

Palm BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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MEETING DATE: 06/05/07 [X] Consent [] Regular
[] Ordinance [] Public Hearing
=====

Department: Equal Opportunity
Submitted By: Equal Opportunity
=====

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A modification to an Award/Contract (Charge Resolution Contract No. 6FPSLP0103) with the U. S. Equal Employment Opportunity Commission (EEOC) allowing the Office of Equal Opportunity to receive revenue in the total amount of \$75,700 as payment for processing and resolving employment discrimination complaints.

Summary: Execution of this modified contract is required so that OEO can receive payment for processing and resolving complaints of employment discrimination pursuant to the Worksharing Agreement with the EEOC. This Modification to the Charge Resolution Contract is for FY 2006-2007 and is in the amount of \$75,700 (\$74,250 - charge processing; \$250 Intake Services, and \$1,200 - attendance at EEOC sponsored annual training). EEOC Charge Resolution Contracts for all Fair Employment Practices Agencies nationwide provide payment at a rate of \$550 per charge. OEO's contract is for a total of 135 charges. Countywide(TKF)

Background and Policy Issues: On August 15, 1995, the BCC enacted an ordinance prohibiting discrimination in employment, granting OEO investigative and enforcement authority, and authorizing OEO to become a referral agency for the federal government. In each subsequent fiscal year, the BCC has approved Charge Resolution Contracts between the OEO and EEOC.

Execution of this contract is necessary in order for OEO to receive payment for the processing and investigation of employment discrimination complaints that are filed under federal employment discrimination statutes and Palm Beach County's Equal Employment Ordinance.

The EEOC contract is retroactive to October 1, 2006. EEOC distributed the FY 2006-2007 contracts to state and local agencies via letter dated April 30, 2007. (The contract was received by OEO on May 4, 2007). Expedited approval is needed to meet national contract award deadlines as established by EEOC. Pursuant to the instructions in the EEOC transmittal letter, OEO has requested an extension to the deadline for submission of the signed contracts.

Attachments:

- 1. EEOC Transmittal Letter
2. EEOC Award/Contract
3. Standard Form 30 (2)
4. OEO Letter to EEOC re: Extension of Submission Deadline

Recommended by: [Signature] 05-08-07
Department Director Date
Approved by: [Signature] 5/17/07
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures					
Operating Costs		75,700			
External Revenues		(75,700)			
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT		-0-			

ADDITIONAL FTE POSITIONS (Cumulative) N/A

Is Item Included in Current Budget? Yes No

Budget Account No.: Fund 1253 Department 402 Unit 4161 Object/Rev Src 3169

Program Category: N/A

B. Recommended Sources of Funds/Summary of Fiscal Impact:

No Ad Valorem dollars are involved in this item, these funds are to be paid to the County by the United States Equal Employment Opportunity Commission. Revenue will be received after 10/01/07 and is included in OEO's FY 2008 budget.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature] 5-14-07
 OFMB
[Signature] 5/11/07
[Signature] 5-9-07

[Signature] 5/14/07
 Contract Administration
 This Modification complies with our review requirements.

B. Legal Sufficiency:

[Signature] 5/14/07
 Assistant County Attorney

C. Other Department Review:

 Department Director



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
Washington, D.C. 20507

Office of the Chief Financial Officer
and Administrative Services

April 30, 2007

Palm Beach County
Board of County Commissioners
301 North Olive Avenue
West Palm Beach, FL 33402-4036

Re: Contract No. 6FPSLP0103, Modification No. 3

Dear Director:

Enclosed are two (2) copies of the Standard Form (SF) 30 and one (1) copy of the entire modification and all attachments.

In order to expedite the execution of this modification, please return two (2) signed copies of the SF 30 only within ten (10) days from receipt of this letter to the following address:

Equal Employment Opportunity Commission
Procurement Management Division
Attn: Cassandra D. Thompson
1801 L Street, N.W., Room 6218
Washington, DC 20507

It is essential that you adhere to the timely submission of the fully executed copies of the signed SF 30. Any request for extension should be made via telephone or in writing. Facsimile requests are acceptable. Our facsimile telephone number is (202) 663-4178.

The single modification document with all attachments is for your records.

Upon execution by the Government, one (1) fully executed copy of the modification will be returned to you for your files.

If you have any questions, please call me on (202) 663-4218.

