

Agenda Item #: **3x1**

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: December 17, 2013 Consent [] Regular
 Ordinance [] Public Hearing

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Emergency Management

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: Receive and File an executed Contract with Palm Beach County Disaster Recovery Coalition, Inc. (DRC) to provide a Preparedness Ambassador Symposium to the faith based community leaders and organizations in the amount of \$12,000 for the period November 1, 2013 through January 31, 2014.

Summary: The Department of Public Safety through its Division of Emergency Management is charged with mitigation, preparedness, response, and recovery from disasters. Part of those responsibilities is community outreach. The County was awarded \$658,604 from the US Department of Homeland Security through the City of Miami Urban Area Security Initiative (UASI) 2011 Grant. Of the \$658,604 in grant funding, the County will award \$12,000 to DRC to provide a symposium which involves designing and implementing a disaster preparedness program targeting religious leaders to become preparedness ambassadors. Once trained, preparedness ambassadors will relay the knowledge and information they obtained through this initiative to their membership to promote volunteerism, and personal preparedness. Since this is a train-the-trainer initiative, the reach is exponentially expanded with each ambassador recruited. The goal of the project is to increase community resiliency to disasters through the promotion of volunteerism and preparedness information. Motion R-2013-0622 authorizes the County Administrator or his designee to execute all UASI sub-grant contracts on behalf of the Board of County Commissioner for the UASI Grant Program. **No County matching funds are required. Countywide (PGE)**

Background and Policy Issues: The DRC has been an integral non-profit partner with Palm Beach County for many years as it relates to disaster preparedness, recovery, and coordination of unmet needs. The DRC will provide all materials associated with this contract.

Attachment

- 1) Contract with Palm Beach County Disaster Recovery Coalition, Inc.

Recommended by:

BY 11-15-13

Vincent J. Bonvento
Department Director

11/19/13
Date

Approved By:

Vincent J. Bonvento
Assistant County Administrator

11/19/13
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Capital Expenditures					
Operating Costs	12,000				
External Revenues	(12,000)				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	-				
# ADDITIONAL FTE POSITIONS (Cumulative)	-				

Is Item Included In Current Budget? Yes X No

Budget Account Exp No: Fund 1438 Department 662 Unit 7357 Object 3401
 Rev No: Fund 1438 Department 662 Unit 7357 Source 3129

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

Grant: Urban Areas Security Initiative Grant 2011
Fund: Urban Areas Security Initiative Grant
Unit: Urban Areas Security Initiative Grant 2011

Departmental Fiscal Review: _____

III. REVIEW COMMENTS

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

Susan Neary 11/25/13
 OFMB ^{KN AM} 11/20/13

Dr. J. [Signature] 12/3/13
 Contract Administration
 12-2-13 B. Wheel

B. Legal Sufficiency:

Paul [Signature] 12/3/13
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

**CONTRACT BETWEEN PALM BEACH COUNTY AND PALM BEACH COUNTY
DISASTER RECOVERY COALITION, INC. FOR CITIZEN CORPS DISASTER
PREPAREDNESS AMBASSADOR SYMPOSIUM**

This Contract is made as of the 14th day of November, 2013, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and **PALM BEACH COUNTY DISASTER RECOVERY COALITION, INC.** hereinafter referred to as the AGENCY, a not-for-profit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is 20-4595245.

Whereas AGENCY has agreed to design and implement a disaster preparedness ambassador preparedness symposium in support of the Palm Beach County Citizen Corps Council; and

The AGENCY has agreed to assure that individuals referred from COUNTY departments, divisions and/or programs will receive services on a timely basis;

In consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

ARTICLE 1 – PURPOSE - SCOPE OF WORK “SERVICES”

The AGENCY agrees to design and implement a disaster preparedness ambassador symposium for Palm Beach County as set forth in the Scope of Work (Exhibit A attached hereto). No changes in the Scope of Work are to be conducted without the written approval of the COUNTY.

The COUNTY'S representative/liaison during the performance of this Contract shall be Jeff Goldberg, whose telephone no. is: (561) 712-6337.

The AGENCY representative/liaison during the performance of this Contract shall be Jennifer Beckman, whose telephone no. is: (561) 310-2033.

ARTICLE 2 – SCHEDULE

The AGENCY shall commence services on November 1, 2013, and complete services on January 31, 2014. The parties agree that the AGENCY will be entitled to payment for services rendered beginning on November 1, 2013, notwithstanding the date the contract is executed by the Board of County Commissioners.

Reports and other deliverables shall be performed and/or completed in accordance with the detailed disaster preparedness program outlined in Exhibit "A - Scope of Work."

