



**CONTRACTOR AGREEMENT NO: LAT 1920-003
CONTRACT MODIFICATION NO. 03**

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

CONTRACTOR AGREEMENT PERIOD OF PERFORMANCE: September 1, 2019 – June 30, 2022

DESCRIPTION OF CHANGE: The purpose of Modification No. 03 to Contractor Agreement No. LAT 1920-003 between CareerSource Central Florida and The Maue Center is to:

- Incorporate new work scope during Year (YR #3) renewal term of July 1, 2021 – June 30, 2022
- Add **ATTACHMENT A-2, Addendum to April 12, 2017 Letter of Agreement for Services** to incorporate new work scope during term beginning 7/1/2021 and ending 6/30/2022. **ATTACHMENT A-2** is hereby incorporated.
- Add \$46,350.00 to contract for period beginning 7/1/2021 and ending 6/30/2022.
- Correct first paragraph within ATTACHMENT B, Payment Terms for Contract Modification No. 02.
- Clarify that amended ATTACHMENT B, PAYMENT TERMS was incorporated via Contract Modification No. 02 to add \$810.00 to contract to authorize new work scope associated with **ATTACHMENT A-1**.

Modify **ATTACHMENT B, PAYMENT TERMS** via Modification No. 03 to add \$46,350.00 to contract to authorize new work scope associated with **ATTACHMENT A-2**. Modified **ATTACHMENT B, PAYMENT TERMS** for Contract Modification 3 effective 7/1/2021 covering new work scope associated with **ATTACHMENT A-2** is hereby incorporated.

OTHER CHANGES INCLUDED IN MODIFICATION NO. 3 ARE AS FOLLOWS:

Change first paragraph within ATTACHMENT B for contract modification No. 2 to read as follows:
Contractor shall invoice CSCF, in accordance with PAYMENT TERMS outlined within the Attachment. Per Modification No.02, total costs for services provided by Contractor shall not exceed \$ 45,130.00, unless otherwise authorized by CSCF in a written modification to this Agreement. Business related travel expenditures, including mileage, hotel accommodations, food, and beverages are not reimbursable under this Contract, regardless of purpose.

Within Section 1. Term, change term end date from June 30, 2021 to June 30, 2022.

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.

THE MAUE CENTER

CAREERSOURCE CENTRAL FLORIDA

BY: Carolyn Maue
Signature
Carolyn Maue, Executive Coach and Consultant

BY: Pamela Nabors
Signature
Pamela Nabors, President and CEO

DATE: July 7, 2021

DATE: July 1, 2021

Note: Regardless of the date the modification is signed, this modification shall be effective July 1, 2021.



**Addendum to April 12, 2017 Letter of Agreement for Services
CareerSource of Central Florida
Phase 7: Continued Leadership Development Coaching and Leadership Team Intervention
Carolyn Maue, President, The Maue Center**

Draft July 17, 2021

Activities: Project #6: Leadership Team Constellation and Development in Strategic Leadership

Period of Performance: July 1, 2021 – June 30, 2022

Location: Orlando, FL

Fee: The coaching/consulting fee is for the 12-month contract, to be invoiced in four (4) equal payments of the total: upon execution of this agreement (approximately July 1, 2021) and October 31, 2021, and February 28 and June 30, 2022.

Project: Support the development of members of the Executive Leadership Team in leadership competencies necessary to achieve current and future goals

EXECUTIVE LEADERSHIP TEAM DEVELOPMENT FOCUS

CareerSource of Central Florida has moved through another remarkable period in its history in FY21, transitioning the work environment first to virtual and now to blended, delivering uninterrupted services during COVID19, receiving and delivering services for the Help is Here grant, pivoting to deliver new services, increasing collaborations with Orange County, and responding changes in legislation that impact the industry. The executive team members have continued to lead uninterrupted services to a committed and devoted workforce, responding to change while keeping the organization's service delivery effective. Leadership development for the executive team in FY22 will include an opportunity for the leadership to obtain input on from others on their leadership in order to continue to build competencies essential to their leadership, through a 360-evaluation process. Leadership coaching and team development will continue to support the executive leaders responding to community needs and growth opportunities, and to continue to integrate technology solutions strategically into planning and operations.

