

**VENDOR CONTRACTOR AGREEMENT NO. OPS OCP 1920-7027**  
**BY AND BETWEEN**  
**CAREERSOURCE CENTRAL FLORIDA**  
**390 North Orange Ave. Suite 700, Orlando, FL 32801**  
**AND**  
**Career EDGE, LLC**

Central Florida Regional Workforce Development Board, Inc. hereinafter referred to as "CareerSource Central Florida" desires to enter into this Vendor Contractor Agreement (Agreement") with **Career EDGE, LLC** (Contractor) providing among other things for Contractor's services to CareerSource Central Florida. 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 **October 3, 2019** and shall end on **June 30, 2020** subject to the provisions outlined in this Agreement. However, Contractor shall be obligated to perform such duties as would normally extend beyond this term, including but not limited to obligations with respect to indemnification, audits and reporting as applicable. CareerSource Central Florida reserves the right to negotiate for continued services with Contractor for an additional two years depending upon Contractor's performance and funding availability at the sole and absolute discretion of CareerSource Central Florida. Each year CareerSource Central Florida will evaluate the effectiveness of Contractor's performance and determine if the Agreement should continue.

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

This Agreement is made and entered into by and between CareerSource Central Florida and Contractor for the provision of services in accordance with **Attachment A - Statement of Work** and **Attachment B - Payment Terms** 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.

By signing below, the parties agree to comply with all the terms and provisions of this Agreement and its corresponding attachments.

Approved by:

Central Florida Regional Workforce Development Board, d/b/a CareerSource Central Florida



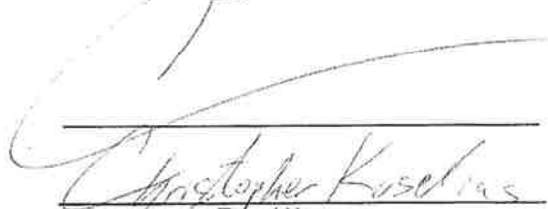
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Pamela Nabors  
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President and CEO  
Title

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10/3/19  
Date

Approved by:

Career EDGE, LLC



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Christopher Kuselmas  
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CEO  
Title

\_\_\_\_\_  
10/3/19  
Date

STATEMENT OF WORK

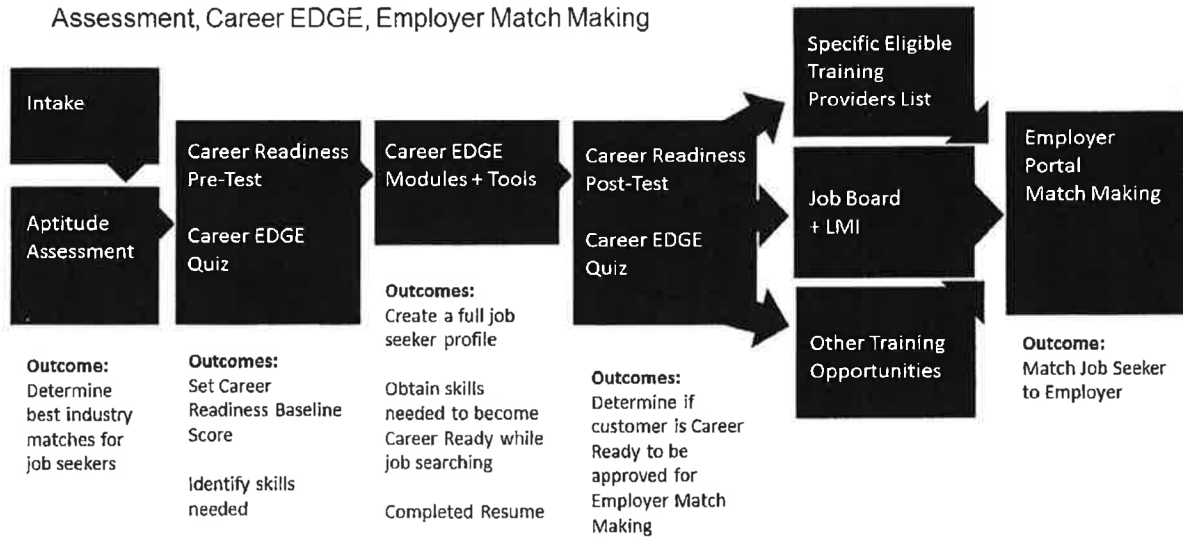
**OVERVIEW**

Career Source Central Florida (CSCF) is engaging Contractor to provide access to a customizable online portal that will allow customers to access the items shown in the graphic below.