ARTICLE 3 - PAYMENTS

The total amount to be paid by the COUNTY to the AGENCY for services rendered under this contract shall not exceed a total contract price of **Twelve Thousand Dollars (\$12,000)**. The AGENCY will bill the COUNTY upon the completion of the Scope of Work, but not later than January 31, 2014.

The AGENCY shall provide the COUNTY with the properly completed requests for all funds paid relative to this Contract no later than January 31, 2014. Any amounts not submitted by January 31, 2014, shall remain the COUNTY'S and the COUNTY shall have no further obligation with respect to such amounts.

The invoice received from the AGENCY pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. The approved invoice will then be sent to the Finance Department for payment. County invoices are normally paid within thirty (30) days following the COUNTY representative's approval.

COUNTY funding may be used to match grants from non-County sources; however, the grantee cannot submit reimbursement requests for the same expenses to more than one funding source or under more than one COUNTY funded program.

In order for both parties herein to close their books and records, the AGENCY will clearly state "final invoice" on the AGENCY'S final/last billing to the COUNTY. This shall constitute AGENCY'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the AGENCY.

ARTICLE 4 - AVAILABILITY OF FUNDS

The obligations of the COUNTY under this Contract are subject to the availability of funds lawfully appropriated for its purpose by the Board of County Commissioners of Palm Beach County.

ARTICLE 5 - INSURANCE

The AGENCY shall, at its sole expense, maintain in full force and effect at all times during the life of this contract, insurance coverages and limits (including endorsements), as described herein. AGENCY shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverage. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by AGENCY, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the Contract.

- A. **Commercial General Liability** The AGENCY shall maintain a Commercial General Liability policy at a limit of liability not less than \$500,000 Each Occurrence.
Coverage shall not include a Cross Liability Exclusion. AGENCY shall provide coverage on a primary basis.
- B. **Business Automobile Liability** The AGENCY shall maintain a Business Automobile liability policy at a limit of liability not less than \$100,000/\$300,000 Each Occurrence for all owned, non-owned and hired automobiles. If the AGENCY does not own any automobiles, the requirement shall be amended to allow the AGENCY to maintain Hired & Non-Owned Auto Liability only. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto Coverage form. AGENCY shall provide coverage on a primary basis.
- C. **Worker's Compensation Insurance & Employers Liability** The AGENCY shall maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute 440. AGENCY shall provide coverage on a primary basis.
- D. **Professional Liability** AGENCY shall maintain Professional Liability, or equivalent Errors & Omissions Liability at a limit of liability not less than \$500,000 Each Claim. When a self-insured retention (SIR) or deductible exceeds \$10,000, COUNTY reserves the right, but not the obligation, to review and request a copy of AGENCY'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, AGENCY shall maintain a Retroactive Date prior to or equal to the effective date of this Contract. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims - made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Contract, AGENCY shall purchase a SERP with a minimum reporting period not less than 3 years. AGENCY shall provide this coverage on a primary basis.
- E. **Additional Insured** The AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured-Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents, c/o Department of Community Services". The AGENCY shall provide the Additional Insured endorsements coverage on a primary basis.

- F. **Waiver of Subrogation** AGENCY hereby waives any and all rights of Subrogation against the County, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement to the policy, then AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should AGENCY enter into such an agreement on a pre-loss basis.
- G. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverage, or endorsements, herein from time to time throughout the term of this Contract. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.
- H. **Umbrella or Excess Liability** If necessary, AGENCY may satisfy the minimum limits required above for either Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- I. **Certificate of Insurance** Prior to execution of this Contract, AGENCY shall deliver to the COUNTY'S representative as identified in Article 23, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverage required by this Contract have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage. The certificate of insurance shall be issued to

Palm Beach County
c/o Public Safety Department
Attn: Stephanie Sejnoha, Director of Finance & Administration
20 South Military Trail
West Palm Beach, FL 33415

ARTICLE 6 - INDEMNIFICATION

The AGENCY shall protect, defend, reimburse, indemnify and hold harmless the COUNTY, its agents, employees and elected officers from and against all claims, liability, expense, loss, cost, damages and/or causes of action, including attorneys fees and costs, arising during and as a result of performance of the terms of this contract or due to the acts or omissions of the AGENCY. The AGENCY also shall not use funds made available pursuant to this contract for the purpose of initiating or pursuing litigation against the COUNTY.

ARTICLE 7 - SUCCESSORS AND ASSIGNS

The COUNTY and the AGENCY each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the AGENCY shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the COUNTY, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the AGENCY.

