central Florida. (iv) Upon completion of the Agreement, transfer, at no cost to CareerSource Central Florida, all public records in possession of the Contractor or keep and maintain public records required by CareerSource Central Florida to perform the service. If the Contractor transfers all public records to CareerSource Central Florida upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CareerSource Central Florida, upon request from CareerSource Central Florida's custodian of public records, in a format that is compatible with the information technology systems of CareerSource Central Florida.

**If the Contractor has questions regarding the application of chapter 119, Florida statutes, to the Contractor's duty to provide public records relating to this agreement, contact CareerSource Central Florida's Custodian of Public Records at Public Records Custodian 390 N. Orange Avenue, Suite 700 Orlando, FL 32801, NBlanco@careersourcecf.com.**

### V. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Contractor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### VI. PROVISION AGAINST ASSIGNMENT

Contractor shall not subcontract any of the services named in this modified agreement. No contract awarded under

these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the Board of CareerSource Central Florida (the "Board"). Approval does not relieve Contractor from this modified agreement.

#### **VII. DAVIS-BACON ACT**

Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29 CFR part 3), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

#### **VIII. CONSTRUCTION OR RENOVATON OF FACILITIES USING PROGRAM FUNDS**

Contractor is aware that Federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

#### **IX. AMERICANS WITH DISABILITIES ACT**

Contractor will comply with the Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

#### **X. EXECUTIVE ORDER 11246**

Executive Order 11246, as amended by Executive Order 11375, requires that Federal Contractor and Subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/Subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.

#### **XI. CONFLICT OF INTEREST/STANDARDS OF CONDUCT**

Contractor agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

#### **XII. CLEAN AIR/CLEAN WATER ACT/SOLID WASTE DISPOSAL ACT**

The Contractor, if receiving in excess of \$100,000 in funding through this modified agreement, is required to comply with all applicable standards, orders, or regulations issued under the Clean Air Act, as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). Contractor shall report any violations of the above to the Board. The Contractor will also comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

#### **XIII. ENERGY EFFICIENCY**

Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with Energy Policy and Conservation Act (Public Law 94-163).

#### **XIV. ENVIRONMENTAL STANDARDS**

Contractor will comply with environmental standards which may be prescribed pursuant to the following:

- a. Institution of quality control measures under the National Environmental Policy Act of 1969 (P.L.91-190) and Executive Order (EO11514);
- b. Notification of violating facilities pursuant to EO 11738;
- c. Protection of wetlands pursuant to EO 11990;



- d. Evaluation of flood plains in accordance with EO 11988;
- e. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.)
- f. Conformity of Federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U. S. C. 7401 et seq.);
- g. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and
- h. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

## **XV. INTEGRITY**

Contractor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR part 93. When applicable, if this Contract is in excess of \$100,000, Contractor must, prior to execution, complete the Certification Regarding Lobbying Form.

## **XVI. PUBLIC ANNOUNCEMENTS AND ADVERTISING**

The contractor agrees to comply with the provision of the Stevens Amendment as specified in P.L. 115-31, Division H, Title V, Section 505; P.L. 103-333 §508. When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program (3) Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

## **XVII. MODIFICATIONS**

The terms of this modified agreement may be renegotiated and changed whenever extenuating circumstances affect the ability of either party to honor commitments made in this modified agreement. Extenuating circumstances must be for situations beyond the control or expectations of either party. Both parties must mutually agree upon renegotiation.

No modification of this modified agreement will be effective unless it is in writing, signed and dated by both parties.

The Board may unilaterally modify this modified agreement at will to accommodate any change in the federal or state programs, under which this modified agreement is funded, any change in the interpretation of the federal or state programs, under which this modified agreement is funded, or any applicable federal, state or local laws, regulations, rules or policies. The Board retains the option to extend this contract for an additional one year period at the end of this contract.

## **XVIII. TERMINATION FOR DEFAULT/CONVENIENCE**

This modified agreement may be terminated as follows:

1. Either party may request termination of modified agreement upon 60 days prior written notice to the other party. Written notification of termination must be by registered mail, return receipt requested.
2. The Board may unilaterally terminate or modify this modified agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
3. The Board may unilaterally terminate this modified agreement at any time that it is determined that:
  - a. Contractor fails to provide any of the services it has contracted to provide; or
  - b. Contractor fails to comply with the provisions of this modified agreement; or
  - c. Such termination is in the best interest of the Board.

If Contractor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to CareerSource Central Florida, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this modified agreement is terminated for cause, Contractor shall be liable to the Board for damages sustained for any breach of this modified agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

In instances where Contractors/sub-grantees violate or breach modified agreement terms, the Board will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

## **XIX. COMPLIANCE WITH TANF**

Contractor shall comply with the Temporary Assistance to Needy Families Program (TANF), 45 CFR parts 260- 265, and other applicable federal regulations and policies promulgated there under.

