

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

MEETING DATE: 6/21/16

Consent Regular

Ordinance Public Hearing

Department: Equal Opportunity

Submitted By: Equal Opportunity

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) an Amendment of Solicitation/Modification of Contract (Contract No. EEC45015C0047P00001) with the U. S. Equal Employment Opportunity Commission (EEOC) in the total amount of \$74,600 as payment for processing and resolving employment discrimination complaints; and

B) a downward budget amendment of \$5,400 in the General Fund to adjust the budget to the actual contract.

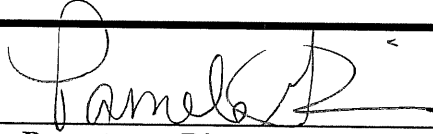
Summary: Execution of the Contract is required so that OEO can receive payment for processing and resolving complaints of employment discrimination pursuant to the Worksharing Agreement with the EEOC. This Contract is for FY 2015-2016 and is in the amount of \$74,600 (\$70,700 - charge processing; \$1,500 Intake Services, \$1,400 - attendance at EEOC sponsored annual training and \$1,000 for FEPA engagement funding). EEOC contracts for all Fair Employment Practices Agencies nationwide provide payment at a rate of \$700 per charge. OEO's contract is for a total of 101 charges. No County funds are required. (Countywide)(DO)

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, 2015. EEOC distributed the FY 2015-2016 contracts to state and local agencies via letter dated May 17, 2016. 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 (EEC45015C0047P00001)
3. OEO Letter to EEOC re: Extension of Submission Deadline
4. Budget Amendment

Recommended by:  6 June 2016
 Department Director Date

Approved by:  6/6/16
 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

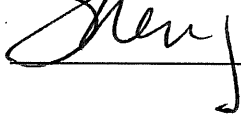
Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	(5,400)	_____	_____	_____	_____
External Revenues	+5,400	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
 NET FISCAL IMPACT	 -0-	 -0-	 -0-	 -0-	 -0-
 # ADDITIONAL FTE					
POSITIONS (Cumulative)	__0__	__0__	__0__	__0__	__0__

Is Item Included in Current Budget? Yes x No _____
 Budget Account No.: Fund_0001 Department_400_ Unit_4160_ Object_4900__
 Program Category__

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

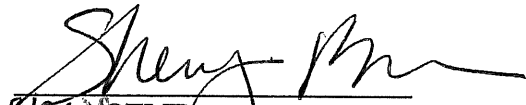
No Ad Valorem dollars are involved in this item. These funds are to be paid to the County by the United States Equal Employment Opportunity Commission.

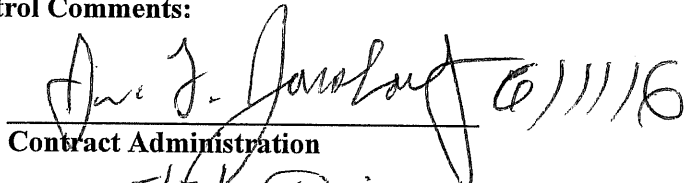
C. Departmental Fiscal Review:



III. REVIEW COMMENTS:

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


 5/25 OFMB
 5/25


 Contract Administration
 5/22/16

B. Legal Sufficiency:


 Assistant County Attorney

C. Other Department Review:

 Department Director

THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.



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

MAY 17 2016

Office of the Chief Financial Officer

Palm Beach County Office of Equal Opportunity
Attn: FEPA Director
301 North Olive Ave, 10th Floor
West Palm Beach, FL 33401

RE: Contract No. FEC45015C00470001

Dear FEPA Director:

Enclosed is a copy of the Standard Form (SF) 30 of the entire contract 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
Acquisition Services Division
131 M Street, NE, 4th Floor
Washington, DC 20507
Attn: Anthony R. Price, Contracting Officer

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,

A handwritten signature in black ink, appearing to be "A. Price", written over a horizontal line.

