

CONTRACTOR AGREEMENT

**NO. 2026 SYP-OSCEOLA TECH-
EXPLORE & ENGAGE**

**CAREERSOURCE CENTRAL FLORIDA
390 North Orange Ave. Suite 700, Orlando, Florida 32801**

AND

**THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA O/B/O OSCEOLA TECHNICAL COLLEGE
817 Bill Beck Boulevard, Kissimmee, FL 34744**

Central Florida Regional Workforce Development Board, Inc., hereinafter referred to as "CareerSource Central Florida," desires to enter into this Contractor Agreement (Agreement") with The School Board of Osceola County, Florida o/b/o Osceola Technical College (contractor). In consideration of the mutual covenant and agreement expressed herein, CareerSource Central Florida and Contractor hereby agree as follows.

1. TERM

The term of this Agreement shall commence on March 1, 2026, and shall end on August 23, 2026, 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 on an annual basis for up to four (4) additional one-year terms, based on performance and funding availability.

2. RESPONSIBILITIES OF CONTRACTOR AND PAYMENT TERMS.

This Agreement is made and entered into by and between CareerSource Central Florida and The School Board of Osceola County, Florida o/b/o Osceola Technical College for the provision of services, in accordance with Attachment A - Statement of Work, Attachment B - Payment Terms, Attachment C - Contractor Provisions, Certifications and Assurances, and Attachment D - Additional Terms and Conditions and attached hereto and made a part hereof in 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 individuals listed below are of legal authority to sign and execute this Contractor Agreement Between CareerSource Central Florida and The School Board of Osceola County, Florida o/b/o Osceola Technical College (contractor). Additionally, these individuals confirm that both parties agree to comply with all terms and provisions of this Agreement, including those outlined in the attachments.

3. BUDGET/COST EXPECTATIONS:

2026Engage- Baking & Pastry	
Per Youth Cost	\$1,350
Fixed Cost Per Class*	\$27,000
Number of Classes to be Offered	1
Class Length	4 days a week for 4 weeks & Capstone
Total Maximum Participants Allowed in Program	20
TOTALCOST	\$27,000
*Cost per class is a flat rate.	

2026Engage - HVAC	
Per Youth Cost	\$1,350
Fixed Cost Per Class*	\$27,000
Number of Classes to be Offered	1
Class Length	4 days a week for 4 weeks & Capstone
Total Maximum Participants Allowed in Program	20
TOTALCOST	\$27,000
*Cost per class is a flat rate.	

2026Engage-Healthcare	
Per Youth Cost	\$1,350
Fixed Cost Per Class*	\$27,000
Number of Classes to be Offered	1
Class Length	4 days a week for 4 weeks & Capstone
Total Maximum Participants Allowed in Program	20
TOTALCOST	\$27,000
*Cost per class is a flat rate.	

2026 Explore	
Per Youth Cost	\$1,200
Fixed Cost Per Class*	\$36,000
Number of Classes to be Offered	2
Class Length	4 days a week for 4 weeks & Capstone
Total Maximum Participants Allowed in Program	60
TOTAL COST	\$72,000
*Cost per class is a flat rate.	

TOTAL CONTRACT COST- \$153,000

Approved by:

CareerSource Central Florida

Electronically Signed
 2026-01-29 20:46:53 UTC - 108.81.233.226
 Pamela Nabors

Pamela Nabors

Name

President and CEO

Title

01/29/2026

Date

Approved by:

The School Board of Osceola County, Florida o/b/o
 Osceola Technical College

W. Khan

Name

Board Chair

Title

01-20-26

Date

Attest (Witness):

By:

Print Name: Dr. Mark Shanoff

Title: Superintendent

STATEMENT OF WORK-
EXPLORE & ENGAGE

Services to be provided by the Contractor include the following:

- EXPLORE - Serve up to 60 participating school enrolled youth, between the ages of 14 and 15.
- ENGAGE- Serve up to 60 participating school enrolled youth, between the ages of 15 and 16.

- Support recruitment and outreach effort to connect eligible students to the program through the use of a referral code in the electronic application.

- EXPLORE - Provide participants with several opportunities to explore a minimum of four career clusters or industries as well as introduce post-secondary learning opportunities in the following areas:
 - Information Technology-Systems and Networking, Cybersecurity, Coding/Software Development, IT Projects
 - Hospitality/Tourism (culinary and non-culinary focused)
 - Healthcare
 - Architecture and Construction

- Students will explore a variety of high demand career clusters, the pathways to get into these industries, and the resources that The School Board of Osceola County, Florida o/b/o Osceola Technical College provides for student success. Students will participate in engaging classroom activities, have meaningful interactions with industry leaders, tour our campuses, and engage **with** various departments throughout the college who will support them on their learning journey.

