

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: March 22, 2016 [X] Consent [] Regular [] Workshop [] Public Hearing

Department: Office of Community Revitalization

Submitted By: Office of Community Revitalization

Submitted For: Office of Community Revitalization

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends a motion to approve: Contract with Bill McDonald in an amount not to exceed \$5,000 for the implementation of the Abundant Community Initiative Pilot Project in the Plantation Community CCRT area.

Summary: Funding for this pilot project was previously approved by the BCC on January 13, 2015, to contract with a resident as Neighborhood Coordinator to spearhead the Abundant Community Initiative (ACI) Pilot Project in the Plantation Community CCRT area, one of the three selected pilot communities. The purpose of the pilot project is to further engage and help empower residents for civic leadership, and demonstrate the viability and potential of the Asset Based Community Development (ABCD) initiative for neighborhood development in Palm Beach County by utilizing actual neighborhoods, their existing leadership structures and residents. The Neighborhood Coordinator will be responsible for guiding the neighborhood organizing process, inventorying the skills, abilities and gifts within the neighborhood, and facilitating the formation of associations within the neighborhood. Staff has selected and is recommending a Neighborhood Coordinator to work in the Plantation CCRT community, and is now presenting the contract to the BCC for execution. This contract begins March 23, 2016 and ends January 31, 2017. District 2 (AH)

Background and Justification: The ACI pilot project is part of OCR's Community Connect Initiative and its ongoing efforts to further engage and help empower residents for civic leadership. The pilot project follows a national model that supports grassroots efforts to increase neighborhood wellness by focusing on developing communities from the inside out, identifying and mobilizing assets from within (their skills, abilities and gifts), and connecting them with one another. In 2014, the Office of Community Revitalization (OCR) received a grant from the Knight Foundation to expand its Community Connect Initiative. The grant provided the OCR with a unique opportunity to review, analyze and adopt elements from communities across the nation, which have been successful in developing more connected, inclusive and engaged local communities. In addition, the OCR was selected to be part of a national neighborhood leadership group sponsored by the Kettering Foundation and the ABCD Institute to exchange, evaluate and adopt successful initiatives to promote community engagement and build community capacity. This ACI pilot project and the contracting of neighborhood residents for its implementation follow the national model already adopted and successfully implemented by the leadership group throughout the United States and Canada. The Neighborhood Coordinator is critical in the community to: organize the community work, identify, enlist and mobilize a significant number of block connectors, facilitate and encourage the Block Connector's conversation process throughout the entire neighborhood, and compile the information from the conversations on behalf of each neighborhood and its leadership. (Continued on page 3)

- Attachments: 1. Contract with Bill McDonald

Recommended by: [Signature] OCR Director Date: 2/29/2016

Approved By: [Signature] County Administrator Date: 3/7/16

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>\$3,000</u>	<u>\$2,000</u>	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$3,000</u>	<u>\$2,000</u>	=====	=====	=====

No. ADDITIONAL FTE POSITIONS (Cumulative) _____

Is Item Included In Proposed Budget? Yes _____ No
 Budget Account No.: Fund 1401 Department 366 Unit X089 Object 8201
 Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact: Funds will be allocated from the above account and according to contract. Any unused project funds will be transferred back to the above budget account.

C. Departmental Fiscal Review: Paul Dignazio

III. REVIEW COMMENTS

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

John M. L... 3/1/16
 OFMB 3/1/16

Dr. J. Garabito 3/3/16
 Contract Dev. and Control

B. Legal Sufficiency:
Anne Delgado 3/4/16
 Assistant County Attorney

C. Other Department Review:

 Department Director

CONTRACT FOR SERVICES

This Contract is made as of the 22nd day of March, 2016, 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 BILL MCDONALD, hereinafter referred to as the NEIGHBORHOOD COORDINATOR.

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

ARTICLE 1 - SERVICES

The NEIGHBORHOOD COORDINATOR'S responsibility under this Contract is to assist with the implementation of the Abundant Community Initiative (ACI) Pilot Project, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY'S representative/liaison during the performance of this Contract shall be Derrek Moore, telephone no. (561) 233-5318.

The NEIGHBORHOOD COORDINATOR shall be BILL MCDONALD, during the performance of this Contract and his contact telephone no. is (561) 201-4926.