All customers will first complete an Assessment that will then direct them to Training Providers and Opportunities, Job Postings, and Labor Market Information. After receiving this information, they will also be able to access the Career EDGE Modules and Tools where their proficiency is measured through competency-based quizzes. After completing the Career EDGE Resume Builder, job seekers will be able to publish their resume to our Employer Match Making system. This area of the portal allows employers to login and keyword search for candidates that they would be interested in offering a position to.

**Job Seeker Flow**

Assessment, Career EDGE, Employer Match Making



Contractor will provide access to CSCF and its customers, during the term of this agreement, to CAREER EDGE content and tools described below:

- Career EDGE Portal

The Career EDGE Portal is an online Learning Management System that hosts content and tools, which enhance the user experience from orientation to job placement resulting in greater retention, participant satisfaction, and higher placement rates.

- Administrative Reporting

The Career EDGE Administrative dashboard allows CSCF to monitor customer, staff, and employer progress, warehouse resumes and ePortfolios, track progress, and capture employment information. All data captured will be owned by CSCF.

- Resume Builder

Participants can easily create a resume by following the guided instructions in the Career EDGE Resume Builder. Select from a library of Contractor templates or your organizational favorite. Upon completion, the resume is available for download and ready to send to potential employers.

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## ATTACHMENT A

- Mock Job Application

Research shows many job applications are being filled out incorrectly and are eliminated before an interview is offered. Before a CSCF job seeker completes a live application, this service allows them to work through a simulation with video instruction and tips for common mistakes.

- Business Plan Builder

For participants looking to start their own business or take on a large project for their employer, the Business Plan Builder provides a step-by-step process for building an effective business plan and capturing information often overlooked by new entrepreneurs.

- ePortfolio

The ePortfolio serves as a place for participants to capture their Professional Toolkit items: Resume, Work Experience, Cover Letter, References, Videos, Certifications and Licenses.

This ePortfolio will also act as an online profile for participants to be able to brand themselves for a potential employer and to view their information.

Other Tools Include:

- Reference List
- Cover Letter Builder
- Thank You Letter Builder
- Interview Simulation Trainer
- Guide to Writing a Mentor Letter

- Career EDGE Content

EDGE users will be led through a series of videos and exercises and will then complete a quiz. Upon completion, participants will receive a certificate of completion and a badge to add to their ePortfolio. Users can access all Career EDGE modules on topics such as Social Media, Interviewing techniques, and On the Job Success.

All Career EDGE content is proprietary, copy written, and is the intellectual property of contractor. All content provided by CSCF and its customers shall remain the property of CSCF.

### Illustrative topics from the Career EDGE content library.



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- Staff Training

Contractor will provide staff training for all CSCF staff on how to use all aspects of the Career EDGE Portal and Content. This training is provided in person and online through webinar and video tutorials. Contractor will assign subject matter experts to provide this dynamic staff training with the objective of engaging the staff in the program and making sure they know how to use the site. Certain staff will also have administrative access and will be trained by Contractor on how to generate reports and view participant activities on the site.

Contractor will introduce the Career EDGE content by giving staff an overview followed by an in-depth training on particular modules and exercises. By having CSCF staff complete some of the Career EDGE modules, they will be able to better understand the value of the program and how beneficial it will be for their participants.

- Data Archiving Tools

Contractor will retain ownership of the content and tools utilized by CSCF's job seekers and staff. However, data and files that users upload to the Contractor's system are owned by CSCF and can be extracted and/or downloaded at any time by CareerSource's master administrators. These files can also be accessed by an SFTP data dump for easy file transfer.

CONFIDENTIAL & PROPRIETARY INFORMATION

Contractor and its employees, agents, or representatives shall not, at any time or in any manner, either directly or indirectly, use for personal benefit, divulge, disclose, or communicate in any manner any information that is proprietary to or that should reasonably be considered to be confidential by "Career Source Central Florida" and its employees, members or agents. This includes the identity of any Career Source Central Florida member and/or the member's family.

Contractor shall hold all information communicated by Career Source Central Florida, whether written, oral or visual, including Career Source Central Florida information observed, seen, or heard by Contractor while performing services for Career Source Central Florida (the "Confidential Information"), in strict confidence and will not disclose, distribute, disseminate or copy the Confidential Information, or any documents or information derived therefrom, in any way to any third party, without Career Source Central Florida's prior written approval. This provision shall survive any termination or expiration of this Agreement. Upon termination or expiration of this Agreement for any reason, Contractor will immediately return to Career Source Central Florida all property or other items in its possession, including all copies thereof, relating directly or indirectly to any Career Source Central Florida confidential or proprietary information. Contractor further agrees that all still and video photography using any medium whatsoever that is taken of Career Source Central Florida members, at ANY Career Source Central Florida event (the "Career Source Central Florida Images"), is considered confidential and proprietary information.