- ENGAGE- Provide participants comprehensive immersion into the following industry sectors:
 - Baking & Pastry- The Baking and Pastry program offers students an engaging introduction to culinary arts through hands-on practice in a commercial kitchen environment. Participants learn fundamental baking techniques, food preparation methods, recipe execution, sanitation, kitchen professionalism, and time management. Instruction covers breads, pastries, baked goods, and specialty desserts while fostering creativity and teamwork. Students explore culinary career **pathways** and develop foundational knowledge required for future culinary or **pastry** arts training at the postsecondary level.

- o HVAC-The HVAC Engage Program prepares students for employment or advanced training in the heating, ventilation, air-conditioning, and refrigeration industry. Participants gain hands-on experience with tools, equipment, safety procedures, and system components while learning industry-standard techniques for diagnostics, repair, and maintenance. Curriculum highlights include OSHA-10 training, environmental safety, electrical concepts, system operations, and career-readiness skill building. Students finish with a strong understanding of HVAC fundamentals and essential workplace expectations.
 - o Healthcare - The Basic Healthcare Worker program introduces students to foundational knowledge and hands-on skills needed to pursue further education or entry-level opportunities in the healthcare field. Students learn essential principles in medical terminology, infection control, specimen collection, safety procedures, CPR/First Aid, and professional communication. Through lab-based activities and real-world simulations, participants build clinical awareness, employability skills, and confidence as they explore healthcare pathways. This program serves as an entry point into Health Science career preparation.
- Provide financial aid information and financial literacy education that includes activities to increase participants' understanding of ways to pay for education or training, encourage savings, establish a living budget, and limit debt.
 - Provide campus tours to participants to explore various departments available and services offered, such as student activities and governments, career centers, and student success services.
 - Engage faculty, staff, alumni, and/or other community stakeholders who will:
 - o Provide leadership, life skills, and team-building activities to participants.
 - o Deliver activities that allow participants to practice engaging and communicating with individuals representing different cultures and perspectives.
 - o Connect participants to industry and business leaders through business tours, presentations, and guest speakers.
 - Provide ample, skilled, trained staff to deliver the outlined content, at a safe, ADA-compliant facility for the entirety of the outlined program.

- The following details outline the locations/dates/times of the program:
 - **Engage- Baking & Pastry**
 - The location(s) determined adequate for this program is:
 - Address:501 Simpson Road, Kissimmee, FL 34744
 - The program dates are:Session B - 7/6-8/7/2026
 - The program times are as follows: 8:00am - 2:30pm - Monday- Thursday
 - **Engage- HVAC**
 - The location(s) determined adequate for this program is:
 - Address: Osceola Campus- 501 Simpson Road, Kissimmee, FL34744
 - The program dates are: Session A- 6/1-7/3/2026
 - The program times are as follows: 8:00am - 2:30pm - Monday- Thursday
 - **Engage- Healthcare**
 - The location(s) determined adequate for this program is:
 - Address:501 Simpson Road, Kissimmee, FL34744
 - The program dates are: Session A-6/1-7/3/2026
 - The program times are as follows: 8:00am - 2:30pm - Monday- Thursday
 - **Explore-**
 - The location(s) determined adequate for this program is:
 - **Sessions A & B:**
 - Address:501 Simpson Road, Kissimmee, FL 34744
 - **Orientation - Explore & Engage**
 - Contractor to provide in-person or virtual orientation between April 20 and May 5, 2026
 - CSCF staff will attend
 - CSCF will provide food if held in-person

- An itinerary must be provided to the CSCF Coordinator providing information on any tours and/or off-main site trips with student participants no later than May 1, 2026.
- Collaborate with CSCF to include financial literacy, work readiness curriculum, and assessments into the programs.
- **Complete CSCF's Weekly Performance Survey, which rates performance and tracks attendance of each student and submit this to the designated CSCF Career Consultant and within Salesforce, CSCF's case management software, on a weekly basis. NOTE: A link containing the Weekly Performance Survey will be provided prior to start of the program, with mandatory training provided by CSCF.**
- **Entry of CSCF's Weekly Performance Survey into Salesforce is due on Friday's at 12PM**
- **Ensure all participants complete CSCF's Student Survey during the last week of the courses to assess the success of the program and their experience. CSCF will provide a link to the survey and expects a 90% completion rate.**
- **Attendance Reporting MUST be submitted to CSCF Career Consultant upon completion of the Weekly Performance Survey in Salesforce.**
- **Ensure all participants complete CSCF's Pre-Program Student Survey during the first week of courses.**
- Participate in all planning and meetings as required by CSCF staff.
- Ensure participants and participating families are provided up-to-date and clear information about the program and schedule, communicate any issues or challenges - major and minor - immediately to CSCF Coordinating to ensure a smooth experience for participants.