ARTICLE 8 - WARRANTIES AND LICENSING REQUIREMENTS:

The AGENCY represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

The AGENCY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. The AGENCY is presumed to be familiar with all federal, state, and local laws, ordinances, codes and regulations that may in any way affect the services offered.

The AGENCY further represents that it has, or will secure at its own expenses, all necessary personnel required to perform the services under this Contract, and that they shall be fully qualified and, if required, authorized, permitted and/or licensed under State and local law to perform such services. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

The AGENCY represents and warrants that it is governed by a Board, or other appropriate body, whose members have no monetary conflict of interest. Further, the members must also serve the AGENCY without compensation, and the composition of the governing body must reasonably reflect Palm Beach County and/or client demographics.

The AGENCY shall comply with all legal criminal history record check regulations required for the population they serve. AGENCY will have and comply with policy that requires them to conduct a Level 1 or Level 2 Criminal Background Check as appropriate on applicants and volunteers being considered for positions that will provide services or will be around children, the elderly and other vulnerable adult populations, prior to start date. Level 2 Criminal Background Checks will be done within 30 days after start date for employees and volunteers as required. Live Scan Screening proof must be provided that shows the scan was completed prior to an employee's start date. All criminal background checks shall be done at the expense of the agency.

ARTICLE 9 - NONDISCRIMINATION

The AGENCY warrants and represents that all of its employees and participants in the programs it serves are treated equally during employment and/or services without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression.

ARTICLE 10 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract, including but not limited to any citizen or employees of the COUNTY and/or AGENCY.

ARTICLE 11 - ACCESS AND AUDIT REQUIREMENTS

The AGENCY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the AGENCY'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 – 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses,

administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

The AGENCY shall have all audits completed by an Independent Certified Public Accountant (IPA) who shall either be a Certified Public Accountant or a Public Accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable accounting principles.

- A. The annual financial audit report shall include all management letters and the AGENCY's response to all findings, including corrective actions to be taken.
- B. The annual financial audit report shall include a schedule of financial assistance specifically identifying all contracts, agreements and grant revenue by sponsoring agency and contract/agreement/grant number.
- C. Two bound originals of the audit is due within 30 days after receipt of the financial audit report by the Independent Certified Public Accountant or a Public Accountant licensed under Chapter 473, Fla. Stat. or nine (9) months after the close of the fiscal year. The complete financial audit report, including all items specified herein, shall be sent directly to:

Public Safety Department
Attn: Stephanie Sejnoha, Director of Finance &
Administration
Palm Beach County
20 South Military Trail
West Palm Beach, Florida 33415

ARTICLE 12 - CONFLICT OF INTEREST

The AGENCY represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes and the Palm Beach County Code of Ethics. The AGENCY further represents that no person having any such conflict of interest shall be employed for said performance of services.

The AGENCY shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the AGENCY'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the AGENCY may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the AGENCY. The COUNTY agrees to notify the AGENCY of its opinion by certified mail within thirty (30) days of receipt of notification by the AGENCY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the AGENCY, the COUNTY shall so state in the notification and the AGENCY shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the AGENCY under the terms of this Contract.

ARTICLE 13 - INDEPENDENT CONTRACTOR RELATIONSHIP

The AGENCY is, and shall be, in the performance of all work services and activities under this contract, an Independent Contractor, and not an employee, agent or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this contract shall at all times, and in all places, be subject to the AGENCY's sole direction, supervision and control. The AGENCY shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the AGENCY's relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The AGENCY does not have the power or authority to bind the COUNTY in any promise, agreement or representation. Further, the AGENCY shall not pledge the COUNTY's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

ARTICLE 14 - CONTINGENT FEES

The AGENCY warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the AGENCY to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the AGENCY, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 15 - SUBCONTRACTING

The COUNTY does not allow subcontracting by the AGENCY for services under this contract.

ARTICLE 16 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 17 - EXCUSABLE DELAYS

The AGENCY shall not be considered in default by reason of failure in performance if such failure arises out of causes reasonably beyond the control of the AGENCY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes and abnormally severe and unusual weather conditions.

Upon the AGENCY's request, the COUNTY shall consider the facts and extent of any failures to perform the work and, if the AGENCY's failure to perform was without it or its subcontractors fault or negligence, the contract schedule and/or any other affected provisions of this contract shall be revised accordingly, subject to the COUNTY's rights to change, terminate or stop any or all of the work at any time.

ARTICLE 18 - ARREARS

The AGENCY shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The AGENCY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 19 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The AGENCY shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the AGENCY and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General in Palm Beach County Code, Section 2-421 – 2-440 as may be amended.