ARTICLE 2 - SCHEDULE

The NEIGHBORHOOD COORDINATOR shall commence services on March 23, 2016 and shall complete all services by January 31, 2017.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

ARTICLE 3 - PAYMENTS TO NEIGHBORHOOD COORDINATOR

- A. The total amount to be paid by the COUNTY under this Contract for all services shall not exceed a total contract amount of Five Thousand Dollars (\$5,000.00). The NEIGHBORHOOD COORDINATOR will bill the COUNTY on a quarterly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work.
- B. Invoices received from the NEIGHBORHOOD COORDINATOR 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. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.
- C. Final Invoice: In order for both parties herein to close their books and records, the NEIGHBORHOOD COORDINATOR will clearly state "final invoice" on the NEIGHBORHOOD COORDINATOR'S final/last billing to the COUNTY. This shall constitute NEIGHBORHOOD COORDINATOR'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 NEIGHBORHOOD COORDINATOR.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the NEIGHBORHOOD COORDINATOR shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the NEIGHBORHOOD COORDINATOR'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside NEIGHBORHOOD COORDINATORs. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment.

ARTICLE 5 - TERMINATION

This Contract may be terminated by the NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR. It may also be terminated, in whole or in part, by the COUNTY, with or without cause, immediately upon written notice to the NEIGHBORHOOD COORDINATOR. Unless the NEIGHBORHOOD COORDINATOR is in breach of this Contract, the NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR shall:

- A. Stop work on the date and to the extent specified.
- B. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.

ARTICLE 6 - AVAILABILITY OF FUNDS

The COUNTY'S performance and obligation to pay under this contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

ARTICLE 7 - SUBCONTRACTING

Subcontracting is not allowed under this Contract.

ARTICLE 8 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the NEIGHBORHOOD COORDINATOR. The NEIGHBORHOOD COORDINATOR shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the NEIGHBORHOOD COORDINATOR authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The NEIGHBORHOOD COORDINATOR shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this contract.

ARTICLE 9 - INDEMNIFICATION

NEIGHBORHOOD COORDINATOR shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of NEIGHBORHOOD COORDINATOR.

ARTICLE 10 - SUCCESSORS AND ASSIGNS

The COUNTY and the NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

ARTICLE 11 - 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 NEIGHBORHOOD COORDINATOR.

ARTICLE 12 - CONFLICT OF INTEREST

The NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR further represents that no person having any such conflict of interest shall be employed for said performance of services.

The NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR'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 NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR. The COUNTY agrees to notify the NEIGHBORHOOD COORDINATOR of its opinion by certified mail within thirty (30) days of receipt of notification by the NEIGHBORHOOD COORDINATOR. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the NEIGHBORHOOD COORDINATOR, the COUNTY shall so state in the notification and the NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR under the terms of this Contract.

ARTICLE 13 - EXCUSABLE DELAYS

The NEIGHBORHOOD COORDINATOR shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the NEIGHBORHOOD COORDINATOR'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision 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 14 - ARREARS

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

ARTICLE 15 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR 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, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

ARTICLE 16- INDEPENDENT CONTRACTOR RELATIONSHIP

The NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR'S sole direction, supervision, and control. The NEIGHBORHOOD COORDINATOR shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the NEIGHBORHOOD COORDINATOR'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 NEIGHBORHOOD COORDINATOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 17 - CONTINGENT FEES

The NEIGHBORHOOD COORDINATOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 18 - ACCESS AND AUDITS

The NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR'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. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the NEIGHBORHOOD COORDINATOR, 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 interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 19 - NONDISCRIMINATION

The NEIGHBORHOOD COORDINATOR warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information.

NEIGHBORHOOD COORDINATOR has submitted to COUNTY a copy of its non-discrimination policy which is consistent with the above paragraph, as contained in Resolution R-2014-1421, as

amended, or in the alternative, if the NEIGHBORHOOD COORDINATOR does not have a written non-discrimination policy or one that conforms to the COUNTY's policy, it has acknowledged through a signed statement provided to COUNTY that NEIGHBORHOOD COORDINATOR will conform to the COUNTY's non-discrimination policy as provided in R-2014-1421, as amended.

ARTICLE 20 - 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 21 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the NEIGHBORHOOD COORDINATOR certifies that it, its affiliates, suppliers, subcontractors and NEIGHBORHOOD COORDINATORS 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 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 NEIGHBORHOOD COORDINATOR of the COUNTY'S notification of a contemplated change, the NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the NEIGHBORHOOD COORDINATOR 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 NEIGHBORHOOD COORDINATOR shall not commence work on any such change until such written amendment is signed by the NEIGHBORHOOD COORDINATOR and approved and executed on behalf of Palm Beach County.