- Provide mutual marketing and public relations support for the Summer Youth program in coordination and with approval from CSCF Strategic Communications Team. This includes:
 - Placing CareerSource Central Florida's logo or name on partner's website with a link to the Summer Youth Program landing page: [\(https://www.careersourcecentralflorida.com/career-seekers/young-adults/summer-youth-program/\)](https://www.careersourcecentralflorida.com/career-seekers/young-adults/summer-youth-program/)
 - Mentioning CareerSource Central Florida by name in any partner outreach/promotional efforts for Summer Youth Program and must use this link: <https://www.careersourcecentralflorida.com/career-seekers/young-adults/summer-youth-program/>
 - Reviewing all Summer Youth Program materials not developed by CareerSource Central Florida with CSCF staff and obtaining approval to post/share prior to releasing.

- Posting at least 4 social media cross-promotions any time during program's season, from applicant enrollment to program close (January through early August) on any of the following social media channels:
 - Facebook- @CareerSourceCF, <http://www.facebook.com/CareerSourceCF>;
 - LinkedIn - @CareerSource Central Florida, <http://www.linkedin.com/company/CareerSourceCF>;
 - Instagram- @CareerSourceCFL, <https://www.instagram.com/careersourcecfl/>

- Close out Report to be provided with final invoice which includes the following information:
 - Summary table of attendance/performance data for all participants (data may be pulled from Salesforce).
 - Brief summary of what parts of the program were successful as well as any challenges and/or change recommendations for future efforts.
 - Anecdotes and/or success stories from individual participants derived from the program.
 - Data on any enrollments or documented interest in becoming students of the Contractor's institution.
 - Recommendations for how CSCF can partner with the Contractor on future Summer Youth Program offerings and/or other career exploration partnership opportunities outside of the SYP.
 - Copies of any presentation decks created by participants.

Services to be provided by CareerSource Central Florida (CSCF) include the following:

- Provide administrative oversight and case management services to recruit and enroll up to 120 participants in the program, with support from contractor.
- Implement aggressive marketing and public relations campaigns before, during, and after the program to continuously showcase the success of the program to attract and retain participants, their families, community stakeholders, and funding partners.
- Provide a list of participants assigned to each offering and/or specific terms/cohorts on or about May 3, 2026. CSCF will be responsible for managing a wait list, ensuring near maximum capacity for each offering.
- Provide oversight of student success on a weekly performance tracker basis while ensuring student participants are compensated for their weekly performance based on established milestone points. CSCF will issue stipends on a weekly basis for five weeks for a total of up to \$1,200.
- Provide contractor staff training on the use of the Salesforce or other case management processes necessary to document participant's engagement with the program.
- Render payment of total program costs, as outlined in **ATTACHMENT B- PAYMENT TERMS**.

****End of ATTACHMENT A-STATEMENT OF WORK****

PAYMENT TERMS

Contractor shall invoice CSCF, in accordance with PAYMENT TERMS outlined within this Attachment. Per this Agreement, total costs for Contractor's participation in CSCF's 2026 Summer Youth Program will not exceed **\$153,000**. Business-related travel expenditures, including mileage, hotel accommodations, food, and beverages are not reimbursable under this Contract, regardless of purpose.

CSCF will render payment of the Contractor's total Cost per Class for the programs outlined in **ATTACHMENT A - STATEMENT OF WORK**. Contractor shall submit invoices to facilitate payments in accordance with the schedule outlined below. Invoices shall be submitted electronically to ap@careersourcecf.com, Nfoxx@careersourcecf.com. Payment shall be payable by CSCF to Contractor within 30 days of invoice receipt.

