



## ORDER FORM

CLIENT INFORMATION	
<b>SOLD TO</b>	CareerSource Central Florida Rosa Espinal  390 N. Orange Avenue Orlando, FL 32801
<b>BILLING CONTACT</b>	Rosa Espinal
<b>BILLING EMAIL</b>	respinal@careersourcecf.com
<b>BILLING PHONE</b>	(407) 531-1222 ext. 2010

<b>QUOTE NUMBER</b>	Q009860
<b>PRICING VALID THROUGH</b>	11/04/2019
<b>CONTRACT EFFECTIVE DATE</b>	11/04/2019
<b>INITIAL TERM (MONTHS)</b>	36
<b>SALESPERSON</b>	Andy White
<b>PO NUMBER</b>	
<b>PAYMENT TERMS</b>	
Net 30	

PRODUCT NAME	BILLING FREQUENCY	USERS	UNIT PRICE	TOTAL
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The BizLibrary Collection	Annual	275	\$96.00	\$26,400.00
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<b>ANNUAL TOTAL:</b>	<b>\$26,400.00</b>
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<b>ORDER TOTAL:</b>	<b>\$79,200.00</b>
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**Terms & Conditions -**

This Order Form, made effective on the latest date set forth in the signature block below, sets forth the Services (as defined in the applicable Master Subscription Agreement) to be provided by Business Training Library, LLC. ("BizLibrary") to the entity referenced above ("Client") and is governed by the terms and conditions of the BizLibrary Master Subscription Agreement found at [www.bizlibrary.com/legal](http://www.bizlibrary.com/legal), the terms of which are fully incorporated herein by reference and made part of this Agreement, unless (i) Client has a separate written master subscription agreement executed by BizLibrary for such services, in which case such written master services agreement will govern or (ii) otherwise set forth herein.

**Special Terms -**

Client has option to cancel contract at the end of the first and second year term if written notice is given to BizLibrary 60 days prior to the anniversary date of contract.

CareerSource Central Florida

Signature

Name

Title

Date

BizLibrary

Signature

Name

Name

VP Finance &amp; Operations

Title

11/04/2019

Date



## **MASTER SUBSCRIPTION AGREEMENT**

THIS AGREEMENT GOVERNS CLIENT'S ACQUISITION AND USE OF OUR SERVICES.

IF CLIENT REGISTERS FOR A FREE TRIAL OF OUR SERVICES, THE APPLICABLE PROVISIONS OF THIS AGREEMENT WILL ALSO GOVERN THAT FREE TRIAL.

This Agreement is effective between Client and Business Training Library, Inc. ("**BizLibrary**") as of the last date set forth on the signature page ("**Effective Date**").

1. **Definitions.** As used in this Agreement, the following terms shall have the meanings given those terms as hereinafter set forth:

- 1.1. "**Affiliate**" means any entity that directly or indirectly controls, is controlled by, or is under common control with the subject entity. "Control," for the purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.
- 1.2. "**Agreement**" means this Master Services Agreement.
- 1.3. "**Services**" means the product(s) listed on an Order Form (defined below) and attached hereto, including, without limitation, all corrections, updates, modifications, releases, versions, and enhancements to such product(s) that may hereafter be generally released by BizLibrary.
- 1.4. "**Client**" means the company or other legal entity for which you are accepting this Agreement, and Affiliates of that company.
- 1.5. "**Client Content**" means all text, images, data and other electronic content or information submitted by Client to the Services.
- 1.6. "**Commencement Date**" means the date on which the Services specified in an Order Form is first made available to Client.
- 1.7. "**Documentation**" means BizLibrary's then current guides and manuals published by BizLibrary and made generally available by BizLibrary for the Services.
- 1.8. "**Effective Date**" shall have the meaning ascribed to that term written above.
- 1.9. "**Malicious Code**" means viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs.
- 1.10. "**Order Form**" means the ordering documents for Client's purchases from BizLibrary that are executed hereunder by the parties from time to time. Order Forms shall be deemed incorporated herein.
- 1.11. "**Subscription Term**" means the period of time that Client may use and access the Services beginning on the Commencement Date and as set forth in the applicable Order Form. The Services may automatically deactivate and become non-operational at the end of the Subscription Term, and Client shall not be entitled to access the Services unless the Subscription Term is renewed.
- 1.12. "**Users**" means individuals who are authorized by Client to use the Services, for whom subscriptions to the Services have been purchased, and who have been supplied user identifications and passwords by Client (or by BizLibrary at Client's request). Users are limited to employees, consultants, contractors and agents of Client. User subscriptions are for designated Users and cannot be shared or used by more than one User, but may be reassigned to new Users replacing former Users who are no longer employees, consultants, contractors or agents of Client, or at the anniversary of the Commencement Date of the Services.