## **XX. RIGHTS TO DATA/COPYRIGHTS AND PATENTS**

The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. Contractor understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

## **XXI. PUBLIC ENTITY CRIMES**

Contractor shall comply with Section 287.133(2)(a), F.S., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

## **XXII. THE PRO-CHILDREN ACT**

Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Contract shall prohibit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

## **XXIII. CONFIDENTIALITY**

It is understood that the Contractor shall maintain the confidentiality of any information, regarding CareerSource Central Florida customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource Central Florida for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of CareerSource Central Florida. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

Employees of Contractor, and agents and contractors of Contractor, granted access to CareerSource Central Florida's workforce information systems, including systems containing confidential information, must complete **Attachment D** to this Agreement, "Individual Non-Disclosure and Confidentiality Certification Form," prior to accessing said workforce information systems. A copy of each completed form shall be retained by CareerSource Central Florida.

## **XXIV. PROCUREMENT OF RECOVERED MATERIALS**

Contractor agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

## **XXV. DOMESTIC PREFERENCES FOR PROCUREMENTS**

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

**XXVI. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See [Public Law 115-232](#), section 889 for additional information and 2 CFR part 200.471.

**XXVII. PROMOTING FREE SPEECH AND RELIGIOUS LIBERTY & IMPROVING FREE INQUIRY, TRANSPARENCY AND ACCOUNTABILITY AT COLLEGES AND UNIVERSITIES**

Contractor agrees to follow the statutory and national policy requirements, as applicable, stated in 2 CFR § 200.300 and Executive Order 13798 Promoting Free Speech and Religious Liberty and Executive Order 13864 Improving Free Inquiry, Transparency and Accountability at College and Universities.

**XXVIII. E-VERIFY**

Contractor warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify system (E- [Verify.gov](#)), and beginning January 1, 2021, uses the E-Verify system to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Contractor's subcontractors performing the duties and obligations of the Agreement are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

**XXIX. VENUE, GOVERNING LAW**

This Agreement will be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party will perform its obligations herein in accordance with the terms and conditions of the Agreement. The exclusive venue of any legal or equitable action that arises out of or relates to this Agreement will be either the Division of Administrative Hearings or the appropriate state court in Orange County, Florida.

**JOB DESCRIPTIONS**

**GICF Skills Trainer**

**SUMMARY**

The Skills Trainer delivers comprehensive training and coaching to participants in Goodwill Industries of Central Florida's Mission Impact program, including the Work Transition program. Working on-site at designated retail stores, the Skills Trainer focuses on developing hard and soft skills and enhancing communication across all departments.

**ESSENTIAL FUNCTIONS/DUTIES**

1. Provide guidance and on-the-job training to participants, ensuring they are fully trained in the duties of each job they rotate into within the retail environment.
2. Deliver daily workplace improvement coaching with a focus on critical soft skills, including teamwork, workplace communication, and workplace comportment, to ensure job readiness and professional growth.
3. Manage up to eight participants per location, providing individualized attention and support throughout training.
4. Oversee participants' daily activities, including clocking in and out, completing weekly progress checklists, and maintaining consistent communication with Prosperity Planners and Employment and Training Specialists to align schedules for planning meetings and workshops.
5. Provide hands-on training and skill development by leveraging expertise in retail roles to help participants improve their job performance and advance their capabilities.
6. Conduct daily pre-shift meetings to align participants with team objectives and expectations.
7. Hold a post-shift meeting at the end of each workday to check in with participants, address questions, provide encouragement, and offer guidance for the next day.
8. Coordinate effectively with Store Team Leads and Assistant Team Leads to ensure smooth rotation of duties and foster a seamlessly integrated work environment for Retail Employees and Work Transition participants.
9. Promote a safe and inclusive work environment, adapting workstations and tasks to meet diverse needs of participants.
10. Ensure compliance with program guidelines and protocols, fostering positive workplace behavior and empowering temporary employees to thrive in the workplace.

## **ADDITIONAL FUNCTIONS/DUTIES**

Perform other duties as assigned by the Retail and/or Mission Impact leadership.

## **GICF Community Employment & Training Specialist Job Description**

### **SUMMARY**

The Skills Trainer delivers comprehensive training and coaching to participants in Goodwill Industries of Central Florida's Mission Impact program including the Work Transition program. Working on-site at designated retail stores, the Skills Trainer focuses on developing hard and soft skills and enhancing communication across all departments.

### **ESSENTIAL FUNCTIONS/DUTIES**

1. Provide guidance and on-the-job training to participants, ensuring they are fully trained in the duties of each job they rotate into within the retail environment.
2. Deliver daily workplace improvement coaching with a focus on critical soft skills, including teamwork, workplace communication, and workplace comportment, to ensure job readiness and professional growth.
3. Manage up to eight participants per location, providing individualized attention and support throughout training.
4. Oversee participants' daily activities, including clocking in and out, completing weekly progress checklists, and maintaining consistent communication with Prosperity Planners and Employment and Training Specialists to align schedules for planning meetings and workshops.
5. Provide hands-on training and skill development by leveraging expertise in retail roles to help participants improve their job performance and advance their capabilities.
6. Conduct daily pre-shift meetings to align participants with team objectives and expectations.
7. Hold a post-shift meeting at the end of each workday to check in with participants, address questions, provide encouragement, and offer guidance for the next day.
8. Coordinate effectively with Store Team Leads and Assistant Team Leads to ensure smooth rotation of duties and foster a seamlessly integrated work environment for Retail Employees and Work Transition participants.
9. Promote a safe and inclusive work environment, adapting workstations and tasks to meet diverse needs of participants.
10. Ensure compliance with program guidelines and protocols, fostering positive workplace behavior and empowering temporary employees to thrive in the workplace.

