



**CONTRACT NO: OPS GSA 19-20-7028
CONTRACT MODIFICATION NO. 1**

**CONTRACT BETWEEN
CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC. – REGION 12
d/b/a CareerSource Central Florida (CSCF)
AND
It's About Leadership, LLC**

EFFECTIVE DATE OF CONTRACT: October 3, 2019 – June 30, 2021

DESCRIPTION OF CHANGE: The purpose of Modification No. 1 to Contract No. OPS GSA 19-20-7028, Contract Between CareerSource Central Florida and It's About Leadership, LLC is to:

- Extend the end date of the contract's term from October 31, 2020 to June 30, 2021.
- Include revised schedules of various completion dates and deliverables.

OTHER CHANGES INCLUDED IN THIS MODIFICATION ARE AS FOLLOWS:

- On Page 1, Section 1. Term
 - Revise the first paragraph to read:
The term of this Agreement shall commence on October 3, 2019 and shall end on June 30, 2021, 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 and Contractor agree to extend this contract beyond the typical twelve month term, to twenty-one (21) months, due to the purposes served under **Attachments A and A-1**. CareerSource Central Florida will evaluate the effectiveness of Contractor's performance and determine if the Agreement should continue.
- On Page 2, Attachment A – Statement of Work
 - Replace this page with the revised **Attachment A-1 – Statement of Work for CSCF (Effective November 1, 2020)**.
- On Page 3, Attachment B – Payment Terms
 - Replace this page with the revised **Attachment B-1 – Deliverables for CareerSource Central Florida (Effective November 1, 2020)**.

No other changes are authorized by this modification.

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have caused their proper and duly authorized officers to execute and deliver this modified agreement.

IT'S ABOUT LEADERSHIP, LLC

BY: Patricia Sciarappa
Signature
Patricia Sciarappa, President

CAREERSOURCE CENTRAL FLORIDA

BY: Pamela Nabors
Signature
Pamela Nabors, President and CEO

Note: Unless otherwise stated, regardless of the date this modification is signed, it shall be effective November 1, 2020.



It's About Leadership, LLC
Statement of Work for CareerSource Central Florida

This Scope of Work Proposal represents a commitment between **CareerSource Central Florida** (the client) and It's About Leadership, LLC (IAL) for the following services that will be delivered by IAL.

Consulting Support for Continuous Improvement & Excellence
November 2020 through June 2021

- A. **PURPOSE:** To assist the organization in preparing for its 2021 Governor's Sterling Award site visit and planning for its continuum of performance excellence.
- B. It's About Leadership will provide ongoing consulting as defined in the attached **Deliverables for CareerSource Central Florida** to assist in preparing for its virtual site visit and using the feedback for planning the future.
- C. **KEY TASKS:**
 - Work with Client to ensure continued access to ongoing files on the CSCF share drive and virtual meetings.
 - Work with the Client to prepare additional documents and results needed for site visit and fill short-term achievable gaps.
 - Continue to identify data sources and measures to track to assess effectiveness and efficiency of the organization and individual processes.
 - Work with Client to develop site preparation activities for leadership and staff.
 - Work with Client to learn from Process/Results calls and identify key opportunities.
 - Work with Executive Leadership to analyze strengths and opportunities for improvement from the Sterling Feedback Report, prioritize strategic opportunities, leverage strengths, and integrate to strategic planning recommendations to present to the Board of Directors.
- D. **SUMMARY OF FEES:** Total engagement fee including expenses as described below:
 - Professional Fee for full contract is \$20,500
 - Schedule of payments to be made by electronic funds transfer (EFT).
 - Due December 18, 2020 - \$4,000
 - Due February 12, 2021 - \$6,000
 - Due April 16, 2021 - \$6,000
 - Due June 25, 2021 - \$4,500

Deliverables for CareerSource Central Florida

Service Milestones provided by It's About Leadership, LLC to CareerSource Central Florida
from November 2020 to June 2021

This agreement will not exceed \$20,500 for the period beginning November 1, 2020 and ending June 30, 2021.

Deliverable Number	Documentation/Services	Anticipated Due Date	Amount
1	<ul style="list-style-type: none"> Complete reviews of GSA new documents and results and complete six virtual consultation meetings. Participate in Business Overview call & provide information and strategies to address gaps. Consultation & review on LMS Key Sterling System modules. 	December 18, 2020	\$4,000
2	<ul style="list-style-type: none"> Consultation & review of CSCF In-Brief Presentation. Completion of three virtual consultation meetings to plan and review Process/Results call preparation, and Focus Group deployment checks. Completion of five consultation meetings to debrief Sterling Process/Results Interview calls. 	February 12, 2021	\$6,000
3	<ul style="list-style-type: none"> Consultation on final virtual site visit preparation. Completion of virtual consultation site visit debriefing daily calls during site visit. Develop draft action plan to address opportunities cited in Sterling Out-Brief. 	April 16, 2021	\$6,000
4	<ul style="list-style-type: none"> Consultation on analysis of Sterling Feedback Report strengths and opportunities for improvement, and prioritization, and recommendations to the Board of Directors for integration in the strategic plan. 	June 25, 2021	\$4,500

TOTAL (NTE)	\$20,500
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BUDGET

Total Not-to-Exceed Contract Values for Base Contract and Option Period #1 are as follows:

Option	Amount	Contract Period
Base Contract Value	\$ 29,650.00	October 3, 2019 – October 31, 2020
Option Period #1 Contract Value (with Mod #1)	\$ 20,500.00	November 1, 2020 – June 30, 2021
<u>TOTAL NOT-TO-EXCEED CONTRACT VALUE</u>	<u>\$ 50,150.00</u>	<u>NTE</u>