2. **Grant of License.**

- 2.1. **Grant.** Subject to the terms and conditions of this Agreement, BizLibrary hereby grants to Client a non-exclusive and nontransferable license to, during any Subscription Term, (a) access and use the Services via the internet, and (b) use the Documentation provided by BizLibrary. Client agrees that its purchase of User subscription(s) for the Services is neither contingent upon the delivery of any future functionality or features nor dependent upon any oral or written public comments made by BizLibrary with respect to future functionality or features.

**2.2. Additional Restrictions.** The license granted in Section 2.1 above is conditioned upon Client's strict compliance with the terms and conditions of this Agreement including, without limitation, the following terms and conditions: (a) Client may use the Services for Client's own internal business purposes only as contemplated by this Agreement and not for outsourcing; (b) Client shall not (i) permit any third party to access the Services except as permitted herein or in an Order Form, or (ii) license, sublicense, sell, resell, rent, lease, transfer, distribute, use the Services for commercial timesharing, or otherwise commercially exploit the Services; (c) Client shall not create derivative works based on the Services or cause or permit others to do so; (d) Client shall not modify, reverse engineer, translate, disassemble, or decompile the Services, or cause or permit others to do so; (e) Client shall not copy, frame or mirror any content forming part of the Services, other than on Client's own intranets or otherwise for its own internal business purposes; (f) Client shall not access the Services in order to (i) build a competitive product or service, or (ii) copy any ideas, features, functions or graphics of the Services; and (g) Client shall not remove any title, trademark, copyright and/or restricted rights notices or labels from the Services or Documentation.

**2.3. Reserved Rights.** BizLibrary hereby reserves all rights in and to the Services not expressly granted in this Agreement. Nothing in this Agreement shall limit in any way BizLibrary's right to develop, use, license, create derivative works of, or otherwise exploit the Services or to permit third parties to do so.

### 3. Use of Services.

**3.1. BizLibrary Responsibilities.** BizLibrary will (i) routinely backup (not less frequently than once-per-day) all Client Content; (ii) use industry standard security measures to maintain Client's Users' login information (e.g., User IDs and passwords) for the Services in confidence; and (iii) not use Client Content for any purpose other than to provide support services. BizLibrary may access Client's account and Client Content as necessary to identify or resolve technical problems or respond to complaints about the Services. BizLibrary will use commercially reasonable efforts to maintain the confidentiality of Client Content. All storage, backup and archival media, containing Client Content shall be (a) physically stored in a secured area (b) logically separated from any other client's data and (c) protected by industry standard encryption methods.

**3.2. Client Responsibilities.** Client shall (a) be responsible for Users' compliance with this Agreement, (b) be solely responsible for the Client Content, and (c) use the Services only in accordance with applicable laws and government regulations. Client shall not (i) upload or otherwise transmit through the Services any material which violates or infringes in any way upon the rights of others, which is unlawful, which encourages conduct that would constitute a criminal offense, gives rise to civil liability or otherwise violates any law, (ii) use the Services to store or transmit Malicious Code, (iii) interfere with or disrupt the integrity or performance of the Services or third-party data contained therein, or (iv) attempt to gain unauthorized access to the Services or their related systems or networks. Any conduct by Client that in BizLibrary's discretion restricts or inhibits any other BizLibrary client from using or enjoying the Services is expressly prohibited. Client will use commercially reasonable efforts to prevent unauthorized access to, or use of, the Services, and notify BizLibrary promptly of any such unauthorized access or use. Client shall be responsible for obtaining and maintaining all telephone, computer hardware and other equipment needed for access to and use of the Services and all charges related thereto.