ARTICLE 20 - TERMINATION

This contract may be canceled by the AGENCY upon sixty (60) days prior written notice to the COUNTY's representative in the event of substantial failure by the COUNTY to perform in accordance with the terms of this contract through no fault of the AGENCY. It may also be terminated, in whole or part, by the COUNTY, with or without cause, immediate upon written notice to the AGENCY. Unless the AGENCY is in breach of this contract, the AGENCY shall be paid for services rendered to the COUNTY's satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY, the AGENCY shall:

Stop work on the date and to the extent specified.

Terminate and settle all orders and subcontracts relating to the performance of terminated work.

Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY. Transfer pertinent client records and refer clients receiving services to another AGENCY funded by COUNTY, as approved by the COUNTY, in order to ensure continuity of care.

Continue and complete all parts of the work that have not been terminated.

Submit an invoice for final payment on the terminated portion of the contract within thirty (30) days of the termination date.

ARTICLE 21 – SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 22 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the AGENCY of the COUNTY'S notification of a contemplated change, the AGENCY shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the AGENCY'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the AGENCY shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the AGENCY shall not commence work on any such change until such written amendment is signed by the AGENCY and approved and executed on behalf of Palm Beach County.

ARTICLE 23 - NOTICES

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Bill Johnson, Director
Department of Public Safety Division of Emergency Management
20 South Military Trail
West Palm Beach, Florida 33415

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave. – suite 601
West Palm Beach, Florida 33401

and if sent to the AGENCY shall be addressed to:

Jennifer Beckman, Executive Director
Palm Beach County Disaster Recovery Coalition, Inc.,
50 South Military Trail, Suite 201
West Palm Beach, Florida 33415

ARTICLE 24 - STANDARDS OF CONDUCT FOR EMPLOYEES

The AGENCY must establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties. Therefore, each institution receiving financial support must have written policy guidelines on conflict of interest and the avoidance thereof. These guidelines should reflect State and local laws and must cover financial interests, gifts, gratuities and favors, nepotism, and other areas such as political participation and bribery. These rules must also indicate the conditions under which outside activities, relationships, or financial interest are proper or improper, and provide for notification of these kinds of activities, relationships, or financial interests to a responsible and objective institution official. For the requirements of code of conduct applicable to procurement under grants, see the procurement standards prescribed by 45 CFR Part 74, Subpart P and 45 CFR Part 92.36.

The rules of conduct must contain a provision for prompt notification of violations to a responsible and objective grantee official and must specify the type of administrative action that may be taken against an individual for violations. Administrative actions, which would be in addition to any legal penalty(ies), may include oral admonishment, written reprimand, reassignment, demotion, suspension, or separation. Suspension or separation of a key official must be reported promptly to the County.

A copy of the rules of conduct must be given to each officer, employee, board member, and consultant of the recipient organization who is working on the grant supported project or activity and the rules must be enforced to the extent permissible under State and local law or to the extent to which the grantee determines it has legal and practical enforcement capacity.

The rules need not be formally submitted to and approved by the County; however, they must be made available for a review upon request, for example, during a site visit.

ARTICLE 25 - ENTIRETY OF CONTRACTUAL AGREEMENT

The AGENCY agrees that the Scope of Work has been developed from the AGENCY'S service proposal and that the COUNTY expects performance by the AGENCY in accordance with such application. In the event of a conflict between the proposal and this Contract (including Exhibits), this Contract shall control.

The COUNTY and the AGENCY both further agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

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IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the **COUNTY** and **Disaster Recovery Coalition, Inc.**, on the day and year above written.

PALM BEACH COUNTY
DISASTER RECOVERY COALITION, INC

By: Jennifer Beckman
Jennifer Beckman
Executive Director

PALM BEACH COUNTY BOARD
OF COUNTY COMMISSIONERS

By: Vincent Bonvento
Vincent Bonvento
Director of Public Safety

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: Rudolph Erilly
Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: Bill Johnson
Bill Johnson, RN
Director of the Division of Emergency
Management

EXHIBIT A

SCOPE OF WORK CONTRACT FOR DISASTER PREPAREDNESS AMBASSADOR SYMPOSIUM

The PBC Disaster Recovery Coalition enters into this Contract and accepts this \$12,000 FY2011 UASI Grant sub-grant allocation from the Department of Public Safety of Palm Beach County to fund this project. This project, the Palm Beach County Citizen Corps Disaster Preparedness Ambassador Symposium, is a faith-based disaster preparedness and education initiative that embraces *A Whole of Community Approach to Emergency Management* and involves multiple agencies/organizations throughout Palm Beach County.