Anthony R. Price, Contracting Officer
Acquisition Services Division

Enclosure(s)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. EEC45015C0047P00001		3. EFFECTIVE DATE 10/01/2015	4. REQUISITION/PURCHASE REQ. NO. See Schedule	5. PROJECT NO. (If applicable)	
6. ISSUED BY EEOC OCFO ASD 131 M Street, N.E., 4th Floor Washington, DC 20507		CODE EE450	7. ADMINISTERED BY (If other than Item 6) EEOC Miami District Office Miami Tower, 100 SE 2nd Street Fl 15 Miami, FL 33131		CODE EE465
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, County, State and ZIP Code) PALM BEACH COUNTY OFFICE OF EQUAL OPPORTUNITY 301 N OLIVE AVE FRNT WEST PALM BEACH, FL 33401-4785			(X)	9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
			(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. EEC45015C0047	
				10B. DATED (SEE ITEM 13) 07/01/2015	
CODE LOC78479481		FACILITY CODE			

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 your 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 Schedule

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.
<input type="checkbox"/>	
<input type="checkbox"/>	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).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Section 1, 52.217-9 Option to Extend the Term of the Contract.

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)

MODIFICATION CONTROL NUMBER: EEC45015C0047P00001

SUMMARY OF CHANGES: EXERCISE OPTION YEAR 1

PURSUANT TO SECTION 1, 52.217-9 ENTITLED "OPTION TO EXTEND THE TERM OF THE CONTRACT", THE GOVERNMENT HEREBY EXERCISES OPTION YEAR 1 TO EXTEND CONTRACT PERFORMANCE FOR A PERIOD OF TWELVE (12) MONTHS COMMENCING ON OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016. (SEE ATTACHMENT NO. 1 FOR DETAILS)

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) Pamela Guerrier		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Price, Anthony R Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
15C. DATE SIGNED		16C. DATE SIGNED	

HSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FPMR (48 CFR) 53.243

Approved as to terms and conditions

Approved as to Form and Legal Sufficiency

Pamela Guerrier Director, OEO

David Ottey, Assistant County Attorney

Summary of Changes

Modification Changes

Effective as of the date of this Modification No. EEC45015C0047P00001, IS REVISED AS FOLLOWS:

Line Number: 0005

Item Description: OPTION YEAR 1 - Title VII, ADEA, ADA, AND GINA CHARGE RESOLUTIONS:

Extended Description: The Extended Description Processing and Resolving Title VII, ADEA, ADA and GINA Charges.

Each Charge must have been filed since October 1, 2011, (or since October 1, 2010, 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. Period of Performance: 10/01/2015 ~ 09/30/2016

Unit of Measure and Quantity: 101 ea

Unit Price: \$700.00

Contract Type: Firm Fixed Price

Charge Account: 2016|0100B1616D|10SLPPS|FPSP|NA|251010|999996|9999|SLCR|NA|NA|NA

Funded Value: \$70,700.00

Line Number: 0006

Item Description: OPTION YEAR 1 - Title VII, ADEA, ADA, AND GINA INTAKE SERVICES

Extended Description: Provide Intake Services for charges, with affidavits, filed during the period October 1, 2015 to September 30, 2016, at a price of \$50 per charge. Period of Performance: 10/01/2015 ~ 09/30/2016

Unit of Measure and Quantity: 30 ea

Unit Price: \$50.00

Charge Account: 2016|0100B1616D|10SLPPS|FPSP|NA|251010|999996|9999|SLINTK|NA|NA|NA

Funded Value: \$1,500.00

Line Number: 0007

Item Description: OPTION YEAR 1 - FY 2016 EEOC/FEPA TRAINING CONFERENCE:

Extended Description: Training to facilitate successful completion of contract, which must include attendance at EEOC - Sponsored Annual Conference. Period of Performance: 10/01/2015 ~ 09/30/2016

Unit of Measure and Quantity: 1 ea

Unit Price: \$1,400.00

Charge Account: 2016|0100B1616D|10SLPPS|FPSP|NA|251010|999996|9999|SLTRNG|NA|NA|NA

Funded Value: \$1,400.00

Line Number: 0011

Item Description: OPTION YEAR 1 - FY 2016 FEPA ENGAGEMENT FUNDING:

Extended Description: Submission of an acceptable written proposal detailing a joint EEOC/FEPA enforcement, outreach, or training activity in support of a Strategic Enforcement Plan or District Complement Plan. Period of Performance:

10/01/2015 ~ 09/30/2016

Unit of Measure and Quantity: 1 ea

Unit Price: \$1,000.00

Charge Account: 2016|0100B1616D|10SLPPS|FPSP|NA|251010|999996|9999|SLJOUT|NA|NA|NA

Funded Value: \$1,000.00

Reference Requisition No.: FP160081

As a result of this modification, the grand total for the contract is increased by \$74,600.00 from \$73,400.00 to \$148,000.00.

Except as stated above, all other terms and conditions remain unchanged.