### 4. Fees.

**4.1. Payment.** Client agrees to pay BizLibrary a fee in US Dollars in accordance with the amounts and dates specified on the applicable Order Form. Except as otherwise provided: (i) the subscription fees set forth in each Order Form hereunder shall be fixed during the Subscription Term of such Order Form, including for purchases of additional Users; (ii) the Subscription Term and services fees set forth in each Order Form hereunder will be invoiced upon execution of such Order Form. Except as otherwise specified herein, fees are based on services purchased and not actual usage, payment obligations are non-cancelable, payment terms are quoted from the date of invoice and fees paid are non-refundable. Any payment not received from Client by the due date may accrue, at BizLibrary's discretion, late charges at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower; from the date such payment was due until the date paid.

**4.2. Taxes.** If BizLibrary has the legal obligation to pay or collect taxes for which Client is responsible, including but not limited to, sales, use, transfer, privilege, excise, and all other taxes and duties that are levied or imposed by reason of performance of BizLibrary under this Agreement, the appropriate amount shall be invoiced to and paid by Client promptly, but in any event within 30 days from the date of the invoice, unless Client provides BizLibrary with a valid tax exemption certificate authorized by the appropriate taxing authority.

### 5. Intellectual Property Rights.

**5.1. Generally.** All right, title, and interest in and to the Services and Documentation, including, without limitation, all modifications, enhancements and intellectual property rights thereto shall belong solely to BizLibrary and/or its applicable suppliers.

**5.2. Ownership of Client Content.** As between BizLibrary and Client, Client exclusively owns all right, title and interest in and to the Client Content. In the event of termination or expiration of this Agreement or any applicable Order Form, BizLibrary agrees to promptly: (a) return to the Client the Client Content (if requested by Client within thirty (30) days of such termination or expiration); or (b) destroy or permanently erase (on all forms of recordation) the Client Content and, if requested by Client, acknowledge in writing that all such Client Content has been destroyed or permanently erased, and BizLibrary will have no other further obligation to maintain or provide access to Client Content. Notwithstanding the foregoing, BizLibrary may retain copies of the Client Content to the extent required to comply with applicable legal and regulatory requirements, provided, however, that BizLibrary's use of the Client Content will remain subject to the terms and conditions of this Agreement.

**5.3. Suggestions.** BizLibrary shall have a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the Services any suggestions, enhancement requests, recommendations or other feedback provided by Client relating to the Services without compensation.

## 6. Confidentiality.

**6.1 Definition of Confidential Information.** As used herein, "Confidential Information" means all confidential and proprietary information of a party ("Disclosing Party") disclosed to the other party ("Receiving Party"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure, including the terms and conditions of this Agreement (including pricing and other terms reflected in all Order Forms hereunder), the Client Content, the Services, business and marketing plans, technology and technical information, product designs, and business processes. Confidential Information (except for Client Content) shall not include any information that: (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party; (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party; (iii) was independently developed by the Receiving Party without breach of any obligation owed to the Disclosing Party; or (iv) is received from a third party without breach of any obligation owed to the Disclosing Party.

**6.2 Confidentiality.** The Receiving Party shall not disclose or use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, except with the Disclosing Party's prior written permission.

**6.3 Protection.** Each party agrees to protect the confidentiality of the Confidential Information of the other party in the same manner that it protects the confidentiality of its own proprietary and confidential information of like kind (but in no event using less than reasonable care).

**6.4 Compelled Disclosure.** If the Receiving Party is compelled by law to disclose Confidential Information of the Disclosing Party, it shall provide the Disclosing Party with prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure. Notwithstanding any other provision, BizLibrary may disclose Client Content if BizLibrary determines that such action is reasonably necessary: (a) to comply with the law, regulatory requirements, or legal or regulatory process; (b) to enforce this Agreement; or (c) to respond to claims that Client is using the Services to perform or support activities that violate the law or the rights of third parties.

**6.5 Remedies.** If the Receiving Party discloses or uses (or threatens to disclose or use) any Confidential Information of the Disclosing Party in breach of confidentiality protections hereunder, the Disclosing Party shall have the right, in addition to any other remedies available to it, to seek injunctive relief to enjoin such acts, it being specifically acknowledged by the parties that any other available remedies are inadequate.

