



April 14, 2023

Mr. Joshua S. Matlock
Chief Executive Officer
CareerSource Suncoast
1112 Manatee Avenue East
Bradenton, FL 34208

Dear Josh:

This letter defines the professional services to be provided by the 26 West Entrepreneurship Center at State College of Florida, Manatee-Sarasota (herein after referred to as SCF) to CareerSource Suncoast.

Scope of Work. SCF agrees to provide the following services to CareerSource Suncoast (referred to as the Company):

- The Job Skills Training for the CareerSource Suncoast Summer Youth Program at the 26 West Center at State College of Florida on Tuesday, May 30 from 9:00 a.m. – 2:00 p.m. for 80 participants (2 cohorts).
- Design, development, and delivery of training content and weekly assignments and feedback during the six-week participant internship by Personal Branding Lab Instructor Coaches (facilitators), one per cohort. All SCF employees are required to have level 2 background checks administered through SCF Human Resources.
- Participation of Personal Branding Lab Instructor Coaches in Wrap-up Session.
- Participant access to Canvas Catalog for training content, assignments, and feedback and three months after the end of the program.

Terms: Deposit of 50% to be invoiced April 19 for payment due by April 28; the balance to be invoiced by July 17 with final payment due by July 28. Deposit is non-refundable. Invoices will be sent to accounting@careersourcesc.com. Invoice will include sign-in sheets supporting documentation of participants at workshop, job fair and wrap-up sessions.

Total Cost: \$6,807.50

Total cost is valid for 30 days.

If you are in agreement with the nature and extent of the services outlined in the Letter of Agreement, please sign below and send a copy by email to richmok@scf.edu.

Conflicts of Interest. The Company shall not hire, and shall not permit any affiliate or other person, firm or business entity with whom the Company is engaged, to hire any person who is a College employee or subcontractor performing services under this agreement, unless the College consents in writing after full written disclosure of the surrounding facts. No officer or employee of the College shall have a financial interest, direct or indirect, in this agreement unless the College consents in writing after full written disclosure of the surrounding facts.

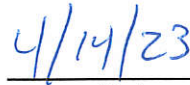
Participants. As part of our state reporting requirements, certain demographic information may be requested from the participants during registration for the class(es).

Funding Availability. Obligations of the College hereunder are subject to the availability of funds lawfully appropriated annually for its purposes by the Florida Legislature.

BY:



Dr. Todd G. Fritch
Executive Vice President and Provost
State College of Florida



Date

BY:



Joshua Matlock (Apr 14, 2023 10:45 EDT)

Joshua S. Matlock
Chief Executive Officer
CareerSource Suncoast

04/14/2023

Date



April 14, 2023

Mr. Joshua S. Matlock
Chief Executive Officer
CareerSource Suncoast
1112 Manatee Avenue East
Bradenton, FL 34208

Dear Josh:

Thank you for choosing State College of Florida. This letter defines the professional services to be provided by 26 West Center at State College of Florida, Manatee-Sarasota (hereinafter referred to as SCF) to CareerSource Suncoast.

Scope of Work

SCF agrees to provide the following services to CareerSource Suncoast at State College of Florida, 5840 26th Street West, Bradenton, FL 34207:

Meeting facilitation on the following dates:

- **Tuesday, May 30, 2023**, for 80 participants (two cohorts) for CareerSource Suncoast Summer Youth Program Job Skills Training (9:00 a.m. – 2:00 p.m.)
 - Participant list (first name, last name, high school, and email address) to be provided to the 26 West Center by May 22, 2023, for final bus reservations, check-in list, nametags, Canvas Catalog (online learning management system), certificates of completion, and wrap-up program. Participant list to indicate students that
 - need bus transportation for training session on May 30 ,
 - opted out of social media posts,
 - have food allergies.
 - Up to three buses to be provided transportation of participants, as needed based on the participant list provided on May 22. Bus transport at two pick-up/drop-off locations – CareerSource Suncoast locations in Bradenton and Sarasota. Number of buses to be determined based on the participant list provided on May 22. Bus pick-up time – 8:15 a.m. Bus drop-off time – 2:45 p.m. SCF Business Services has screened and vetted proposed transportation provider. Provider has met all SCF requirements and is an existing approved vendor.
 - Lunch and snacks to be provided for participants.
- **Thursday, June 1, 2023**, for Career Fair (5:00 – 7:00 p.m. access to employers for setup at 2:00 p.m.)
 - Set-up and tear down for employer tables and check-in tables.
 - Nametags for participants to be provided at check-in.
 - Number of tables to be provided by CareerSource Suncoast by May 22. Conference Rooms 118 and 119 may be used as parent lounges.
 - Water to be provided for employers, participants, and visitors.
- **Thursday, July 27, 2023**, for Wrap-up Session (5:00 – 7:00 p.m.) at the end of the internship period.



