

Agreement 23-17  
Between  
Suncoast Workforce Board, Inc. dba CareerSource Suncoast  
and  
Bradenton Area Economic Development Corporation

This Agreement is made and entered into by and between the Suncoast Workforce Board, Inc. dba CareerSource Suncoast, hereinafter referred to as "CSS", 3660 N. Washington Blvd. Sarasta, FL 34234 and the Bradenton Area Economic Development Corporation, hereinafter referred to as "Bradenton Area EDC", 4215 Concept Court, Lakewood Ranch FL 34211.

PURPOSE

The purpose of this agreement is to pay Bradenton Area EDC for outreach services provided by Bradenton Area EDC staff, primarily through a designated staff for workforce services dealing with recruitment, retention, and enhancement of the current workforce, benefiting employers and clients of CSS in Manatee County and serving the purposes of the Workforce Innovation and Opportunity Act (CFDA #17.258, #17.278, and #17.259). These services are allowable under the Training and Employment Guidance Letter 13-07, and shall be provided each month between July 1, 2023 and June 30, 2024.

SERVICES TO BE PROVIDED

Services to be provided by the EDC may include, but are not limited to, the following:

1. Building relationships with CSS Business Services staff to develop a thorough understanding of services available to both the employer community and job seekers;
2. Working with the Business Services staff to develop and expand Incumbent Worker (IWT), Customized Worker Training (CT) and On the Job Training (OJT) worker contracts, job orders and applicant pools;
3. Promoting the use of Employ Florida (EF) internet data system for both employers and job seekers;
4. Promoting the use of CSS to employers for hiring veterans;
5. Working closely with other identified regional economic development staff to coordinate any related bi-county efforts for the region;
6. Participating in activities related to CSS's Committees addressing the needs of employers;
7. Coordinating with CSS regarding outreach through personal visits to employers, in print, through media, special events and through presentations to business and civic organizations;
8. Serving as a liaison between the EDC and critical workforce related organizations;
9. Helping identify appropriate industry leadership to serve on and direct workforce related boards and committees;
10. Providing feedback and reports to the management of CSS regarding program services, including compliments, concerns or issues identified through work with employers; and
11. Establishing a dedicated EDC representative to carry out the services described herein.

INVOICING FOR SERVICES

Due to the dynamic nature of economic development, specific activities will vary in response to the economic climate, the needs of employers and the needs of the region's job seekers. This makes quantification of measurement and outcome difficult to assess. It is therefore agreed that a monthly invoice stating services as outlined in the scope of work will be delivered to CSS as the invoice for payment. The invoice and supporting documentation shall be sent to [accounting@careersourcesc.com](mailto:accounting@careersourcesc.com).

### COMPENSATION

CSS will pay the Bradenton Area EDC for the above referenced services for an amount not to exceed \$20,000 annually. These payments will be made in twelve (12) equal monthly installments upon receipt of an invoice and supporting documentation that must be delivered to CSS by the 15<sup>th</sup> of the following month in order to assure timely payment.

### ASSURANCES AND CERTIFICATIONS

The Specific certifications that are to be completed are hereby incorporated into this agreement.

The Bradenton Area EDC 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.

### HOLD HARMLESS

The Bradenton Area EDC agrees to hold harmless, indemnify and defend CSS, its agents, servants and employees in their official and individual capacity from any demand, claim, suit, loss, cost, expense or damage which may be asserted, claimed or recovered against or from CSS, its agents or employees, in their official or individual capacity by reason of any damage to property or injury or death of any person which arises out of, is incident to, or any manner connected with this Agreement. This provision shall survive termination of this Agreement and shall be binding on the parties, successors, representatives and assigns and cannot be waived or varied.

### TERM

This Agreement shall be effective July 6, 2023 and shall remain in effect through June 30, 2024.

### TERMINATION FOR DEFAULT/CONVENIENCE

1. Either party may request termination of this agreement upon 30 days prior written notice to the other party.
2. The Board 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.
3. The Board may unilaterally terminate this agreement at any time that it is determined that:
  - a. Vendor fails to provide any of the services it has contracted to provide; or
  - b. Vendor fails to comply with the provisions of this modified agreement; or
  - c. Such termination is in the best interest of the BOARD.
4. Written notification of termination must be by registered mail, return receipt requested.

### NOTICE OF TERMINATION

Termination of work hereunder shall be affected by either party by the delivery of a Notice of Termination by a certified letter to the other party specifying the extent to which the performance of work under the Contract is terminated or through electronic signature means and the date upon which such termination becomes effective. Certified and other mail related to contractual obligations will be sent to the following parties:

- i) CareerSource Suncoast  
Joshua Matlock, President/CEO  
3660 N. Washington Blvd.  
Sarasota, FL 34234  
accounting@careersourcesc.com

- ii) Vendor: Bradenton Area Economic Development Corporation  
Contact: Sharon Hillstrom, President/CEO  
Address: 4215 Concept Court  
City, State, Zip: Lakewood Ranch, FL 34211  
Email: SharonH@bradentonareaedc.com

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

SIGNED

**Bradenton Area Economic Development Corporation:**

Sharon Hillstrom

Sharon Hillstrom (Jul 7, 2023 13:20 EDT)

Signature of Authorized Representative

07/07/2023

Date

Sharon Hillstrom

Printed Name

President/CEO

Title

**Suncoast Workforce Board, Inc., dba CareerSource Suncoast:**

Joshua Matlock

Joshua Matlock (Jul 7, 2023 13:24 EDT)

Signature of Authorized Representative

07/07/2023

Date

Joshua Matlock

Printed Name

President/CEO

Title