Sincerely,

Anthony R. Price, Contracting Officer
Procurement Management Division
Office of the Chief Financial Officer and
Administrative Services

Enclosures

PAID BY COUNTY
OFFICE OF
EQUAL OPPORTUNITY
COMMUNITY
MAY 1 4 PM 2:44

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT 1. CONTRACT ID CODE
1 of 5 Page
1 of 5

2. AMENDMENT/MODIFICATION NO. 0003 3. EFFECTIVE DATE 10/01/2006 4. REQUISITION/PURCHASE REQ. NO. See Lines 5. PROJECT NO. (If applicable)

6. ISSUED BY ACQUISITION SERVICES DIVISION, U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, 1801 L STREET, NW, WASHINGTON, DC 20507-0001 CODE EE450 7. ADMINISTERED BY MIAMI DISTRICT OFFICE, U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, ONE BISCAYNE TOWER, 2 SOUTH BISCAYNE BLVD, SUITE 27, MIAMI, FL 33131 CODE EE465

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)
 PALM BEACH COUNTY
 BOARD OF COUNTY COMMISSIONERS 301 NORTH OLIVE AVENUE
 WEST PALM BEACH, FL 33402-4036

9A. AMENDMENT OF SOLICITATION NO.
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. 6FPSLP0103 (X)
 10B. DATED (SEE ITEM 13) 03/23/2006 (X)

CODE * FACILITY CODE EE465

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Funding Detail

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)
 Clause H.11

E. IMPORTANT: Contractor is not, is required to sign this document and return 2 copies to the issuing office.

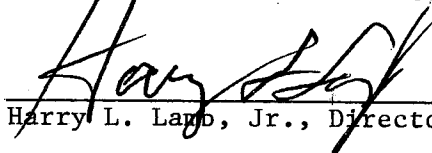
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

PURPOSE: EXERCISE OPTION YEAR 1

Pursuant to Clause H.11, OPTION TO EXTEND THE TERM OF THE CONTRACT, the Government hereby exercise Option Year 1 to extend contract performance for a period of twelve (12) months commencing October 1, 2006.

Effective as of the date in Block No. 3 of this modification.

APPROVED AS TO TERMS AND CONDITIONS


 Harry L. Lamb, Jr., Director, OEO

APPROVED AS TO FORM AND LEGAL SUFFICIENCY


 Tammy K. Fields, Asst. Co. Atty.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)
 Addie L. Greene, Chair, Palm Beach Co. Bd. of County Commissioners

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
 ANTHONY R. PRICE

15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 16B. United States of America 16C. DATE SIGNED

(Signature of person authorized to sign) BY (Signature of Contracting Officer)

2. AMENDMENT/MODIFICATION NO. 0003 3. EFFECTIVE DATE 10/01/2006 4. REQUISITION/PURCHASE REQ. NO. See Lines 5. PROJECT NO. (If applicable) _____

6. ISSUED BY ACQUISITION SERVICES DIVISION U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, 1801 L STREET, NW WASHINGTON, DC 20507-0001 CODE EE450

7. ADMINISTERED BY (If other than Item 6) MIAMI DISTRICT OFFICE U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, ONE BISCAYNE TOWER, 2 SOUTH BISCAYNE BLVD, SUITE 27, MIAMI, FL 33131 CODE EE465

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code) PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS 301 NORTH OLIVE AVENUE WEST PALM BEACH, FL 33402-4036

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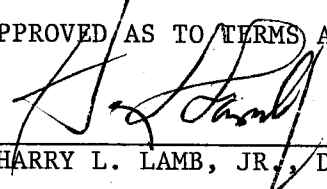
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APPROVED AS TO TERMS AND CONDITIONS



HARRY L. LAMB, JR., DIRECTOR, OEO

APPROVED AS TO FORM AN LEGAL SUFFICIENCY



TAMMY K. FIELDS, ASST. CO. . ATTY.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Addie L. Greeng, Chair, Palm Beach Co. Bd. of County Commissioners

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) ANTHONY R. PRICE

15B. CONTRACTOR/OFFEROR _____ 15C. DATE SIGNED _____ 16B. United States of America BY _____ 16C. DATE SIGNED _____

(Signature of person authorized to sign) (Signature of Contracting Officer)

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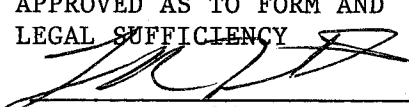
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(Signature of person authorized to sign) BY (Signature of Contracting Officer)

Line Item Summary	Document Number 6FPSLP0103/0003	Title PALM BEACH COUNTY OFFICE	1 5 2	Page 30 Apr 07 2 of 5
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Total Funding: \$149,479.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category
See Line Item(s)											
Division	Closed FYs	Cancelled Fund									