ATTACHMENT NO. 1

In addition, listed below are the revised Sections of the contract:

Section C – DESCRIPTIONS AND SPECIFICATIONS

Section II, Paragraph B of the Statement of Work – The last sentence is revised to read as follows:

From: Upon execution, the Worksharing Agreement dated 05/18/2015, is incorporated by reference into this contract.

To: Upon execution, the Worksharing Agreement dated 10/29/2015, is incorporated by reference into this contract.

Section II, Paragraph E of the Statement of Work is revised to read as follows:

From: It is understood and expressly agreed to by both parties to this contract that all provisions of the EEOC's Contracting Principles for State and Local FEPA for Fiscal Year 2015 are incorporated in their entirety into this contract.

To: It is understood and expressly agreed to by both parties to this contract that all provisions of the EEOC's Contracting Principles for State and Local FEPA for Fiscal Year 2016 are incorporated in their entirety into this contract.

Section III, Paragraph B of the Statement of Work is revised to read as follows:

From: All charges submitted for credit under this contract shall be completed by the Contractor between **October 1, 2014** and **September 30, 2015** as follows:

To: All charges submitted for credit under this contract shall be completed by the Contractor between **October 1, 2015** and **September 30, 2016** as follows:

Section F – DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

Paragraph F.1 A is revised to read as follows:

From: A. The period of performance under this contract shall be from **October 1, 2014** through **September 30, 2015**, with two one-year options to extend the term of the contract. (See Section I, 52.217-9 "Option to Extend the Term of the Contract").

To: A. The period of performance under this contract shall be from **October 1, 2015** through **September 30, 2016**.

ATTACHMENT NO. 1

F.2 TIME OF DELIVERY/DELIVERABLES

F.2.A.1 – The last sentence is revised to read as follows:

From: A determination not to award contract credit made may be reversed under the procedures set forth in Section III.B.5.a. of the FY 2015 Contracting Principles.

To: A determination not to award contract credit made may be reversed under the procedures set forth in Section III.B.5.a. of the FY 2016 Contracting Principles.

Paragraph F.2.A.2 is revised to read as follows:

From: Enter basic charge data into the IMS or successor system within five business days of the Contractor's receipt of each charge as set forth in Section III.B.5.a of the FY 2015 Contracting Principles in order to be eligible to receive contract credit.

To: Enter basic charge data into the IMS or successor system within five business days of the Contractor's receipt of each charge as set forth in Section III.B.5.a of the FY 2016 Contracting Principles in order to be eligible to receive contract credit.

Paragraph F.2.A.3 is revised to read as follows:

From: Provide EEOC with a list of final actions within a time frame agreed upon by the COR and the Contractor, but usually no later than 30 calendar days after the resolution of each charge to meet the requirement of Section III. B.2 of the FY 2015 Contracting Principles. The Contractor must ensure the timely and accurate entry of data into the IMS or successor system. The COR will generate charge data lists and reports through the IMS or successor system to verify that this requirement is being met throughout the term of this contract.

To: Provide EEOC with a list of final actions within a time frame agreed upon by the COR and the Contractor, but usually no later than 30 calendar days after the resolution of each charge to meet the requirement of Section III. B.2 of the FY 2016 Contracting Principles. The Contractor must ensure the timely and accurate entry of data into the IMS or successor system. The COR will generate charge data lists and reports through the IMS or successor system to verify that this requirement is being met throughout the term of this contract.

Paragraph F.2.B.4 is revised to read as follows:

From: The Contractor must make timely and accurate submission to the EEOC of EEOC Form 322 and EEOC Form 472. All reports covering the first three quarters of the FY 2015 contract must be received by the EEOC prior to September 30, 2015.

ATTACHMENT NO. 1

To: The Contractor must make timely and accurate submission to the EEOC of EEOC Form 322 and EEOC Form 472. All reports covering the first three quarters of the FY 2016 contract must be received by the EEOC prior to September 30, 2016.

Paragraph F.2.C is incorporated as follows:

C. Proposal for FY 2015 FEPA Engagement

From: The Contractor must submit to the Contracting Officer Representative prior to September 1, 2015, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposes to perform, and (3) which the EEOC finds to be feasible and acceptable.

To: The Contractor must submit to the Contracting Officer Representative prior to September 30, 2016, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposed to perform, and (3) which the EEOC finds to be feasible and acceptable.