## 7. Representations and Warranties.

**7.1. Mutual Warranties.** Each party represents and warrants that (a) it has the legal power to enter into this Agreement, (b) it will not transmit to the other party any Malicious Code, (c) the execution, delivery, performance of this Agreement have been duly authorized by the requisite action on the part of each party, and (d) it is financially solvent, able to pay its debts as they mature and able to complete its obligations hereunder.

7.2. **BizLibrary Warranty.** BizLibrary warrants during the Subscription Term that the Services will be free of material defects and will function in substantial conformance to its Documentation. BizLibrary does not make any representations or warranties that the functions performed by the Services will meet Client's requirements, that the operation of the Services will be uninterrupted or error free, or that all defects in the Services will be corrected. To the extent permitted by applicable law, THE FOREGOING LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, AND BIZLIBRARY DISCLAIMS ANY AND ALL OTHER WARRANTIES OR CONDITIONS, WHETHER EXPRESS, IMPLIED, ORAL OR WRITTEN, INCLUDING, WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, REASONABLE CARE, AND/OR FITNESS FOR A PARTICULAR PURPOSE (WHETHER OR NOT BIZLIBRARY KNOWS, HAS REASON TO KNOW, HAS BEEN ADVISED, OR IS OTHERWISE IN FACT AWARE OF ANY SUCH PURPOSE). TO THE EXTENT PERMITTED BY APPLICABLE LAW, BIZLIBRARY FURTHER DISCLAIMS ANY AND ALL WARRANTIES, CONDITIONS, AND/OR REPRESENTATIONS OF TITLE AND NON-INFRINGEMENT. No action for breach of the limited warranty set forth in this Section 7.2 may be commenced more than one (1) year following the expiration date of such limited warranty.

## 8. Damages and Limitation of Liability.

8.1. **Consequential Damages.** IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY LOST PROFITS OR FOR INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, HOWEVER CAUSED AND WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS AGREEMENT OR THE SERVICES, EVEN IF EITHER PARTY IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

8.2. **Limitation of Liability.** IN ALL EVENTS, BIZLIBRARY'S AGGREGATE LIABILITY TO CLIENT FOR CLAIMS RELATING TO THIS AGREEMENT OR THE SERVICES, WHETHER FOR BREACH OF CONTRACT OR IN TORT OR UNDER ANY OTHER THEORY OF LIABILITY, SHALL BE LIMITED TO THE MAXIMUM OF A) THE AMOUNT ACTUALLY PAID BY CLIENT TO BIZLIBRARY HEREUNDER DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY BEFORE THE CLAIM WHICH GAVE RISE TO THE LIABILITY AROSE OR B) THE ANNUALIZED SUBSCRIPTION VALUE AT THE TIME OF SUCH CLAIM.

## 9. Mutual Indemnification.

9.1 **Indemnification by BizLibrary.** Subject to this Agreement, BizLibrary shall defend, indemnify and hold Client harmless against any loss, damage or costs (including reasonable attorneys' fees) incurred in connection with claims, demands, suits, or proceedings ("Claims") made or brought against Client by a third party alleging that the use of the Services as contemplated hereunder infringes the intellectual property rights of a third party; provided, that Client (a) promptly gives written notice of the Claim to BizLibrary; (b) gives BizLibrary sole control of the defense and settlement of the Claim (provided that BizLibrary may not settle or defend any Claim unless it unconditionally releases Client of all liability); and (c) provides to BizLibrary, at BizLibrary's cost, all reasonable assistance. This Section 9.1 states BizLibrary's entire liability and Client's exclusive remedy for any claim of infringement.

9.2 **Indemnification by Client.** Subject to this Agreement, Client shall defend, indemnify and hold BizLibrary harmless against any loss, damage or costs (including reasonable attorneys' fees) incurred in connection with Claims made or brought against BizLibrary by a third party alleging that the Client Content, or Client's use of the Services in violation of this Agreement, infringes the intellectual property rights of, or has otherwise harmed, a third party; provided, that BizLibrary (a) promptly gives written notice of the Claim to Client; (b) gives Client sole control of the defense and settlement of the Claim (provided that Client may not settle or defend any Claim unless it unconditionally releases BizLibrary of all liability); and (c) provides to Client, at Client's cost, all reasonable assistance.