ARTICLE 23 - NOTICE

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:

Palm Beach County Office of Community Revitalization
Houston Tate, OCR Director
2300 North Jog Road
West Palm Beach, FL 33411

With copy to:

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

If sent to the NEIGHBORHOOD COORDINATOR, notices shall be addressed to:

Bill McDonald
5907 Elmhurst Road
West Palm Beach, FL 33417

ARTICLE 24 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the NEIGHBORHOOD COORDINATOR 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 in accordance with Article 22 - Modifications of Work.

ARTICLE 25 – REGULATION REQUIREMENTS

The NEIGHBORHOOD COORDINATOR shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. NEIGHBORHOOD COORDINATOR 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.

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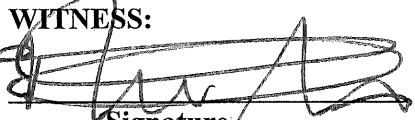
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and NEIGHBORHOOD COORDINATOR has hereunto set its hand the day and year above written.

ATTEST:
SHARON R. BOCK
CLERK AND COMPROLLER

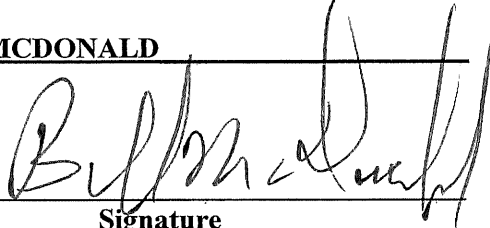
PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:

By: _____
Deputy Clerk

By: _____
Mary Lou Berger, Mayor

WITNESS:

Signature

NEIGHBORHOOD COORDINATOR:
BILL MCDONALD



Signature

Ruth C. Moguillansky
Name (type or print)


Signature

BILL MCDONALD

Typed Name


Name (type or print)

Neighborhood Coordinator
Title

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

(corp. seal)

By 
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

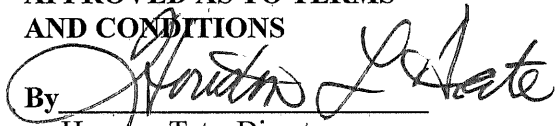
By 
Houston Tate, Director
Office of Community Revitalization

EXHIBIT "A"

SCOPE OF WORK

Neighborhood Coordinator's Name:

BILL MCDONALD
5907 Elmhurst Road
West Palm Beach, FL 33417

Purpose: To assist with the implementation of the Office of Community Revitalization's (OCR) Abundant Community Initiative (ACI) in the Countywide Community Revitalization Team's (CCRT) area known as Plantation Community.

Dates of Services: March 23, 2016 to January 31, 2017.

Total Hours: 400 (estimated)

Reporting

The Neighborhood Coordinator will report to the ACI Pilot Project Coordinator, a staff from the Office of Community Revitalization.

Work Conditions

- The Neighborhood Coordinator shall attend neighborhood meetings, events and meet project deadlines, regardless of the time such meetings and events are scheduled.
- Use of personal vehicle shall be necessary for the purpose of meetings with other residents or OCR staff.

Description of Services to Be Performed: The Neighborhood Coordinator shall be responsible for organizing the community work in the Plantation Community neighborhood; identifying, enlisting and mobilizing a significant number of Block Connectors; facilitating and encouraging a block connector's conversation process to inventory the dreams, desires, passions and gifts within the entire neighborhood; compiling the information from the conversations on behalf of his/her neighborhood and its leadership; and facilitating the formation of associations within the neighborhood. One of the tasks of the Neighborhood Coordinator will be to recruit Block Connectors in their neighborhood to assist the Neighborhood Coordinator with the home interviews. Block Connectors will be volunteer positions. The Block Connector becomes the "go to" person on your block. The Block Connectors are the persons stewarding neighbors' emails and phone numbers; they know something about everyone on their blocks; they help neighbors welcome new neighbors; they are a key for neighbors' connecting to the neighborhood. Block Connectors commit to: 1) Interviewing approximately half of their block (10 conversations) within 4 weeks of commitment; 2) Submitting the conversations to the Neighborhood Coordinator for information entry; 3) Continuing conversations and ensuring they are finished; 4) Attending Orientation/Conversation meetings coordinated by the Neighborhood Coordinator; and 5) Planning a connection activity with the block.

