

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made as of the 22nd day of June, 2017, 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 Shannon Tran, a Doctoral Psychology Intern and doctoral candidate at Michigan State University, hereinafter referred to as the INTERN.

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

ARTICLE 1 - SERVICES

The INTERN'S responsibility under this Contract is to provide professional services in the area of clinical psychology, in the County's Youth Services Department, Residential Treatment and Family Counseling Division, 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 Shayna Ginsburg, Psy.D., Chief of Clinical Services Education and Training (telephone no. 561-233-4460).

The INTERN'S representative/liaison during the performance of this Contract shall be Shannon Tran (telephone no. 626-423-8155).

ARTICLE 2 - SCHEDULE

The INTERN shall commence services on August 7, 2017, and complete all services by August 3, 2018.

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

ARTICLE 3 - PAYMENTS TO INTERN

- A. The total amount to be paid by the COUNTY under this Contract for all services and, if applicable, "out of pocket" expenses (specified in paragraph 2 below) shall not exceed a total contract amount of Twenty-Four Thousand Two Hundred Dollars (\$24,200.00). The INTERN will bill the COUNTY at the amounts set forth in this paragraph for services rendered toward the completion of the Scope of Work.
1. Twenty-Three Thousand Seven Hundred Dollars (\$23,700.00) payable at \$11.85 per hour. The INTERN is expected to work 40 hours per week. The INTERN will bill the COUNTY on a bi-weekly basis for a total amount not to exceed Nine Hundred Forty-Eight Dollars (\$948.00); and
 2. Five Hundred Dollars (\$500.00). The INTERN will bill the COUNTY a one-time fee on or before the final invoice, and only after the INTERN has completed six (6) months of employment, for health insurance.
- B. Invoices received from the INTERN pursuant to this Contract will be reviewed and approved by the COUNTY'S representative, to verify that services have been rendered in conformity with this

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 INTERN will clearly state "final invoice" on the INTERN'S final/last billing to the COUNTY. This shall constitute INTERN'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 INTERN.

ARTICLE 4 - TERMINATION

This Contract may be terminated by the INTERN 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 INTERN. It may also be terminated, in whole or in part, by the COUNTY, with or without cause, immediately upon written notice to the INTERN. Unless the INTERN is in breach of this Contract, the INTERN 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 INTERN 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, including but not limited to, case notes, reports and discharge summaries.
- C. Continue and complete all parts of the work that have not been terminated.

ARTICLE 5 - PERSONNEL

All of the services required hereinunder shall be performed by the INTERN. INTERN shall perform the services set forth herein in accordance with all applicable association/governing body rules and regulations, and in a competent, professional, safe and responsible manner with full regard for the safety of the participants and the COUNTY staff.

ARTICLE 6 - 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 INTERN. The INTERN shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the INTERN authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The INTERN 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 7 - 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 8 - INSURANCE

INTERN shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein. INTERN 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 coverages. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by INTERN are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by INTERN under this Contract.

- A. **Professional Liability** - INTERN shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** 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 INTERN'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, INTERN 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, INTERN shall purchase a SERP with a minimum reporting period not less than three (3) years. INTERN shall provide this coverage on a primary basis.

- B. **Waiver of Subrogation** - INTERN 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 INTERN 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 INTERN enter into such an agreement on a pre-loss basis

- C. **Certificates of Insurance** - Prior to execution of this Contract, INTERN shall provide initial evidence to the COUNTY'S representative, at the address below, a signed Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Contract have been obtained and are in full force and effect.

Palm Beach County Youth Services Department
Tammy K. Fields, Director
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

During the term of this Contract, and prior to each subsequent renewal thereof, the INTERN shall provide evidence to ITS at pbcc@instracking.com or fax (562) 435-2999, which is Palm Beach County's insurance management system, prior to the expiration date of each and every insurance required herein. Said Certificate(s) of Insurance shall, to the extent allowable by the insurer, include a minimum thirty (30) day endeavor to notify due to cancellation (10 days for non-payment of premium) or non-renewal of coverage.

Certificates shall include a project description, and shall include the following as the Certificate Holder:

Palm Beach County
c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 20270
Long Beach, CA 90801

- D. **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, coverages, 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.

ARTICLE 9 - INDEMNIFICATION

INTERN 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 INTERN.