PALM BEACH COUNTY CITIZEN CORPS DISASTER PREPAREDNESS AMBASSADOR SYMPOSIUM

This symposium involves designing and implementing a disaster preparedness program targeting religious leaders to become preparedness ambassadors. Once trained, preparedness ambassadors will relay the knowledge and information they obtained through this initiative to their membership to promote volunteerism, and personal preparedness. Since this is a train-the-trainer initiative, the reach is exponentially expanded with each ambassador recruited. The goal of the project is to increase community resiliency to disasters through the promotion of volunteerism and preparedness information.

Scope of Work:

1. Facilitate a working group to assist in the development of program materials and delivery strategies. This workgroup shall be comprised of representatives from the Division of Emergency Management (DEM), Florida Department of Health in Palm Beach County, American Red Cross, Disaster Recovery Coalition, one (1) representative of a faith-based organization, and other relevant Citizen Corps partner organizations.
2. Consult with the DEM project manager to capture talking points when developing the key disaster preparedness messages: Make a Plan, Get a Kit, Be Informed, and Get Involved.
3. Design a comprehensive preparedness program, train-the-trainer format, that prepares participants to deliver a general preparedness presentation and hurricane specific presentation.
4. Provide participants instructional detail on the following:
 - a. Family Disaster Plans to include storm surge evacuation areas and shelter options
 - b. Disaster Supplies Kit Assembly
 - c. Citizen Corps Volunteer Opportunities
 - d. Information Sources

- i. PBC DEM website: www.pbcgov.com/dem
 - ii. PBC Hurricane Guide
 - iii. PBC Disaster Awareness and Resource Tool (PBC DART)
 - iv. Know Your Zone Information
 - v. Links to grocery and building supply stores with generators
 - vi. PBC DEM Social Media Channels: PBCDEM on Facebook & @PBCDEM on Twitter
 - vii. Resource listing of other recognized preparedness sources (i.e., National Hurricane Center, American Red Cross, Ready.gov, Floridadisaster.org)
5. Recruit at least fifteen (15) faith-based leaders to enroll, participate, and complete the program.
6. Produce a resource manual, electronic and hard copy, for each preparedness ambassador:
- a. Three (3) customizable articles on disaster preparedness for inclusion in bulletins/newsletters
 - b. Two (2) copies of a preparedness poster, at minimum 11" X 17" in size, emphasizing the preparedness talking points (see item #2)
 - c. Listing of Citizen Corps member agency volunteer opportunities for the faith-based communities to support
 - d. Listing of local emergency management organizations to include name, phone number, web-site, physical address, and description of services offered
 - e. Organize material in a tabbed 3-ring binder and copy materials electronically onto a CD.
 - f. Social Media Materials
 - i. Ten (10) preparedness Twitter messages that are 140 characters or less that push people to recognized emergency management resources
 - ii. Ten (10) preparedness Facebook messages that provided necessary content to promote key messages (see item #2 for Key Messages) including a image representative of the post (i.e., A post on developing a disaster kit has a picture of a family assembling a disaster kit)
 - g. Two (2) Power Point Presentations
 - i. General disaster preparedness presentation that is at minimum twenty (20) slides in length
 - ii. Hurricane preparedness that is at minimum twenty (20) slides in length

7. Coordinate and facilitate the training schedule and program for the preparedness ambassadors to include agenda preparation, instruction, training, teach backs, and other associated tasks.
8. Provide support and mentoring to program participants during the implementation phase.
9. Promote and market this initiative through pastoral association/religious networking venues, media advisories, purchasing newspaper ads, production and dissemination of flyers or posters to achieve recruitment goals (see item #5).
10. Provide disaster bags/totes to preparedness ambassadors as samples for replication among their membership. Contents shall include, but are not limited to, a weather alert radio, flashlight, first aid kit, Heater Meal sample, localized preparedness information.
11. Secure the meeting and training venues.
12. Recognize program participants with a certificate, thank-you letter, and a Citizen Corps polo-style shirt with "preparedness ambassador" embroidery.
13. Identify and convey to the DEM project manager at least three (3) preparedness ambassadors who are willing to serve on the DEM Speakers Bureau and conduct preparedness presentations to audiences outside their place of worship.
14. Provide a weekly written status report to the project manager to include as attachments all planning meeting agendas, all developed materials, all planning meeting sign-in sheets, and sign-in sheets from all training days.
15. Upon project completion, produce a written report to include overall achievements/accomplishments, challenges, recommendation for future replication, number of recruited ambassadors, number of trained ambassadors, number of members the ambassadors represent, photographs, and other documentation that may be requested by County.