*Services to be provided by the **Neighborhood Coordinator** have a current expectation for a 10-month commitment of time for implementation.*

Scope of Services: The Neighborhood Coordinator shall be responsible for the completions of the following tasks. An estimated time commitment is included for each task.

Initiation:

1. Revise Conversation Guide for Neighborhood – 5 hours
2. Participate in Neighborhood Coordinator Orientation Session – 10 hours
3. Neighborhood leadership orientation; Data Collection, Contract and Support – 2 hours
4. Create a "map" for the neighborhood - 5 hours

Period 1:

1. Identify 3 Block Connectors – 10 hours
2. Interview Block Connectors – 5 hours
3. Block Connector Orientation with ACI Pilot Project Coordinator (OCR Staff) - 3 hours

4. Accompany Block Connectors on first Interviews – 5 hours
5. Report on Initiative via website, face book page, newsletter, etc... (continue to report as able throughout the year, as fits your existing communications system (*Mark your dates now) – 3 hours
6. Receive interviews, information entry, and return interviews to Block Connectors – 3 hours
7. Pilot Communities Connector Coordinator Meeting – 2 hours
8. Report to Neighborhood Leadership Group/OCR ACI Pilot Project Coordinator (Quarterly/Select dates) – 2 hours

Period 2:

1. Identify 3 additional Block Connectors -10 hours
2. Interview Block Connectors – 5 hours
3. Accompany Block Connectors on first Interviews -5 hours
4. Provide an orientation/conversation session for Block Connectors -3 hours
5. Receive interviews, information entry, and return interviews to Block Connectors – 5 hours
6. Pilot Communities Connector Coordinator Meeting -2 hours

Period 3:

1. Identify 4 additional Block Connectors – 15 hours
2. Interview Block Connectors – 5 hours
3. Accompany Block Connectors on first Interviews – 5 hours
4. Provide an orientation/conversation session for Block Connectors – 3 hours
5. Receive interviews, information entry, and return interviews to Block Connectors – 5 hours
6. Pilot Communities Connector Coordinator Meeting – 2 hours
7. Submit time sheet to OCR's ACI Pilot Project Coordinator

Period 4:

1. Identify 4 additional Block Connectors -15 hours
2. Interview Block Connectors – 5 hours
3. Reminder to previous 10 Block Connectors to complete interviews -2 hours
4. Accompany Block Connectors on first Interviews -5 hours
5. Provide an orientation/conversation session for Block Connectors -3 hours
6. Receive interviews, information entry, and return interviews to Block Connectors – 10 hours
7. Report to OCR's ACI Pilot Project Coordinator/Neighborhood Leadership Group (quarterly) -2 hours
8. Pilot Communities Connector Coordinator Meeting -2 hours

Period 5:

1. Identify 4 additional or School Schedule Block Connectors (for a total of 18 Block Connectors) – 15 hours
2. Interview Block Connectors – 5 hours
3. Accompany Block Connectors on first Interviews – 5 hours
4. Provide an orientation/conversation session for Block Connectors – 3 hours
5. Receive interviews, information entry, and return interviews to Block Connectors – 5 hours
6. Reminder to previous 14 Block Connectors to complete interviews by - 2 hours
7. Pilot Communities Connector Coordinator Meeting – 2 hours

Period 6:

1. Identify 3 additional Block Connectors -10 hours
2. Interview Block Connectors – 5 hours
3. Accompany Block Connectors on first Interviews -5 hours
4. Provide an orientation/conversation session for Block Connectors -3 hours
5. Receive interviews, information entry, and return interviews to Block Connectors – 12 hours
6. Accompany Block Connectors on difficult Interviews – 10 hours
7. Reminder to 18 Block Connectors to complete interviews – 2 hours
8. Creation of Associations – 10 hours
9. Host Block Connector Conversation and Associations brunch – 3 hours
10. Pilot Communities Connector Coordinator Meeting – 2 hours
11. Submit time sheet to OCR's ACI Pilot Project Coordinator

Period 7:

1. Identify 3 additional Block Connectors -10 hours
2. Interview Block Connectors – 5 hours
3. Accompany Block Connectors on first Interviews -5 hours
4. Provide an orientation/conversation session for Block Connectors -3 hours
5. Receive interviews, information entry, and return interviews to Block Connectors – 12 hours
6. Last reminder to 21 Block Connectors to complete interviews – 2 hours