Section G – **CONTRACT ADMINISTRATION DATA**

Replace Section G.1 with the following:

G.1 CONTRACT ADMINISTRATION DATA

- A. Contracting Officer: See Block 20A of SF 26
- B. Inspection and Acceptance: See Section E of the Schedule
- C. Accounting and Appropriation Data: See Accounting Line Accounting and Appropriations Data
- D. Contracting Officer's Representative:
Maria de Paz, State and Local Coordinator
Miami District Office
Telephone: 305-808-1752
- E. Paying Office: See Block 12 of SF-26

ATTACHMENT NO. 1

F. Program Director: Michael J. Dougherty, Director
State and Local Programs
Office of Field Programs
131 M Street, N.E., Fifth Floor
Washington, DC 20507
Telephone: (202) 663-4801

G.5 PAYMENT SCHEDULE

Paragraph G.5 is revised to read as follows:

From: Upon contract execution, an advance payment invoice not to exceed fifty (50) percent of the **number of charge resolutions stated in the contract**, submitted by the Contractor. Subsequent payments will be based on the Contractor's actual production of accepted charge resolutions. The contractor can submit invoices for actual production on a quarterly basis (**April 10, July 10, and October 9, 2015**). No payment will be made until the contract and subsequent modifications, if any, are returned, properly executed, to the Equal Employment Opportunity Commission, Acquisition Services Division, 131 M Street, N.E., 4th Floor, Washington, D.C. 20507.

To: Upon contract execution, an advance payment invoice not to exceed fifty (50) percent of the **number of charge resolutions stated in the contract**, submitted by the Contractor. Subsequent payments will be based on the Contractor's actual production of accepted charge resolutions. The contractor can submit invoices for actual production on a quarterly basis (**April 11, July 11, and October 11, 2016**). No payment will be made until the contract and subsequent modifications, if any, are returned, properly executed, to the Equal Employment Opportunity Commission, Acquisition Services Division, 131 M Street, N.E., 4th Floor, Washington, D.C. 20507.

Section H – SPECIAL CONTRACT REQUIREMENTS

Paragraph H.10 is incorporated as follows:

H.10 FEPA ENGAGEMENT FUNDING

From: To be eligible to invoice for the funding, in the amount of \$1,000, the Contractor must submit to the Contracting Officer Representative prior to **September 1, 2015**, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposes to perform, and (3) which the EEOC finds to be feasible and acceptable.

ATTACHMENT NO. 1

To: To be eligible to invoice for the funding, in the amount of \$1,000, the Contractor must submit to the Contracting Officer Representative prior to September 30, 2016, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposes to perform, and (3) which the EEOC finds to be feasible and acceptable.

Paragraph H.11 is incorporated as follows:

H.11 INFORMATION SECURITY RELATED TO USE OF EEOC'S INTEGRATED MISSION SYSTEM (IMS) OR SUCCESSOR SYSTEM

FEPA Directors are responsible for authorizing IMS or successor system account creation and determining the appropriate level of system access to provide each user by employing the concept of least privilege - providing the minimal level of access required to perform their job functions. When determining the appropriate level of access for a user, the FEPA Director must consider the status of the user's government background investigation (whether completed or in-process). Depending on the business need and sensitivity of the data, it may be appropriate to limit/restrict a user's system access until the background investigation is completed.

FEPA Directors must ensure that, upon a user's separation, IMS or successor system access is removed and system accounts are disabled as of the close-of-business on the employee's separation date.

Inactive accounts (accounts that have not been logged in within 30 days) will be disabled by the EEOC.

A certification of system accounts by each FEPA Director must be performed annually. During this review a list of active system users will be forwarded to the FEPA Director for their review. Each FEPA Director or their designee must review the account listing to ensure that all individuals listed for each system have the need and the proper level of access for each system. Any modifications or deletions must be forwarded by the Director to EEOC for action and the Director must then certify the accuracy of the report. This process has been automated to be accessed, reviewed, and certified from within the IMS system or successor system.

Users must access IMS or successor system from workstations that are compliant with the security and privacy policy requirements of their state/local government oversight bodies. At a minimum, workstations must include anti-virus protection that is updated on a regular basis.

ATTACHMENT NO. 1

FEPA Directors are responsible for ensuring that their employees, contractors, contingent workers, and all other users of EEOC's IMS or successor system receive Information Security Awareness Training on an annual basis.