Payments will be split into two increments as follows:

Deliverables and Terms	Payment Due from CSCF
50% at the start of the 2026 Summer Youth Program. Invoice will be due from Contractor by June 1, 2026 .	\$76,500
50% at the completion of the 2026 Summer Youth Program. Invoice will be due from Contractor by August 23, 2026 .	\$76,500
TOTAL PAVMENTSTO CONTRACTOR	\$153,000

NOTE: Neither CareerSource Central Florida or Contractor shall be held liable for any delay or failure to perform under this Agreement, resulting directly or indirectly from acts of God, pandemics, or circumstances beyond each party's reasonable control.

****End of ATTACHMENT B-PAYMENT TERMS****

CONTRACTOR PROVISIONS,
CERTIFICATIONS AND
ASSURANCES

*****In the event there is a discrepancy or conflict with Contractor'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 Agreement, Contractor hereby certifies and assures that it will fully comply with the following:

**1. 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 and subcontractors:

- 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 Agreement ~~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.

Contractor shall comply with Executive Orders 12549 and 12689 regarding debarment and suspension.

2. 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 Agreement 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.

3. 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.

4. SCRUTINIZED COMPANIES

If the amount of this Agreement is \$1,000,000.00 or more, in accordance with the requirements of section 287.135, Florida Statutes, Contractor must provide a certification it is not listed on the Scrutinized Companies that Boycott Israel List, it is not engaged in a boycott of Israel, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, it is not engaged in business operations in Cuba or Syria, or that it meets the conditions for exemption as provided in section 287.135(4), Florida Statutes. These lists are created pursuant to sections 215.4725 and 215.473, Florida Statutes. If federal law ceases to authorize the states to adopt and enforce the contracting prohibition described in this paragraph, this paragraph will be null and void.

5. DISCRIMINATORY VENDOR LIST

By entering into this Agreement, Contractor certifies that it is not an entity on the state's discriminatory vendor list described in section 287.134, Florida Statutes.

6. ACCESS TO RECORDS; PUBLIC RECORDS

Access by CareerSource Central Florida 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, pputerbaugh@careersourcecf.com.

7. NOTICES

- a. For a notice, or other communication, under this Agreement to be valid, it must be in writing and signed by the sending party, and the sending party must use one of the following methods of delivery: (1) personal delivery; (2) registered or certified mail, in each case return receipt requested and postage prepaid; and (3) nationally recognized overnight courier, with all fees prepaid. Delivery via email, is also permitted provided it is followed by delivery via one of methods (1)-(3) above and any such delivery via email shall not be deemed to have been received pursuant to Subsection 7.c. until such delivery pursuant to methods (1)-(3) above shall be deemed to have been received pursuant to Subsection 7.c.
- b. For a notice, or other communication, under this Agreement to be valid, it must be addressed to the authorized receiving party at the addresses listed in Section 3 of the cover Agreement for the receiving party, or to any other address designated by the receiving party in a notice in accordance with this Section 7.
- c. Subject to Subsection 7.d., a valid notice or other communication under this Agreement is effective when received by the receiving party. A notice, or other communication, is deemed to have been received as follows:
 - (i) If it is delivered in person, or sent by registered or certified mail, or by nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt; and
 - (ii) If the receiving party rejects or otherwise refuses to accept it, or if it cannot be delivered because of a change in address for which notice was not given, then upon that rejection, refusal, or inability to deliver.
- d. If a notice or other communication is received after 5:00 p.m. on a business day at the location specified in the address for the receiving party, or on a day that is not a business day, then the notice is deemed received at 9:00 a.m. on the next business day.
- e. Any notice requiring prompt action shall be contemporaneously sent by electronic mail.

8. COMPLIANCE WITH OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS, AND FEDERAL, STATE AND LOCAL LAWS

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. Contractor shall comply with all federal, state, and local laws and ordinances applicable to this Agreement.

9. PROVISION AGAINST ASSIGNMENT

Contractor shall not assign or subcontract this Agreement or any rights or any monies due or to become due hereunder without the prior, written consent of CareerSource Central Florida. Such approval does not relieve Contractor from this Agreement. All requirements to be observed by the Contractor under this Agreement shall be applicable to and observed by all subcontractors.

10. DAVIS-BACON, COPELAND "ANTI-KICKBACK" AND CONTRACT WORK HOURS AND SAFETY 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.

11. CONSTRUCTION OR RENOVATION 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.

12. 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.

13. 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.

14. CLEAN AIR/CLEAN WATER ACT/SOLID WASTE DISPOSAL ACT

The Contractor will 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 CareerSource Central Florida. 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).

15. 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).