7. Accompany Block Connectors on difficult Interviews – 10 hours
8. Host Block Connector Conversation and Associations brunch – 3 hours
9. Creation of Associations – 10 hours
10. Report to OCR's ACI Pilot Project Coordinator/Group (Quarterly) – 2 hours
11. Pilot Communities Connector Coordinator Meeting – 2 hours

Period 8:

1. Identify 3 additional Block Connectors -10 hours
2. Interview Block Connectors – 5 hours
3. Accompany Block Connectors on first Interviews -5 hours
4. Provide an orientation/conversation session for Block Connectors -3 hours
5. Last reminder to 24 Block Connectors to complete interviews – 2 hours
6. Receive interviews, information entry, and return interviews to Block Connectors – 12 hours
7. Block Connector's Thank you, conversation and recommitment to Block Connector role event. – 2 hours
8. Creation of Associations – 10 hours
9. Pilot Communities Connector Coordinator Meeting – 2 hours

Periods 9 and 10:

1. Information Entry and Collation – 5 hours
2. Work with CL Exec. on Vision Information and with Volunteer Coordinators on Gift Information – 3 hours
3. Creation of Associations – 10 hours
4. Final report to OCR's ACI Pilot Project Coordinator – 2 hours
5. Submit **Final** time sheet to OCR's ACI Pilot Project Coordinator 2 hours

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EXHIBIT "B"

SCHEDULE OF PAYMENTS

The Scope of Work to be completed by NEIGHBORHOOD COORDINATOR as defined in Exhibit "A" consists of specific tasks, which shall be clearly identified upon submission to the COUNTY of certain "deliverables"* as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments:

INITIATION & PERIODS 1 -3 (March – May)

Task(s) to be Completed: See Exhibit "A".

Completion Time: May 30, 2016

Compensation for Initiation & Periods 1-3: \$ 1,500.00

Deliverable(s) Required: See Exhibit "A"

PERIODS 4 – 6 (June - August)

Task(s) to be Completed: See Exhibit "A"

Completion Time: August 31, 2016

Compensation for Periods 4-6: \$1,500.00

Deliverable(s) Required: See Attachment "A"

PERIODS 7 – 10 (September – December)

Task(s) to be Completed: See Exhibit "A"

Completion Time: December 31, 2016

Compensation for Periods 7-10: \$2,000.00

Deliverable(s) Required: See Attachment "A"

* "Deliverables" shall be defined as progress reports, prepared maps, bid documents, completed drawings, specific reports, work plans, documentation of meetings attended, assessment study reports, analysis reports, summary reports, recommendation reports and related draft reports and verifiable deliverables.

**Office of Community Revitalization
"Abundant Community Initiative Pilot Project"**

**RISK MANAGEMENT
INSURANCE VERIFICATION FORM**

Please review the attached application and indicate if the project requires General Liability insurance and provide any additional comments as applicable.

NEIGHBORHOOD COORDINATOR: Bill McDonald

SERVICES DESCRIPTION:

Mr. McDonald was selected to help the OCR in implementing the Abundant Community Initiative Pilot Project in the Plantation CCRT area. His work will entail: guiding the community organizing work; identifying, enlisting and mobilizing a significant number of block connectors; facilitating and encouraging the block connector's conversation process throughout the entire neighborhood; and compile the information from the conversations on behalf of the neighborhood and its leadership; and facilitating the formation of associations within the neighborhood. The neighborhood coordinator will not be a County employee, and will report to the community leadership group and the OCR Staff. Block Connectors will be recruited to assist the neighborhood coordinator with the home interviews. Block Connectors will be volunteer positions. Based on the lessons learned from the Pilot Project and its evaluation, the OCR will make a recommendation to the BCC on whether the pilot projects' experience, training materials and interview questions could be used as a model that could be applied in other communities in Palm Beach County.

County funds to be paid: \$5,000

APPROVAL STATUS:

Risk Management agree/do not agree to waive the "insurance requirement" for Tony Panda, a resident from the Cabana Colony CCRT area

INSURANCE NEEDED: YES NO

COMMENTS: RISK MANAGEMENT AGREES TO WAIVE THE INSURANCE REQUIREMENT. HOWEVER, THE INDEMNIFICATION PROVISION IN ARTICLE 9 SHOULD REMAIN IN ITS ENTIRETY.

[Signature]
SIGNATURE OF REVIEWER
SCOTT MARTINE
PRINT NAME

INSURANCE & CLAIMS MANAGER
TITLE OF REVIEWER
2/17/16
DATE