- Set-up and tear down for reception and auditorium seating, two 86" TVs for projection, sound system, microphone, and podium
- Final agenda, program, and certificates of completion to be provided by 26 West Center and approved by CareerSource Suncoast.
- Invitations to be sent by CareerSource Suncoast. Final RSVP number for the event to be provided by CareerSource Suncoast by July 19, 2023.
- Light refreshments, water, and soft drinks to be provided for the final RSVP number of guests.

Any social media posts for SCF social media to be approved by CareerSource Suncoast prior to posting.

All SCF employees are required to have level 2 background checks administered through SCF Human Resources.

Terms: Deposit of 50% to be invoiced on April 19 with payment due by April 28. The balance will be invoiced on July 17 with payment due by July 28. Deposit is non-refundable. Invoices to be sent to accounting@careersourcesc.com. Invoice will include sign-in sheets supporting documentation of participants at workshop, job fair and wrap-up sessions.

Total Cost: \$11,893.75

26 West Policies

- Non-College entities will be required to provide proof of liability insurance to the College or reimburse the college for liability insurance. Liability insurance is provided through the Florida Community College Risk Management Consortium.
- Expenses for any damage to SCF property or equipment as a result of misuse will be assessed to the user.
- No permission shall be granted for the use of College buildings, facilities and/or equipment for illegal activities or any activities prohibited by any College rule, local, state, or federal laws or statutes.
- No permission shall be granted for the use of College buildings, facilities and/or equipment for political meetings not sponsored by campus organizations or the College and/or activities which tend to indicate support or endorsement to any one political candidate.
- No permission shall be granted to any organization or group which believes in or teaches directly or indirectly the overthrow of the United States Government or the government of the State of Florida.
- The College will generally deny permission for the use of its facilities under any of the following circumstances:
 - Activities which, at the discretion of the College, are deemed not to be in the best interest of the College.
 - Activities that duplicate existing College programs.
 - Activities or events that are deemed to be incompatible with College philosophy, objectives or commitments.
- The College may limit the use of facilities on days or times when appropriate support services are not available, i.e., holidays, Saturdays, Sundays, non-operational hours.

- As a drug/alcohol free environment, State College of Florida will not tolerate the manufacture, distribution, possession or use/abuse of alcohol or illegal drugs on any campus or at any SCF sponsored event.
- Food and beverages are permitted in designated areas only. Excessive cleaning fees of \$50 per hour may be charged to renter if rental space needs special cleaning after rental, (ex: removal of stains)
- Effective 4/1/2011, All SCF campuses are tobacco free. Tobacco use, including electronic cigarettes, is not permitted anywhere on campus (parking lots included).
- All events conducted on campus are subject to SCF parking rules and regulations.
- The College may require additional maintenance and custodial services for any events scheduled on campus.
- All mechanical or electrical equipment brought in to support an event must be identified prior to the event and approved for use by SCF.
- Minors must be supervised by an adult at all times at SCF.
- All marketing material must abide by SCF Communications and Marketing guidelines. Flyers, website promotions and any other collateral must be approved by SCF Communications and Marketing prior to release.
- Pricing is valid for 30 days from the date of agreement.
- Insurance: A certificate of liability insurance is required. Certificates should list State College of Florida, Manatee-Sarasota District Board of Trustees, 5840 26th St W., Bradenton, FL. 34207 as additional insured.
- Set up: Your 26 West Center contact will do a face-to-face or virtual walk-through of your event 7 – 10 days prior to the event to ensure that all details are covered. All A/V equipment provided is included in this agreement.
- Parking: Free parking is available at no charge in Lot H located in front of the 26 West Center.
- WIFI: To use the wireless internet on any campus, select the SCF-Guest wireless network and agree to terms in popup window. If you have any issues, please contact the 26 West IT Coordinator.
- Force Majeure: Neither party will be responsible for the failure to perform as a result of any reason of force majeure including acts of God, inclement weather or similar events.