Section J – **LIST OF ATTACHMENTS**

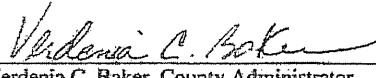
Section J is revised to incorporate Attachment D

Attachment D - Worksharing Agreement for FY 2016 - 1 Page

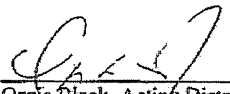
Attachment

FY 2016 EXTENSION OF WORKSHARING AGREEMENT

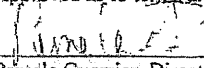
Inasmuch as there have been no substantive changes in the processes, procedures, statutes, policies or regulations that would adversely affect or substantially alter the work sharing arrangement between the Miami District Office and the Palm Beach County Office of Equal Opportunity, or that would affect the processing of charges filed under the pertinent Federal, state or local statutes, the parties agree to extend the current work sharing agreement that was executed on May 18, 2015 through the FY 2016 Charge Resolution Contract Option Period, from October 1, 2015 through September 30, 2016. The agencies agree to work together in furtherance of the provisions of EEOC's 2012-2016 Strategic Plan and the 2013 FEPA Engagement Plan, when assessing the allocation of charges under this agreement and to cooperate in compliance and enforcement efforts as well as training, outreach and technical assistance efforts encompassed by the Plans. By executing this extension, the parties agree to abide by the confidentiality provisions of GINA as well as the other statutes cited in the agreement. This agreement, as well as the attendant Worksharing Agreement may be reopened and amended by mutual consent of the parties.

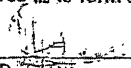

Verdenia C. Baker, County Administrator
Palm Beach County
FEPA: Palm Beach County Office of Equal Opportunity

10/20/15
Date


Ozzie Black, Acting District Director
U.S. Equal Employment Opportunity Commission
Miami District Office

10/29/15
Date

Approved as to terms and conditions

Pamela Guerrier, Director, OEO
Director, OEO

Approved as to form and legal sufficiency

David R. F. Otley
Chief Assistant County Attorney



Office of Equal Opportunity
301 N. Olive Avenue, 10th Floor
West Palm Beach, FL 33401
(561) 355-4884
Fax: (561) 355-4932
www.pbcgov.com/equalopportunity



**Palm Beach County
Board of County
Commissioners**

Mary Lou Berger, Mayor
Hal R. Valeche, Vice Mayor
Paulette Burdick
Shelley Vana
Steven L. Abrams
Melissa McKinlay
Priscilla A. Taylor

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

printed on recycled paper

18 May 2016

Via Facsimile (202) 663-4178 and Regular Mail

Equal Employment Opportunity Commission
Acquisition Services Division
131 M Street, NE, 4th Floor
Washington, DC 20507
Attn.: Anthony R. Price, Contracting Officer

Re: Contract No. EEC45015C00470001
Palm Beach County Office of Equal Opportunity

Dear Mr. Price:

This correspondence is to acknowledge receipt of the Contract No. EEC45015C00470001 and Standard Form (SF) 30. Pursuant to the instructions in your transmittal letter, it is requested that the Palm Beach County Office of Equal Opportunity be granted an extension of time within which to submit the signed contracts.

Pursuant to the Charter and Ordinances of Palm Beach County, Florida, all contracts must be approved by the Board of County Commissioners at a public meeting. We have prepared the required documents to have this contract approved by the Board of County Commissioners at the June 21, 2016 meeting. Upon approval, the contracts will be returned to the EEOC via overnight express delivery.

If you wish to discuss this matter, please reach me at (561) 255-2558 or via e-mail at Pguerrie@pbcgov.org

Sincerely,

A handwritten signature in black ink, appearing to read "Pamela Guerrier".

Pamela Guerrier, Director

Cc: EEOC, Miami District Office, State and Local Coordinator

2016 - 0832

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

Fund 0001 General Fund

BGRV 052016*477
BGEX 052016*1406

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 05/20/16	REMAINING BALANCE
<u>Revenues</u>							
400-4160-4900 Charges for Services-Other	80,000	80,000	0	5,400	74,600		
TOTAL RECEIPTS & BALANCES	1,175,064,887	1,200,161,158	0	5,400	1,200,155,758		
<u>Expenditures</u>							
400-4160-4007 Travel - Mileage	7,300	7,300	0	5,400	1,900	364	1,536
TOTAL APPROPRIATIONS & EXPENDITURES	1,175,064,887	1,200,161,158	0	5,400	1,200,155,758		

Office of Financial Management & Budget

INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures & Dates

Pamela [Signature] 24 May 2016
Sherry [Signature] 5/26/16

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF

Deputy Clerk to the
Board of County Commissioners