Further, Contractor and all its employees, contractors, vendors and other associated/related parties agree that they shall not under any circumstances use, publish, distribute, sell, trade or make available any Career Source Central Florida Images. Contractor understands that CareerSource Central Florida events (including Career Source Central Florida social events) are private, and Contractor agrees that Contractor, its employees, contractors and other associated/related parties will not mention Career Source Central Florida, or anything about the Career Source Central Florida event attended by Contractor (including any Career Source Central Florida events connected in any way to the Career Source Central Florida event attended by Contractor) in any medium without Career Source Central Florida's prior written consent, which Career Source Central Florida may grant in its sole and absolute discretion.

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**PAYMENT TERMS**

Contractor shall invoice CSCF, in accordance with PAYMENT TERMS outlined within this Attachment. Note that business related travel expenditures, including mileage, hotel accommodations, food, and beverages are not reimbursable under this Contract, regardless of purpose.

This is a cost reimbursable Contractor Agreement. The total cost reimbursement to be paid to Contractor for services under the term of this Contract shall not exceed the total amount stated for number of users and annual license price in the table below, unless otherwise authorized by CSCF in a written amendment to this Contract.

Pricing is based on customization, content selected, and individual users. Each unique user is identified by his or her chosen email address. Note, each time a new email is registered on the portal, this counts as one (1) new user.

Career EDGE Portal	Number of Users	Annual License Price
<p><b>Base Year</b> (Prorated: October 3, 2019 - June 30, 2020)</p>		
<p>Staff Training for 5 locations, Leaders Meetings, Customization, System Implementation (Base Year Only, \$25,000)</p> <p>Includes: Content Modules, Tools, Backend/Admin, Full Reporting, Support and Maintenance (\$50,000)</p>	Up to 5,000	<p>\$75,000 (NOTE: Quoted price will be prorated to 9 months, as listed in the Payment Terms below.)</p>

Contractor shall submit invoices to facilitate payments in accordance with payment schedule indicated below. Invoices shall be transmitted electronically by email to [accountspayable@careersourcecf.com](mailto:accountspayable@careersourcecf.com). Payment shall be payable by CSCF to Contractor within fifteen (15) days of invoice receipt.

Deliverables and Terms	Payment Due
<p>Initial Set-Up of Services, which includes but is not limited to Staff Training for 5 locations, Leaders Meetings, Customization, System Implementation. Invoice will also include payment of services for October 2019.</p> <p>Invoice #1 is due after startup date of October 3, 2019, and will include startup cost of \$25,000 and October 2019 monthly service fee of \$4,167.</p>	\$29,167.00
<p>Monthly continuation of Contractor's content and tools, which includes but is not limited to Content Modules, Tools, Backend/Admin, Full Reporting, Support, and Maintenance. Supporting Documentation should include at a minimum: monthly user count and total user count.</p> <p>Invoices for monthly services, each totaling \$4,167, will be due by the first of each month, during the period of November 1, 2019 – June 1, 2020.</p>	\$33,336.00
<b>TOTAL PAYMENTS</b>	<b>\$62,503.00</b>

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PRICE OPTIONS FOR ANNUAL LICENSE RENEWAL  
PRICING BASED ON NUMBER OF USERS

Career EDGE Portal Options	Number of Users	Annual License Price
<b>Renewal – Year 1</b> (July 1, 2020 - June 30, 2021)	Up to 5,000	\$50,000
Includes: Content Modules, Tools, Backend/Admin, Full Reporting, Support and Maintenance	Up to 7,500	\$75,000
	Up to 10,000	\$100,000
<b>Renewal – Year 2</b> (July 1, 2021 - June 30, 2022)	Up to 5,000	\$50,000
Includes: Content Modules, Tools, Backend/Admin, Full Reporting, Support and Maintenance	Up to 7,500	\$75,000
	Up to 10,000	\$100,000

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**CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES**

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

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

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

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

Where the prospective Contractor is unable to certify to any of the statements in this certification, such prospective Contractor shall attach an explanation to this proposal (or plan).