10. **Monitoring.** BizLibrary shall have the right, but not the obligation, to monitor the content of the Services to determine compliance with this Agreement and any operating rules established by BizLibrary and to satisfy any law, regulation or authorized government request. Without limiting the foregoing, BizLibrary shall have the right to remove any material submitted to the Services that BizLibrary, in its sole discretion, finds to be in violation of the provisions hereof or otherwise objectionable.

## 11. Term and Termination.

11.1. **Term of Agreement.** The term of this Agreement commences on the Effective Date and continues until all Subscription Terms expire or are otherwise terminated.

**11.2.Subscription Term and Renewal.** Client may use and access the Services during the Subscription Term. Subscription Terms shall automatically renew for additional periods equal to the expiring subscription term, unless either party gives the other notice of non-renewal at least thirty (30) days prior to the end of the relevant Subscription Term. The per-unit pricing during any renewal term will increase by up to 10% above the applicable pricing in the prior term, unless BizLibrary provides Client notice of different pricing at least sixty (60) days prior to the applicable renewal term. Except as expressly provided in the applicable Order Form, renewal of promotional or one-time priced subscriptions will be at BizLibrary's applicable list price in effect at the time of the applicable renewal. Notwithstanding anything to the contrary, any renewal in which subscription volume for any Services has decreased from the prior term will result in re-pricing at renewal without regard to the prior term's per-unit pricing.

**11.3.Termination.** Client may terminate this Agreement at any time with thirty (30) days prior written notice if BizLibrary commits a material breach of this Agreement that, (if it is capable of being cured) is not cured within thirty (30) days from written notice to BizLibrary. Without limiting any other remedies available to it, BizLibrary may immediately suspend access to the Services and/or terminate this Agreement if: (a) Client commits a material breach of this Agreement that (if it is capable of being cured) is not cured within thirty (30) days from written notice to Client (and within ten (10) days from written notice to Client in the case of non-payment); or (b) BizLibrary determines that Client's actions are likely to cause legal liability for BizLibrary or its suppliers or other clients.

**11.4.Effects of Termination.** Upon any expiration or termination of this Agreement, and upon expiration of the Subscription Term if Client does not renew in accordance with Section 11.2, the rights and licenses granted hereunder will automatically terminate, and Client may not continue to use the Services. BizLibrary will have no liability for any costs, losses, damages, or liabilities arising out of or related to any termination of this Agreement. If the Agreement is terminated based on BizLibrary's uncured material breach, BizLibrary shall refund to Client any prepaid fees covering the remainder of the term of all subscriptions after the effective date of such termination. If the Agreement is terminated based on Client's uncured material breach, Client shall pay any unpaid fees covering the remainder of the term of all Order Forms after the effective date of such termination. In no event shall any termination relieve Client of the obligation to pay any fees payable to BizLibrary for the period prior to the effective date of termination. Client agrees that if Client terminates this Agreement, BizLibrary is not obligated to refund any portion of subscription fees already paid to BizLibrary. Upon the termination of this Agreement for any reason, Client shall, at Client's sole cost and expense, immediately cease using the Services. Upon request by Client made within thirty (30) days after the effective date of termination or expiration of this Agreement, BizLibrary will make Client Content available to Client for export or download as provided in the Documentation. After such thirty (30) day period, BizLibrary will have no obligation to maintain or provide any Client Content, and will thereafter delete or destroy all copies of Client Content, unless legally prohibited. Termination of this Agreement shall not limit BizLibrary from pursuing any other remedies available to it, including injunctive relief.

## **12. Miscellaneous.**

**12.1.General.** This Agreement is intended for the sole and exclusive benefit of the parties and is not intended to benefit any third party. Only the parties to this Agreement may enforce it. The parties are independent contractors, and no branch or agency, partnership, association, joint venture, employee-employer, or franchiser-franchisee relationship is intended or created by this Agreement. Headings in this Agreement are for the convenience of the parties only. Accordingly, they shall not constitute a part of this Agreement when interpreting or enforcing this Agreement.

