



CareerSource  
CENTRAL FLORIDA

CONTRACTOR AGREEMENT NO: OPS TEMP 1819-7025  
CONTRACT MODIFICATION NO. 03

CONTRACT BETWEEN  
CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC. – REGION 12  
d/b/a CareerSource Central Florida  
And  
MANPOWER INC.

CONTRACTOR AGREEMENT PERIOD OF PERFORMANCE: May 6, 2019 – June 30, 2022

**DESCRIPTION OF CHANGE:** The purpose of Modification No. 03 to Contractor Agreement OPS TEMP 1819-7025 between Central Florida Workforce Board – Region 12 d/b/a CareerSource Central Florida and Manpower Inc. (formerly JMark of Central Florida, Inc. d/b/a Manpower) is to:

- Extend this Agreement for an additional year through June 30, 2022.
- Add revised ATTACHMENT B, PAYMENT TERMS, effective March 15, 2021 to implement new state of Florida SUTA rates. Note that the previous ATTACHMENT B, PAYMENT TERMS, effective July 1, 2020 is no longer in effect for activity after March 14, 2021 and is hereby superseded by ATTACHMENT B, PAYMENT TERMS, effective March 15, 2021.

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.

MANPOWER INC.

CAREERSOURCE CENTRAL FLORIDA

BY: Lisa Hancock

Signature  
Lisa Hancock, Market Principal

DATE: 4/6/2021

BY: Pamela Nabors

Signature  
Pamela Nabors, President and CEO

DATE: 4/7/2021

Note: Regardless of the date the modification is signed, this modification shall be effective March 15, 2021.

### PAYMENT TERMS

This is a cost reimbursable Vendor Contractor Agreement. Contractor shall invoice CSCF, in accordance with PAYMENT TERMS outlined within this Attachment. Note that business related travel expenditures, food and beverages are not reimbursable under this Agreement regardless of purpose. Payment Terms under this Agreement will be Net 15 Days.

#### FIVE COUNTY REGION LOCATIONS\*

Locations (ALL)
Lake
Orange
Osceola
Seminole
Sumter

\*A broad range of positions titles and locations are covered under this Agreement. As applicable, CSCF agrees to provide the position title, description, location and corresponding pay rate to Contractor as well as corresponding maximums related to work hours and/or length of time in position. Contractor shall reserve the right not to hire program participant or candidate, if Contractor deems that the individual is unsuitable for hire, for any lawful reason, by Contractor. For example:

- A. Failure to pass a Drug Screen
- B. Non-Disclosure of a Misdemeanor or Felony at time of intake

#### MARK-UP FOR WORK EXPERIENCE INTERNSHIPS & SUMMER YOUTH PROGRAMS (EXTERNAL) BASED ON MARCH, 2021 FLORIDA STATE SUTA INCREASE (+2.39%)

WORK DESCRIPTION	MARK-UP PERCENTAGE ASSOCIATED WITH PLACEMENT	WHO COVERS THE WORKERS COMPENSATION
Traditional Work Experience/Internships – CSCF Refers Candidates to Manpower	22.89%	State of Florida
Special Project Internships or Learning Experiences – CSCF Refers Candidates to Manpower – Clerical, Administrative, Professional	27.39%	Manpower
Special Project Internships – CSCF Refers Candidates to Manpower – Light Industrial or Clean Work Sites, <35 pound lift, Janitorial, Prep Cooks, Servers, etc.	29.39%	Manpower
Special Project Internships – CSCF Refers Candidates to Manpower – Light Industrial or Clean Work Sites, >35 pound lift, Machine Operators, Electrical or Gas Powered Tools	34.39%	Manpower

NOTE: Overtime Mark-Up Costs, Based on Straight Time Bill Rate is not applicable to the rates listed in this table.

#### MARK UP FOR TEMP & SPONSORED (INTERNAL)

WORK DESCRIPTION	MARK-UP PERCENTAGE ASSOCIATED WITH PLACEMENT	WHO COVERS THE WORKERS COMPENSATION
CSCF Internal Temporary Staffing – Manpower Sources Candidates	32.39%	Manpower
CSCF Internal Temporary Staffing – CSCF Sources Candidates	27.39%	Manpower

NOTE: Overtime Mark-Up Costs, Based on Straight Time Bill Rate is not applicable to the rates listed in this table.

- The above rates are comprised in part of the following costs associated with Contractor's Employer Obligations and are subject to provision of rate increases and notice of Government Requirements stated in the Agreement below: FICA, FYTA, SUTA, statutory minimums.
- **Rate Increases:** If Contractor is required to increase wage and/or payroll burden costs at any time during the term of this Agreement as a direct result of any determination, order or action by any applicable federal, state or local governmental authority or third party insured including prevailing wage and benefit requirements, or in order to meet Employer Obligations, CSCF will reimburse Contractor at cost for any such increase or equitable adjustment.
- **Notice of Government Requirements:** CSCF agrees to notify Contractor immediately whenever any Associate will perform work pursuant to a government contract covered by the Service Contract Act of 1965, The Davis Bacon Act or Related Acts or any applicable federal, state or local government requirement and to pay Contractor the price differential or equitable adjustment associated with any wage determination under such government contract.

#### **REQUIRED ADDITIONAL BACKGROUND CHECKS AND TESTING**

Required	Check or Test	Specific Requirements, if any	Cost
Yes	Criminal Record Check	SSN Trace +7-year history county criminal search	\$25.00 per employee
No	Driving Record	Not Applicable	Not Applicable
Yes	Drug Test	5 panel Urinalysis	\$5.50 per employee
Yes	Employment Verifications	Contractor will process verifications, as requested	No Fee

#### **TEMP-TO-PERM CONTRACT CONVERSION FEES**

Under this Agreement a temp-to-perm conversion fee shall be applicable should CSCF choose to hire Contractor employee. The conversion fee will be based on the amount of hours assigned Contractor's employee has worked filling a temporary CSCF internal vacancy. The conversion fees are as shown in the table below:

Hours Worked As CSCF Internal Hire	Conversion Fee Payment Due
0 -240 Hours	\$3,000
241 -480 Hours	\$1,500
481 - 640 Hours	\$500
641 Hours or greater	\$0

Contractor shall submit invoices to facilitate payments in accordance with pay points indicated below. Invoices shall be transmitted electronically by email to [accounts payable@careersourcecf.com](mailto:accounts payable@careersourcecf.com).

#### **INVOICING SUPPORT DOCUMENTATION REQUIREMENTS**

Required support documentation for submitted invoices must include the following, at a minimum:

- Copy of approved timesheets for each Associate included on submitted invoice for payment.
- Copy of background check request showing signature of Associate with date of background check.
- Copy of drug test request showing signature of Associate with date of drug test.