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

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

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

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

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

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

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

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the grant applicant assures that it 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;

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## ATTACHMENT C

- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

### IV. ACCESS TO RECORDS

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

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

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

### VI. PROVISION AGAINST ASSIGNMENT

Contractor shall not subcontract any of the services named in this modified agreement. No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the Board. Approval does not relieve Contractor from this modified agreement.

### VII. DAVIS-BACON ACT

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

### VIII. CONSTRUCTION OR 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.

### IX. AMERICANS WITH DISABILITIES ACT

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

### X. EXECUTIVE ORDER 11246

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

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

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

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

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

**XIII. ENERGY EFFICIENCY**

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

**XIV. ENVIRONMENTAL STANDARDS**

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

- a. Institution of quality control measures under the National Environmental Policy Act of 1969 (P.L.91-190) and Executive Order (EO11514);
- b. Notification of violating facilities pursuant to EO 11738;
- c. Protection of wetlands pursuant to EO 11990;
- d. Evaluation of flood plains in accordance with EO 11988;
- e. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.)
- f. Conformity of Federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U. S. C. 7401 et seq.);
- g. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and
- h. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

**XV. INTEGRITY**

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

**XVI. PUBLIC ANNOUNCEMENTS AND ADVERTISING**

When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part with Federal money, all Contractors receiving Federal funds, shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.

**XVII. MODIFICATIONS**

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

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

The Board may unilaterally modify this modified agreement at will to accommodate any change in the federal or state programs, under which this modified agreement is funded, any change in the interpretation of the federal or state

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

**XVIII. TERMINATION FOR DEFAULT/CONVENIENCE**

This modified agreement may be terminated as follows:

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

If Contractor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to 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, Contractor shall be liable to the Board for damages sustained for any breach of this modified agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

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

**XIX. COMPLIANCE WITH TANF**

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

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

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

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

**XXI. PUBLIC ENTITY CRIMES**

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

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**XXII. THE PRO-CHILDREN ACT**

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

**XXIII. CONFIDENTIALITY**

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

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## Career EDGE Youth Programs & Partnerships

The Career EDGE has partnered with education institutions, American Job Centers and youth programs for more than a decade helping young adults achieve their goals in/out of school, in career and in life. The outcomes are possible because of the Career EDGE content, tools and platforms that is integrated throughout their student life-cycle, career and/or internship journey.

Career EDGE is currently being utilized in numerous ways throughout a youth program, this includes:



### **Online Application for Summer Internships**



### **Online Orientation Modules (Videos, Exercises, Workshops) for Summer Internships**

- **Student Success and Student Retention in School**
- **Professional Development throughout Internship**
- **Upward Mobility Post Internship or Graduation**
- **Online Timesheets for Tracking Hours on Worksite**
- **Alumni Community to Connect Graduates with Resources Post Program**

These features allow youth programs to save time and money by streamlining in person services or eliminating manual/paper data entry. These systems also allow for automatic processes to take over in order to send reminder emails to participants, staff, and employers about tasks that are due. We are also able to proactively send inspirational/motivational messages, and best practices for where they are currently located in the job search or internship process.

Over the past two decades Career EDGE content has been written and presented by career coaches to youth, adults, and employers with knowledge of the exact barriers that these populations face. Knowing the youth audience, Career TEAM understands the need for a tool that is engaging, mobile friendly, able to keep their attention and provide the life lessons that can last throughout their careers. Career EDGE content and tools have been written into higher education and high school programs across the country to help develop a student's soft skills while they are receiving the hard/technical skills from their instructors. Our content and tools have been delivered to over 250,000 people and is currently be taught on more than 300 campuses.

### **Curriculum Development & Implementation Support**

Career TEAM includes access to an instructional design team that fully integrates the Career EDGE content into your existing programs, or can help you to develop new and cutting-edge courses. We begin our process by mapping our content to your learning objectives and outcomes. Next, we work closely with your team to develop engaging, step-by-step lesson plans that instructors of all types can utilize and adapt to their unique teaching styles. We provide your faculty with all teaching assets needed to successfully deliver the content. Additionally, we provide in-person and on-demand training for your staff. Career TEAM is engaged with each division of your organization from intake/enrollment, assessment and launch to job search, placement, and retention.

Our instructor resources include:

- **Instructor Resource manuals**
- **Video Tutorial Training**
- **On Demand Training & Support**
- **PowerPoints**
- **Competency Based Quizzes**
- **Classroom Discussions**

The following Case Studies and Customer Spotlights showcase how the Career EDGE has been successfully used with different youth populations.