**12.2.Severability.** If any portion hereof is found to be void or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

**12.3.Assignment.** Client may not assign this Agreement, in whole or in part, without BizLibrary's prior written consent, except that Client may assign this Agreement without BizLibrary's consent in connection with a merger or acquisition, provided that the assignee assumes all of the obligations of Client hereunder and is not a BizLibrary competitor and provided further that Client provides BizLibrary with reasonable prior written notice of such merger or acquisition. Any attempt to assign this Agreement other than as permitted above will be null and void. BizLibrary may assign any of its, rights, obligations or this Agreement without Client's consent, provided that BizLibrary will provide Client with notice if it assigns this Agreement in connection with a merger, acquisition, or sale of all or substantially all of its assets. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties, their respective successors and permitted assigns.

**12.4.Entire Agreement; Breach and Waiver; Amendment.** This Agreement, including all exhibits and addenda hereto and Order Forms constitute the complete and exclusive understanding and agreement between the parties regarding their subject matter and supersede all prior or contemporaneous agreements or understandings, written or oral, relating to their subject matter. Any waiver, modification or amendment of any provision of this Agreement will be effective against BizLibrary

only if in writing and signed by duly authorized representatives of BizLibrary. Client acknowledges that this Agreement may be amended or modified from time-to-time and that Client's continued use of the Services after the effective date of such amendments or modifications constitutes acceptance of such amendments and/or modifications. To the extent of any conflict or inconsistency between the provisions in the body of this Agreement and any exhibit or addendum hereto or any Order Form, the terms of such exhibit, addendum or Order Form shall prevail. Notwithstanding any language to the contrary therein, no terms or conditions stated in a Client purchase order or in any other Client order documentation (excluding Order Forms) shall be incorporated into or form any part of this Agreement, and all such terms shall be null and void. No waiver of any breach of this Agreement shall constitute a waiver of a subsequent breach, whether or not of the same nature. All waivers shall be strictly construed. No delay in enforcing any right or remedy as a result of a breach of this Agreement shall constitute a waiver thereof. Accordingly, no course of conduct shall constitute an amendment or modification of this Agreement.

- 12.5. Force Majeure.** Subject to the further provisions of this Section, any delays or failures by either party hereto in the performance of the obligations hereunder shall be excused if and to the extent such delays or failures are caused by occurrences beyond such party's reasonable control, including, without limitation, acts of God, strikes or other labor disturbances, war, whether declared or not, sabotage, and/or any other cause or causes, whether similar or dissimilar to those herein specified, which cannot reasonably be controlled by such party. The period of excused performance pursuant to the foregoing shall be (and only shall be) the actual period during which such an occurrence continues. Accordingly, neither party hereto shall have the right to terminate this Agreement for cause on account of a failure of the other party timely to perform its obligations hereunder during the period of such excused performance pursuant to the foregoing.
- 12.6. Federal Government End Use Provisions.** BizLibrary provides the Services, including related software and technology, for ultimate federal government end use solely in accordance with the following: Government technical data and software rights related to the Services include only those rights customarily provided to the public as defined in this Agreement. This customary commercial license is provided in accordance with FAR 12.211 (Technical Data) and FAR 12.212 (Software) and, for Department of Defense transactions, DFAR 252.227-7015 (Technical Data – Commercial Items) and DFAR 227.7202-3 (Rights in Commercial Computer Software or Computer Software Documentation). In the event that a government agency may need rights not conveyed under these terms, it must negotiate with BizLibrary to determine if there are acceptable terms for transferring such rights, and a mutually acceptable written addendum specifically conveying such rights must be included in any applicable contract or agreement.
- 12.7. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri, as if performed wholly within the state and without giving effect to the principles of conflict of law. Any legal actions or proceeding arising under this Agreement will be brought exclusively in the federal or state courts located in St. Louis, MO and the parties hereby consent to personal jurisdiction and venue therein.
- 12.8. Client Reference and Case Study.** Either party may include the other's name and logo in client or vendor lists including those client or vendor lists used in press releases. Client also agrees to consider the following upon reasonable request: (i) serving as a reference or hosting onsite reference visits; (ii) collaborating on press releases announcing or promoting the relationship upon completion of the initial phase of the project with the help of the BizLibrary marketing team; and (iii) collaborating on case studies or other marketing collateral as Client realizes a return on investment following successful deployment with specific metrics around time and cost savings along with business impact in a white paper.
- 12.9. Survival.** The parties' rights and obligations under Sections 4, 5, 6, 8, 9, 11 and 12 shall survive the termination of this Agreement for any reason.
- 12.10. Notices.** All notices required or contemplated by this Agreement shall be in writing. Notices from Client to BizLibrary shall be delivered or mailed to **Business Training Library, Inc., 14500 S Outer Forty Suite 500, Chesterfield, MO 63017**, or emailed to **accounting@bizlibrary.com** and notices from BizLibrary to Client shall be delivered or mailed to Client at the address given in a signed Order Form. Any notice to be given or served hereunder by either party shall be deemed given and received hereunder when delivered personally, emailed, sent by nationally recognized overnight delivery service, or three (3) days after being mailed certified mail, postage prepaid, to Client or BizLibrary in accordance with this Section.