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Project Component	Completed Activities July 2020–June 2021	Proposed Activities July 2021– June 2022	Cost 2021-22
Coaching: President/Chief Executive Officer	Meet with CEO on average once per month to support her development & decision-making in: <ul style="list-style-type: none"> • Leadership structures to assure mission, goals and growth can be accomplished • Strategy and long-term planning • Effectively leading, inspiring and communicating with the executive team, in a mixed virtual/in-person environment • Prepare for leadership of agency expansion due to \$7m grant • Technology integration and solutions • Consider implementation of 360 assessment process as part of the leadership team using the CDR 360 Assessment Tool 	Meet with CEO for a total of nine coaching sessions to support her development & decision-making in: <ul style="list-style-type: none"> • Leadership structures to assure mission, goals and growth can be accomplished • Strategy and long-term planning • Effectively leading, inspiring and communicating with the executive team, in a mixed virtual/in-person environment • Prepare for leadership of agency expansion due to additional grants • Succession planning, in coordination with Sterling processes 	Included in Individualized Leadership Coaching below
360 Online Leadership Assessment process		<ul style="list-style-type: none"> • Implement online 360 Leadership Circle Assessment with each leader, assisting in identifying and communicating with raters and taking tool themselves • In collaboration with Timothy Edris, Maue Center Coach, participate in 1.5-2 hour debrief to review and understand results 	\$9200 Includes online assessment tool for eight leaders, 1.5 -2 hour debrief for each leader by both Carolyn Maue and Timothy Edris
Individualized Leadership Development Coaching: Executive Team	<ul style="list-style-type: none"> • Coach will meet with each leader monthly, up to 12 sessions • Skill development will continue, through individualized Leadership Development Plan, including these leadership competencies listed below. • Two of those sessions will be with CEO and Coach to review the leader's development plan and progress • Consider implementation of 360 assessment process as part of the leadership team using the CDR 360 Assessment Tool 	Provide 9 sessions of coaching to 6 executive leaders (Chief Operations Officer; Chief Financial Officer; VP, Strategic Communications; VP, Innovation & Technology, VP Human Resources; VP, Strategic Business Partnerships - TBD) Continue leadership skill development building upon individualized Leadership Development Plans, based upon the leadership competencies listed below, including: <ul style="list-style-type: none"> • 9 sessions, coaching sessions over the course of one year, delivered primarily virtually • Preparation of a leadership development plan, in collaboration with the client • One check-in meeting with leader and his/her superior to review leadership development planning and progress • Scheduling of individual coaching sessions • Unlimited email, text and phone correspondence with client Proposed Coaching Schedule: <ul style="list-style-type: none"> • July – Sept: 2 sessions of coaching to each leader to continue momentum • Oct – Dec: Leadership Circle and 1.5 - 2 hour debrief, 2 coaching sessions to prepare and begin to implement leadership development plan • Jan – June: 5 coaching sessions per leader, on consolidated schedule agreed upon with coach 	\$25,700 Individual coaching for 7 leaders over 12-month period (includes CEO)

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Project Component	Completed Activities July 2020-June 2021	Proposed Activities July 2021- June 2022	Cost 2021-22
Coaching: Senior Director, Business Intelligence		From previous addendum (10 months remaining on May 1, 2021 addendum) <ul style="list-style-type: none"> • 8 coaching sessions remaining, over the course of one year, delivered virtually • One launch meeting with leader and her superiors (completed) • One check-in meeting with leader and her superior to review progress in coaching • Preparation of a leadership development plan, in collaboration with the client • Scheduling of individual coaching sessions • Unlimited email, text and phone correspondence with client 	\$4050 (remaining from previous addendum)
Executive Team Off-site Retreats	Design, implement and facilitate 2 full day leadership team meetings to: <ul style="list-style-type: none"> • Hone vision, set strategy, and discuss ways to address team challenges and barriers to success, particularly during impact of COVID19 • Prepare for leadership of agency expansion due to \$7m grant • Continue to build team effectiveness in: <ul style="list-style-type: none"> • Increased accountability • Prioritization and leadership of strategy, goals & tasks • Responsiveness to new opportunities for growth • Integration of technology solutions • Leading in a blended/virtual environment • Institute practices to assure respect and collegiality • Note: one offsite will be the Executive Leadership Team, and one will include the Directors. 	Design, implement and facilitate 2 half- day executive leadership team meetings to: <ul style="list-style-type: none"> • Review Leadership Circle Team Report and integrate information into team planning and interactions • Prepare for leadership of agency expansion due to additional grants and business partnerships • Continue to build team effectiveness in: <ul style="list-style-type: none"> • Increased accountability • Prioritization and leadership of strategy, goals & tasks • Responsiveness to new opportunities for growth • Integration of technology solutions 	\$7400 Includes \$500 Leadership Circle Team Report and 2 half day in-person retreats by two facilitators
Total Cost	\$41,160.00		\$46,350.00