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
0301	TITLE VII, ADEA, AND ADA CHARGE RESOLUTIONS Change in Unit Price, This is a Deleted Line PROCESSING AND RESOLVING , TITLE VII, ADEA, AND ADA CHARGES. EACH CHARGE MUST HAVE BEEN FILED SINCE OCTOBER 1, 2003, (OR SINCE OCTOBER 1, 2002, FOR EACH CHARGE WHERE A DETERMINATION OF REASONABLE CAUSE IS ISSUED AND THE CHARGE IS PROCESSED THROUGH HEARINGS AND/OR LITIGATION) AND RESOLVED IN ACCORDANCE WITH A CHARGE RESOLUTION PLAN IF APPLICABLE. Ref Req No: 6FPSLP0074	(10/01/2007 to 09/30/2008)	0.00		(\$540.00)	\$0.00 OPTION PERIOD
0201	TITLE VII, ADEA, AND ADA CHARGE RESOLUTIONS This is a New Line PROCESSING AND RESOLVING , TITLE VII, ADEA, AND ADA CHARGES. EACH CHARGE MUST HAVE BEEN FILED SINCE OCTOBER 1, 2002, (OR SINCE OCTOBER 1, 2001, FOR EACH CHARGE WHERE A DETERMINATION OF REASONABLE CAUSE IS ISSUED AND THE CHARGE IS PROCESSED THROUGH HEARINGS AND/OR LITIGATION) AND RESOLVED IN ACCORDANCE WITH A CHARGE RESOLUTION PLAN IF APPLICABLE. Ref Req No: 7FPSLP0113	(10/01/2006 to 09/30/2007)	135.00	ea	\$550.00	\$74,250.00 OPTION PERIOD
0202	TITLE VII, ADEA, AND ADA INTAKE SERVICES This is a New Line PROVIDE INTAKE SERVICES FOR CHARGES, WITH AFFIDAVITS, FILED DURING THE PERIOD OCTOBER 1, 2006 TO SEPTEMBER 30, 2007, AT A PRICE OF \$50 PER CHARGE. Ref Req No: 7FPSLP0113	(10/01/2006 to 09/30/2007)	5.00	ea	\$50.00	\$250.00 OPTION PERIOD
0203	FY 2007 EEOC/FEPA TRAINING CONFERENCE This is a New Line TRAINING TO FACILITATE SUCCESSFUL COMPLETION OF CONTRACT, WHICH MUST INCLUDE ATTENDANCE AT EEOC-SPONSORED ANNUAL CONFERENCE. Ref Req No: 7FPSLP0113	(10/01/2006 to 09/30/2007)	1.00	lot	\$1,200.00	\$1,200.00 OPTION PERIOD
0303	FY 2007 EEOC/FEPA TRAINING CONFERENCE This is a New Line TRAINING TO FACILITATE SUCCESSFUL COMPLETION OF CONTRACT, WHICH MUST INCLUDE ATTENDANCE AT EEOC-SPONSORED ANNUAL CONFERENCE. Ref Req No: 7FPSLP0113	(10/01/2007 to 09/30/2008)	0.00		\$0.00	\$0.00 OPTION PERIOD

Line Item Summary	Document Number 6FPSLP0103/0003	Title 1 5 2 PALM BEACH COUNTY OFFICE	Page 3 of 5
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Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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Previous Total: \$73,779.00
Modification Total: \$75,700.00
Grand Total: \$149,479.00
(Includes Discounts)

Contract Level Funding Summary	Document Number 6FPSLP0103/0003	Title PALM BEACH COUNTY OFFICE	Page 4 of 5
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<u>Funding Strip Code</u>	<u>Change in Funded Amount</u>
2007 - -01 - FPSLP - -2510 - -SLCR - FP - - - - -FP - - - -	\$74,250.00
Reference Requisition: 7FPSLP0113	
2007 - -01 - FPSLP - -2510 - -SLINTAKE - FP - - - - -FP - - - -	\$250.00
Reference Requisition: 7FPSLP0113	
2007 - -01 - FPSLP - -2510 - -SLTRNG - FP - - - - -FP - - - -	\$1,200.00
Reference Requisition: 7FPSLP0113	

Address Detail**Title**
PALM BEACH COUNTY OFFICE**Document Number**
6FPSLP0103/0003**Page** 4 5
5 of 5**Shipping Addresses**

Code	Detail	Code	Detail
0001	Org: MIAMI DISTRICT OFFICE Addr: U.S. EQUAL EMPLOYMENT OPPORTUNITY CO ONE BISCAYNE TOWER, 2 SOUTH BISCAYNE MIAMI FL 33131 Attn: FEDERICO COSTALES, DIRECTOR Phone: (305) 808-1800 ext. Fax: () - ext.	0002	Org: MIAMI DISTRICT OFFICE Addr: U.S. EQUAL EMPLOYMENT OPPORTUNITY CO ONE BISCAYNE TOWER, 2 SOUTH BISCAYNE MIAMI FL 33131 Attn: FEDERICO COSTALES, DIRECTOR Phone: (305) 530-6060 ext. Fax: () - ext.

Invoice Addresses

Code	Detail
0001	Org: NATIONAL BUSINESS CENTER Addr: MAIL STOP D-2735 7301 W. MANSFIELD AVENUE DENVER CO 80235-2230 Attn: EEOC PROCESSING Phone: (303) 969-5770 ext. Fax: (303) 969-7281 ext.