BY:



Dr. Todd G. Fritch
Executive Vice President and Provost
State College of Florida

4/14/23

Date

BY:



Joshua Matlock (Apr 14, 2023 10:45 EDT)

Joshua S. Matlock
Chief Executive Officer
CareerSource Suncoast

04/14/2023

Date

ADDENDUM - TERMINATION FOR CAUSE AND CONVENIENCE

As stipulated in the Office of Management and Budget's (OMB) Uniform Guidance, 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, all contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

By signing this addendum, the Contractor's authorized representative agrees to the below stated provisions to be included as an addendum to the agreement between Contractor and Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast.

TERMINATION FOR CAUSE AND CONVENIENCE:

CareerSource Suncoast reserves the right to terminate this agreement without penalty upon 30 days prior written notice to the other party. Written notification of termination must be by registered mail, return receipt requested.

CareerSource Suncoast may unilaterally terminate this agreement if 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.

CareerSource Suncoast may unilaterally terminate or modify this 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 agreement is funded.

CareerSource Suncoast will be relieved of all obligations under said agreement and will only be required to pay that amount of the agreement actually performed to the date of the termination.

In the event this agreement is terminated for cause, Contractor shall be deemed to be in default and liable for damages sustained for any breach of this agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

By signing this addendum, the undersigned authorized representatives agree to the above stated provisions.

CONTRACTOR:

State College of Florida

Print Name of Company/Organization

SUNCOAST WORKFORCE BOARD, INC. DBA
CAREERSOURCE SUNCOAST


Dr. Todd G. Fritch, Executive Vice President and Provost

Printed Name and Title of Authorized Representative

Joshua Matlock, President/CEO

 4/14/23

Signature Date


Joshua Matlock (Apr 14, 2023 10:45 EDT) 04/14/2023

Signature Date

ASSURANCES AND CERTIFICATIONS

Suncoast Workforce Board, Inc., doing business as CareerSource Suncoast

The "Assurances and Certifications" document is needed in certain circumstances for obligations of federal funds for payment of contracts, purchases and services. This certification is a prerequisite, and material representation of fact upon which reliance is placed, for CareerSource Suncoast to enter into an agreement. The submittal of false information may result in the immediate termination of the agreement(s).

To reduce the size of the Agreement entered into between CareerSource Suncoast and Contractor, several common government laws and regulations within The Office of Management and Budget's (OMB) Uniform Guidance, 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards which may be applicable shall be incorporated by reference only. The full text of these contract items may be obtained through the Internet or this office.

The following laws and regulations are hereby incorporated by reference:

- Contracts for \$10,000 or more:
 1. Equal Employment Opportunity Act: The contractor shall comply with Executive Order 11246, Equal Employment Opportunity Act, as amended by Executive Order 11375 and others, and as supplemented in Department of Labor regulation 41 CFR, Part 60 and 45 CFR, Part 92, if applicable.

- Contracts for \$25,000 or more (and all audit services):
 1. Debarment and Suspension (E.O.'s 12549 and 12689) —No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the simplified acquisition threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

By signing this certification, the undersigned authorized representative agrees to the above stated provisions.

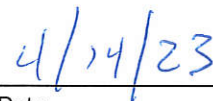
State College of Florida

Print Name of Company/Organization

Dr. Todd G. Fritch, Executive Vice President and Provost

Printed Name and Title of Authorized Representative


Signature


Date