16. ENVIRONMENTAL STANDARDS

Contractor will comply with applicable 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 11514;
- b. Notification of violating facilities pursuant to Executive Order 11738;
- c. Protection of wetlands pursuant to Executive Order 11990;
- d. Evaluation of flood plains in accordance with Executive Order 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).

17. 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 Agreement is in excess of \$100,000, Contractor must, prior to execution, complete the Certification Regarding Lobbying Form.

18. 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.

19. MODIFICATIONS

The terms of this Agreement may be renegotiated and changed whenever extenuating circumstances affect the ability of either party to honor commitments made in this 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 Agreement will be effective unless it is in writing, signed and dated by both parties.

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

20. TERMINATION FOR DEFAULT/CONVENIENCE

This Agreement may be terminated as follows:

1. Either party may request termination of this Agreement upon 60 days prior written notice to the other party.
2. CareerSource Central Florida may unilaterally terminate or modify this 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 Agreement is funded.
3. CareerSource Central Florida may unilaterally terminate this Agreement with written notice 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 Agreement; or
 - c. Such termination is in the best interest of CareerSource Central Florida.

In the event of termination of this Agreement by CareerSource Central Florida, CareerSource Central Florida shall be obligated to pay all invoices submitted by Contractor for work performed by Contractor and approved by CareerSource Central Florida through the date of Agreement termination.

In the event this Agreement is terminated for cause, Contractor shall be liable to CareerSource Central Florida for damages sustained for any breach of this 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 Agreement terms, CareerSource Central Florida will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

21. 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 thereunder.

22. RIGHTS TO INVENTIONS, DATA/COPYRIGHTS AND PATENTS

CareerSource Central Florida, 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.

23. STATEMENT OF STATE SPONSORSHIP

In compliance with section 286.25, Florida Statutes, if Contractor sponsors a program financed, in whole or in part, with funds provided under this Agreement, Contractor will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by (entity name) and the State of Florida, Department of Commerce." If the sponsorship reference is in written form, the words "State of Florida, Department of Commerce" will appear in the same font size as the name of the entity. As required by 20 CFR 678.900, each one-stop delivery system must include the "American Job Center" identifier or "a proud partner of the American Job Center network" on all primary electronic resources used by the one-stop delivery system, and on any newly printed, purchased, or created materials and must include the "American Job Center" identifier or "a proud partner of the American Job Center network" on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system.

24. PUBLIC ENTITY CRIMES

By entering into this Agreement, Contractor certifies that it is not on the state's convicted vendor list. Contractor shall comply with Section 287.133(2)(a), Fla. Stat., 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 Fla. Stat., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

25. 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 Agreement 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.

26. 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**, "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.

27. PROCUREMENT STANDARDS

- a. Contractor will 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.
- b. Contractor will comply with the procurement standards in 2 CFR 200.318 - 200.326 when procuring property and services under this Agreement. CareerSource Central Florida shall impose its obligations under this Agreement on its contractors, specifically or by reference, so that such obligations **will** be binding upon each of its contractors. CareerSource Central Florida shall maintain oversight of all activities under this Agreement and shall ensure that for any procured contract or agreement, its contractors perform according to the terms and conditions of the procured contracts or agreements, and the terms and conditions of this Agreement.

28. 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.

29. 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.

30. 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.

31. 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.

32. CONTRACTS POSTED ON WEBSITE

An executed copy of a contract that is estimated to exceed \$35,000 with a private entity, municipality, city, town, or vendor of services, supplies, or programs, including marketing, or for the purchase or lease or use of lands, facilities, or properties for the five most recent years will be posted on CareerSource Central Florida's website.

33. MANDATORY REPORTING OF ABUSE

In compliance with sections 39.201 and 415.1034, Florida Statutes, if Contractor or its subcontractor performing services under this Agreement, knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited, the Contractor agrees to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96-ABUSE, or via the web reporting option at <https://reportabuse.myfifamilies.com/s/>, or via fax at 1-800-914-0004.

34. BACKGROUND SCREENINGS

CareerSource Central Florida requires a Level 1 background screening as a condition of contract award for all contractors and subcontractors. The Level 1 background screening must be conducted prior to contract awards and prior to Contractor's employees beginning work. The Level 1 background screening must be conducted at least every five years.