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REFERENCE MATERIALS FOR THIS PROJECT**EXECUTIVE LEADERSHIP TEAM
REQUIREMENTS IN KNOWLEDGE, SKILLS, AND ABILITIES (from Revised Job Descriptions)****ANALYTICAL**

- Proficient in analyzing and evaluating performance and planning/organizing; prioritizes and plans work activities
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- Skilled in market analysis and feasibility analysis and business plan evaluation

COMMUNICATION

- Skilled in consensus building and public speaking
- Ability to communicate effectively verbally in meetings, presentations or individually with staff; communicates effectively in writing
- Provide regular performance feedback; and develop direct reports by encouraging growth and professional development

DECISIVE

- Ability to make timely decisions, exhibits sound and accurate judgment
- Ability to meet or exceed established performance goals and monitoring standards.
- Uses time efficiently and develops realistic action plans
- Ability to oversee numerous projects through direction and delegation

LEADERSHIP

- Ability to formulate, initiate, and direct operational systems, policies and procedures for effective organizational control and operations
- Ability to develop and interpret budgets, contracts, fiscal and financial reports
- Ability to effectively manage staff in planning, decision-making, facilitating and process improvement
- Demonstrates organizational values in actions, words and attitude

PROBLEM SOLVING

- Ability to synthesize complex information
- Ability to establish and maintain effective and cooperative working relationships with a diverse workforce and community

TECHNICAL

- Expert knowledge of specific area of expertise in the organization and how it applies to workforce programs and services
- Skill and proficiency in the use of Microsoft Office products (Word, Outlook, and Excel) and Internet applications

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PAYMENT TERMS

Contractor shall invoice CSCF, in accordance with PAYMENT TERMS outlined within the Attachment. Per **Modification No. 3**, total costs for services provided by Contractor shall not exceed \$46,350.00, unless otherwise authorized by CSCF in a written modification to this Agreement. Business related travel expenditures, including mileage, hotel accommodations, food, and beverages are not reimbursable under this Contract, regardless of purpose.

PROJECT TASK DESCRIPTION	Payment Due from CSCF
Phase 7 – Support the development of members of the Executive Leadership Team in leadership competencies necessary to achieve current and future goals with project steps identified within ATTACHMENT A-2 .*	\$ 46,350.00
TOTAL PAYMENTS TO CONTRACTOR (YR #3) Contract Modification No. 3	\$ 46,350.00

*Contractor will work with CSCF's President/CEO to Schedule dates and times for various activities in Phase #7

Contractor shall submit invoices to facilitate payments, for YR #3 work scope, in accordance with the schedule outlined below. Invoices shall be submitted electronically to accountspayable@careersourcecf.com. Payment shall be payable by CSCF to Contractor within 30 days of invoice receipt.

Payment Schedule	Invoice Due Date	Payment Due from CSCF
% of Total Project Cost for Phase #7	Upon Contract Execution	\$ 11,587.50
% of Total Project Cost for Phase #7	October 31, 2021	\$ 11,587.50
% of Total Project Cost for Phase #7	February 28, 2022	\$ 11,587.50
% of Total Project Cost for Phase #7	June 30, 2022	\$ 11,587.50
TOTAL PAYMENTS TO CONTRACTOR (YR #3) Contract Modification No. 3		\$ 46,350.00

Total Not-To-Exceed Contract Value for Base Contract Year #2 and Year #3 are as follows:

SUMMARY	Amount	Contract Period
Base Contract	\$ 27,000.00	September 1, 2019 – June 30, 2020
Year #2 Contract (Modification No. 1)	\$ 44,510.00	July 1, 2020 – June 30, 2021
New Work Scope (Modification No. 2)	\$ 810.00	May 1, 2021 – June 30, 2021
Year #3 Contract (Modification No. 3)	\$ 46,350.00	July 1, 2021 – June 30, 2022
TOTAL NOT-TO-EXCEED (NTE) CONTRACT VALUE	\$ 118,670.00	

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