**ADDITIONAL FUNCTIONS/DUTIES**

Perform other duties as assigned by the Retail and/or Mission Impact leadership.

**Full Budget Spreadsheet**

	Requested Funding	In Kind GICF		Total Budget
<b>Salary &amp; Benefits Program Staff</b>				
One CET Specialist @ 6 mos @ 100% FTE	\$ 29,154	\$ 0		\$ 29,154
Two Skills Trainers @ 6 months @ 100% FTE	\$ 44,820	\$ 0		\$ 44,820
<b>Program Staff Salary Total</b>	<b>\$ 73,974</b>	<b>\$ 0</b>		<b>\$ 73,974</b>
Life Insurance @ .52%	\$ 385	\$ 0		\$ 385
Medical Insurance, Per Person @ 5K per hourly FTE	\$ 15,000	\$ 0		\$ 15,000
Retirement, Matching 5%	\$ 3,699	\$ 0		\$ 3,699
Disability Insurance .3%	\$ 222	\$ 0		\$ 222
Social Sec/Medicare Employer @ 7.65%	\$ 5,659	\$ 0		\$ 5,659
Unemployment Insurance @ .1%	\$ 74	\$ 0		\$ 74
Workers Compensation Insurance @ 2.2%	\$ 1,627	\$ 0		\$ 1,627
<b>Program Staff Benefits Total</b>	<b>\$ 26,666</b>	<b>\$ 0</b>		<b>\$ 26,666</b>
<b>Total Program Staff Salary and Benefits</b>	<b>\$ 100,640</b>	<b>\$ 0</b>		<b>\$ 100,640</b>
<b>Salary &amp; Benefits Temporary</b>				
32 Temporary Employees @ 34Hours per week @ \$13 per hour for 12 weeks ea.	\$ 0	\$ 169,728		\$ 169,728
<b>TE Salary Total</b>	<b>\$ 0</b>	<b>\$ 169,728</b>		<b>169,728</b>
Social Sec/Medicare Employer @ 7.65%	\$ 0	\$ 12,984		\$ 12,984
Unemployment Insurance @ .1%	\$ 0	\$ 170		\$ 170
Workers Compensation Insurance @ 2.2%	\$ 0	\$ 3,734		\$ 3,734
<b>TE Benefits Total</b>	<b>\$ 0</b>	<b>\$ 16,888</b>		<b>\$ 16,888</b>
<b>Total Temporary Employee Salary and Benefits</b>	<b>\$ 0</b>	<b>\$ 186,616</b>		<b>\$ 186,616</b>
<b>Supplies &amp; Travel</b>				
Office 365 Licensing Fee	\$ 120	\$ 0		\$ 120
Office Supplies @ \$60 per month X 6 mos	\$ 300	\$ 0		\$ 300
Computers =Printers 1@ \$2000	\$ 2,000	\$ 0		\$ 2,000
Cell Phones \$20 per month for 6 mos x 2 persons	\$ 240	\$ 0		\$ 240
Travel IRS Rate per mile - 268 miles per week X 24 @ 70 cents per mile	\$ 4,502	\$ 0		\$ 4,502
Background and Drug tests 32 @ \$150 ea.	\$ 4,800	\$ 0		\$ 4,800
<b>Supplies &amp; Travel Total</b>	<b>\$ 11,962</b>	<b>\$ 0</b>		<b>\$ 11,962</b>
<b>Budget Total Base</b>	<b>\$ 112,602</b>	<b>\$ 186,616</b>		<b>\$ 299,218</b>
<b>Indirect Cost Rate @ 15% of Program Budget Base</b>	\$ 16,890	\$ 27,992	<b>B</b>	
<b>Total Budget</b>	<b>\$ 129,492</b>	<b>\$ 214,608</b>		<b>\$ 344,100</b>
	<b>A</b>			
Total CSCF Contract	\$ 129,492	<b>A</b>		
In-kind Recovery From Goodwill	\$ 27,992	<b>B</b>		
Total Cost Analysis	\$ 157,484			
<b>Contract Staff Blended Rate</b>	<b>Rate Per Hour</b>	<b># of Hours (6 Mo.)</b>	<b># of FTE's</b>	<b>Total</b>
CET Specialist	\$ 52	1040	1	\$ 54,080
Skills Trainer	\$ 46	1040	2	\$ 95,680
		<b>TOTAL CONTRACT AMOUNT</b>		<b>\$ 149,760</b>