## EXHIBIT A

### SERVICE LEVEL AGREEMENT

1. **Uptime Commitment.** BizLibrary will use commercially reasonable efforts to ensure that the Services will be available at least 99% of the time, as measured by calendar month, subject to the exclusions set forth below and also excluding scheduled downtime and any time necessary to implement any updates, upgrades or other modifications to the Services (“Uptime Commitment”). BizLibrary will use commercially reasonable efforts to minimize the effect of such maintenance on the Services.
2. **Exclusions.** The Uptime Commitment shall not apply in the event of any causes beyond the control of BizLibrary or its hosting provider, including, without limitation, interruption or failure of telecommunication or digital transmission links, hostile network attacks, network congestion, denial of service attacks, failure of the Internet generally, any actions or inactions of Client or any third party, or other failures.
3. **Service Credits.**

- 3.1 If BizLibrary fails to meet the required Uptime Commitment in a particular calendar month, Client shall be entitled (as its sole and exclusive remedy) to a credit as set forth below (each an “Uptime Credit”). Any Uptime Credit issued for a particular calendar month will be calculated as a percentage of the actual subscription fees for such month and will be determined as follows:

<u>Actual Uptime Percentage</u>	<u>Uptime Credit %</u>
≥99%	0% of monthly subscription fee
95-99%	5% of monthly subscription fee
90-95%	10% of monthly subscription fee
<90%	20% of monthly subscription fee

- 3.2 BizLibrary will provide Client with information to permit Client to determine whether the Uptime Commitment has been achieved, and Client agrees that only measurements provided by BizLibrary shall be used for calculation. Any applicable Uptime Credit will be issued as a credit against future subscription fees or, if no additional subscription fees are payable when the Agreement terminates, will be provided to Client in the form of a refund paid within thirty (30) days after the effective date of termination. All requests for credits must be received within seven (7) days after the end of the calendar month during which such credit accrued.





BY ACCEPTING THIS AGREEMENT, CLIENT AGREES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE SERVICES.

**BIZLIBRARY**

By: Andrew Pichee  
Printed Name: Andrew Pichee  
Title: VP Finance & Operations  
Date: 11/04/2019

**CLIENT (name and address):**

Career Source Central Florida

By: Pamela Nabors  
Printed Name: Pamela Nabors  
Title: President / CEO  
Date: November 4, 2019

## **Addendum to Agreement between CSCF and BizLibrary, dated 11/4/19**

### **CareerSource Central Florida Contractor General Provisions, Certifications and Assurances**

CareerSource Central Florida will not award a contract where the contractor has failed to accept the General Provisions, Certifications and Assurances contained in this section. This contract addendum ensures the inclusion and acknowledgement of the required Federal and State contracting and purchasing requirements which must be included in Workforce Board of Central Florida, d/b/a CareerSource Central Florida's (CareerSource) vendor agreements. This addendum will not extend the contract period or increase the contract amount described in the original agreement. CareerSource Central Florida is required to provide its vendors with the GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES contained.

This Addendum is part of the attached Agreement by and between CareerSource Central Florida (CareerSource) and BizLibrary (Contractor or Vendor) for services described: utilization of the BizLibrary Collection to increase knowledge and leadership development of CareerSource Central Florida's employees, dated 11/4/19 attached hereto. In consideration of the mutual covenant and stipulations set forth in the contract and Addendum herein, the parties hereby agree as follows:

#### **1. COMPLIANCE WITH POLICIES AND LAWS**

The warranty of this Section specifically includes compliance by Contractor and its subcontractors with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the Workforce Innovation and Opportunity Act (WIOA), the Workforce Innovation Act of 2000, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement. 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. Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7, the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.