## 1. Case Study

# Washington DC Department of Employment Services

Marion Berry Summer Youth Employment Program

Career TEAM has partnered with the District's Youth Program in order to serve over 20,000 of their youth. As one of the nation's most successful youth programs, Career TEAM is excited to offer the Career EDGE modules and tools along side DC's orientation. Career TEAM has converted their orientation to be mobile friendly so that youth can take it anytime and anywhere! Youth are now more engaged and better prepared for their internships.



### CAREER EDGE USER RATINGS

- DC Summer  
Youth Employment  
Program



### COMPLETED EDGE ON MOBILE DEVICE

- DC Summer  
Youth Employment  
Program



### CAREER COMPETENCY GAINED

- DC Summer  
Youth Employment  
Program

## 2. Customer Spotlight

### Gurnick Academy of Medical Arts

Gurnick Academy of Medical Arts partnered with Career TEAM to create a customized portal for youth, alumni and employer partners. Gurnick utilizes all content and tools but they also created a community portal for youth and alumni to access articles, apply for jobs, and register for school events like an Alzheimer's Walk pictured below.



**JOB PLACEMENT  
BENCHMARK  
EXCEEDED**

- Gurnick Academy  
of Medical Arts



The Career EDGE Alumni Community Portal is used to engage alumni from your organization in order to keep them engaged and involved with their program. The live feed on their portal provides information and connections that are relevant to their location, program, and graduation year. It also allows them to find and connect with their fellow alumni.

Gurnick also utilizes the Career EDGE Employer Portal. Gurnick employer partners can login to a private network and search through approved student and alumni resumes. Gurnick staff approves all student resumes before they become searchable by employers. Once approved, employers can search, save, and contact students through their assigned Career Services Advisor. In addition, they can post a position, article, or browse through content.

### 3. Case Study

## College of Healthcare Professionals

This institution was struggling with placement goals for a new online program. There were 600 students in the pilot group. Career Services was spending too much time with one on one coaching, and did not have bandwidth to cultivate employer partnerships. The goal: Reduce individual coaching time by leveraging Career EDGE to increase student preparedness (students were assessed on a scale from 1-5: 1 = completely lacking/inappropriate, 3 = meets expectations, and 5 = exceptional/promotion ready). This would increase Career Services time spent with Employers and eliminate the need for additional headcount.

#### Results:

Activity	Hours	Number of Sessions	Student Preparedness (1-5)
Resume Writing	1.84 hours less per student w/ EDGE	2.33 less per student w/ EDGE	3.22 point increase in preparedness w/ EDGE
Interview Preparation	1.17 hours less per student w/ EDGE	1 less per student w/ EDGE	1.67 point increase in preparedness w/ EDGE
Mock Interviews	1.33 hours less per student w/ EDGE	.66 less per student w/ EDGE	2 point increase in preparedness w/ EDGE
Misc. Coaching	1 hour less per student w/ EDGE	1 less per student with EDGE	1.67 point in preparedness w/ EDGE

#### Before Career EDGE

Activity	Hours	Number of Sessions	Student Preparedness (1-5)
Resume Writing	2.5	2.66	1.33
Interview Preparation	2.5	2.66	1.66
Mock Interviews	2.66	1.66	1.66
Misc. Coaching	2.33	2	1.66

#### After Career EDGE

Activity	Hours	Number of Sessions	Student Preparedness (1-5)
Resume Writing	.66	1	4.55
Interview Preparation	1.33	1.66	3.33
Mock Interviews	1.33	1	3.66
Misc. Coaching	1.33	1	3.33



School was hearing from Advisory Boards and Employers that students were lacking soft-skills. In addition to improving retention/placement rates, they also assessed soft-skills on a scale of 1-5 (1 = completely lacking/inappropriate, 3 = meets expectations, and 5 = exceptional/promotion ready). The soft-skills assessed included: Motivation, Communication, and Attitude.

**Results:**

**Before Career EDGE**

Soft Skill Evaluation	Scale 1-5
Motivation	1.33
Communication Skills	1.33
Attitude	1.66

**After Career EDGE**

Soft Skill Evaluation	Scale 1-5
Motivation	4
Communication Skills	3.33
Attitude	3.33

**4. Customer Spotlight**

**Michigan Works**

Kalamazoo Michigan – Youth Opportunities Unlimited

Kalamazoo, Michigan’s youth program utilizes the Career EDGE Modules and has created a custom summer internship application and timesheet system; a conversion from hard copy paper signatures to fully automated and digital time sheets, reporting, and document/data storage.