****End of ATTACHMENT C-Contractor Provisions, Certifications, and Assurances****

ADDITIONAL TERMS AND CONDITIONS

1. **Insurance.** CareerSource Central Florida will carry and maintain as a minimum the following coverage from insurance carriers that maintain a rating of "A-" or better and a financial size category of "VI" or higher according to the A. M. Best Company: (a) general liability (b) automobile, and when applicable, (c) workers' compensation in the minimum amounts required by the Risk Management Department and Purchasing Department of the School Board of Osceola County, Florida. The School Board shall be named as an additional insured on the following policies as applicable, and may reject such coverage and terminate this agreement if coverage is determined to be inadequate or insufficient. CareerSource Central Florida will provide at least thirty (30) days' notice prior to any material changes in the provisions or cancellations of the policy.
 - a. **Commercial General Liability.** Commercial general liability coverage which includes broad form commercial general liability, including premises and operation, products and complete operations, personal injury, fire damage (minimum \$100,000) for limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 per general aggregate. This policy will include the District as an additional insured.
 - b. **Automobile Liability Insurance.** The automobile liability insurance coverage shall include coverage for business automobile liability with limits not less than \$1,000,000.00 combined single limit or \$1,000,000.00 per person/ \$1,000,000.00 per accident bodily injury, and \$1,000,000.00 per accident property damage. Coverage must include all owned, non-owned and hired vehicles. The policy will include the District as an additional insured.
 - c. **Workers' Compensation Insurance.** The workers' compensation insurance will be maintained as required by applicable Florida law.
2. **Public Records Act/Chapter 119 Requirements.** CareerSource Central Florida agrees to comply with the Florida Public Records Act (Chapter 119, Florida Statutes) to the fullest extent applicable.
3. **Indemnity and Hold Harmless.** CareerSource Central Florida will indemnify and hold harmless the School Board, its officers, agents and employees from and against any and all claims, demands, suits, judgments, damages to person or property, injuries, losses, expenses or liabilities of any nature whatsoever (including attorneys' fees and costs at the trial, appellate and administrative levels), arising directly or indirectly from or out of any negligent act or omission of CareerSource Central Florida, its officers, agents, employees and representatives; any failure of CareerSource Central Florida to perform its services under this agreement in accordance with generally-accepted professional standards; any breach by CareerSource Central Florida of its obligations and duties to perform under this agreement; any breach by CareerSource Central Florida of its representations made in this agreement; and the failure of any good, product, or service furnished by CareerSource Central Florida under this agreement. This indemnity shall not be deemed to include matter which may be caused by or result solely from a negligent act or omission of the School Board. Nothing in this agreement shall be interpreted or construed as an agreement on the part of the School Board to indemnify or hold harmless any party, including, but not limited to CareerSource Central Florida.

4. **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable. Nothing in this Agreement is intended to be, nor shall be construed as, an extension of liability beyond the statutory limitations of liability set forth in section 768.28, Florida Statutes.
5. **Governing Law and Venue.** This Agreement, and all extensions, renewals, amendments, supplements, and modifications thereto, and all questions relating to its validity, interpretation, performance or enforcement shall be governed by and construed in accordance with the laws of the State of Florida. Except for a suit in Federal court, venue for all suits to enforce this Agreement shall be in Osceola County, Florida. Any legal disputes, proceedings, or actions arising out of or in connection with this Agreement shall be brought in the Circuit Courts of Osceola County, Florida, or, if appropriate, the United States District Court for the Middle District of Florida, Orlando Division.
6. **Required Instruction.** In an effort to assure compliance with Florida Law, the Vendor hereby agrees that the services provided under this Agreement will not include the teaching and/or training of content either in writing, verbally, or electronically that violates Florida Statute 1003.42(2) and Florida State Department of Education Rule 6A 1.094124. The teaching of and/or training of said content to teachers and/or students is prohibited, and any violation of the Statute or Rule shall be grounds for immediate termination of the Agreement between the Parties.
7. **Vendors Statutory Compliance.** Governmental entities of the State of Florida are prohibited from entering, amending, extending, and renewing certain contracts and agreements with entities of foreign countries of concern, pursuant to Section 287.138, Florida Statutes, and with business entities that engage in forced labor and human trafficking practices, pursuant to Section 786.06, Florida Statutes. Pursuant to the Vendor's executed Affidavit attached hereto, the Contractor attests that it is not affiliated with, and it is not, an entity of foreign countries of concern, pursuant to Section 287.138, Florida Statutes, and that the Contractor does not engage in forced labor and human trafficking practices as defined in Section 786.06, Florida Statutes.

****End of ATTACHMENT D – ADDITIONAL TERMS AND CONDITIONS****