#### **2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS**

Contractor certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement, in accordance with 29 CFR Part 98. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

#### **3. NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS**

As a condition of funding from CareerSource under Title I of the WIOA, Contractor assures that it will comply fully with the following:

- 1) Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- 2) Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- 3) Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.
- 4) The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
- 5) Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- 6) 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

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immigrant authorized to work in the United States or Participation in any WIOA Title I financially assisted program or activity.

- 7) The American 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.
- 8) Equal Employment Opportunity (EEO): The Contractor agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors 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, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.
- 9) Contractor also assures that it will comply with 29 CFR Part 38 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 Contractor makes to carry out the WIOA Title I-financially assisted program or activity. Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

### **4. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS**

Clean Air and Water Act: When applicable, if this Contract is in excess of \$100,000, Contractor shall 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). The Contractor shall report any violation of the above to the contract manager. Energy Efficiency: The 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 the Energy Policy and Conservation Act (Public Law 94-163).

Contractor will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in 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). The Contractor will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C 6962).

### **5. CERTIFICATION REGARDING LOBBYING AND 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 contract execution, complete the Certification Regarding Lobbying Form.

### **6. CONFIDENTIALITY**

It is understood that the Contractor shall maintain the confidentiality of any information, regarding CareerSource 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 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. 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.

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

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.

## **8. MONITORING**

At any time and as often as CareerSource, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector General of the United States and the State of Florida, or their designated agency or representative may deem necessary, Contractor shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpts or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. The above referenced records shall be made available at the Contractor's expense, at reasonable locations as determined by CareerSource. Contractor shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from CareerSource.

## **9. PUBLIC ANNOUNCEMENTS AND ADVERTISING**

Contractor agrees that 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.

## **10. PUBLIC ENTITY CRIMES**

Contractor shall comply with subsection 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.

## **11. 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.) 103-277, the Contract shall not permit 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.

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

This modified agreement may be terminated as follows:

1. 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.
2. Either party may terminate this modified agreement at any time that it is determined that the other party fails to comply with the provisions of this modified agreement.
3. Written notification of termination must be by registered mail, return receipt requested.

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If Contractor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to the CareerSource Central Florida Consortium of Elected Officials, 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, both parties shall be liable to the other for damages sustained for any breach of this modified agreement, including court costs and attorney fees. In all events, Contractor's aggregate liability for claims relating to this modified agreement, shall be limited to the amount actually paid by CareerSource Central Florida in the preceding twelve (12) months.

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.

IN WITNESS WHEREOF, Contractor and Client have caused this Agreement to be duly executed as of the date set forth below.

APPROVED BY: CAREERSOURCE CENTRAL FLORIDA

BY: Paul Niles

Pamela Nabors, President & CEO  
Printed Name of Client Representative

Duly authorized for and on behalf of  
CareerSource Central Florida

APPROVED BY: BizLibrary

BY: Andrew Pichee

Printed Name of Contractor Authorized Representative

Duly authorized for and on behalf of

BizLibrary

# Signature Certificate



Document Reference: RAVFASJM7KCZL93DY2BWE9

**RightSignature**  
Easy Online Document Signing



Andrew Pichee  
Party ID: 8PR34XJSI2Z6N4NNMWTFMZ  
IP Address: 147.0.19.130  
VERIFIED EMAIL: apichee@bizlibrary.com

Electronic Signature:

*Andrew Pichee*

Multi-Factor  
Digital Fingerprint Checksum

5d824e91e5752b8a5e77089f96c878b23f5e0883



## Timestamp

2019-11-04 14:41:03 -0800

2019-11-04 14:41:02 -0800

2019-11-04 14:39:46 -0800

2019-11-04 14:15:15 -0800

## Audit

All parties have signed document. Signed copies sent to: Andrew Pichee and Andy White.

Document signed by Andrew Pichee (apichee@bizlibrary.com) with drawn signature. - 147.0.19.130

Document viewed by Andrew Pichee (apichee@bizlibrary.com). - 147.0.19.130

Document created by Andy White (awhite@bizlibrary.com). - 12.170.219.26



This signature page provides a record of the online activity executing this contract.