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 a court of competent jurisdiction located in Palm Beach County, Florida. 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 INTERN.

ARTICLE 11 - CONFLICT OF INTEREST

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

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

ARTICLE 12 - EXCUSABLE DELAYS

The INTERN 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 INTERN 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 INTERN'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the INTERN'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 13 - ARREARS

The INTERN 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 INTERN further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 14 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The INTERN 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 INTERN 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 15 - INDEPENDENT CONTRACTOR RELATIONSHIP

The INTERN 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 INTERN'S sole direction, supervision, and control. The INTERN shall exercise control over the means and manner in which it performs the work, and in all respects the INTERN'S relationship to the COUNTY shall be that of an Independent Contractor and not as an employee or agent of the COUNTY.

The INTERN does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 16 - ACCESS AND AUDITS

The INTERN 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 INTERN'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Sections 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 INTERN, 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, Sections 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 17 - NON-DISCRIMINATION

The INTERN warrants and represents that it has no employees who will be providing services under this Contract.

ARTICLE 18 - AUTHORITY TO PRACTICE

The INTERN hereby 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.

ARTICLE 19 - 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 20 - PUBLIC ENTITY CRIMES

As provided in Sections 287.132-133, Florida Statutes, by entering into this Contract or performing any work in furtherance hereof, the INTERN certifies that it, its affiliates, suppliers, subcontractors and interns 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 thirty-six (36) months immediately preceding the date hereof. This notice is required by Section 287.133(3)(a), Florida Statutes.

ARTICLE 21 - 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 INTERN of the COUNTY'S notification of a contemplated change, the INTERN 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 INTERN'S ability to meet the completion dates or schedules of this Contract.

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

ARTICLE 22 - 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 Youth Services Department
Attn: Tammy K. Fields, Director
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

With copy to:

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

If sent to the INTERN, notices shall be addressed to:

Shannon Tran
4415 Heritage Avenue, Apt. A
Okemos, MI 48864

ARTICLE 23 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the INTERN 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 21- Modifications of Work.

ARTICLE 24 - CRIMINAL HISTORY RECORDS CHECK

If INTERN is required under this Contract to enter a "critical facility," as identified in Resolution R-2003-1274, the INTERN shall comply with the provisions of Chapter 2, Article IX of the Palm Beach County Code ("Criminal History Records Check" section). The INTERN acknowledges and agrees that if she is to enter a "critical facility" she will be subject to a fingerprint based criminal history records check. Although COUNTY agrees to pay for all applicable FDLE/FBI fees required for criminal history record checks, the INTERN shall be solely responsible for the financial, schedule, and staffing implications associated in complying with this section of the Palm Beach County Code.

ARTICLE 25 - REGULATIONS; LICENSING REQUIREMENTS

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

ARTICLE 26 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, Florida Statutes, if the INTERN: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) Florida Statutes, the INTERN shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The INTERN is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.
- B. Upon request from the COUNTY'S Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The INTERN further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

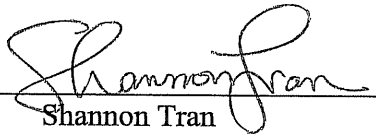
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract, if the INTERN does not transfer the records to the public agency.
- D. Upon completion of the Contract the INTERN shall transfer, at no cost to the COUNTY, all public records in possession of the INTERN unless notified by COUNTY'S representative/liaison, on behalf of the COUNTY'S Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the INTERN transfers all public records to the COUNTY upon completion of the Contract, the INTERN shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the INTERN keeps and maintains public records upon completion of the Contract, the INTERN shall meet all applicable requirements for retaining public records. All records stored electronically by the INTERN must be provided to COUNTY, upon request of the COUNTY'S Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the INTERN to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. INTERN acknowledges that it has familiarized itself with the requirements of Chapter 119, Florida Statutes, and other requirements of state law applicable to public records not specifically set forth herein.

IF THE INTERN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE INTERN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

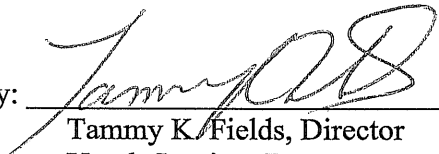
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and INTERN has hereunto set its hand the day and year above written.

INTERN:



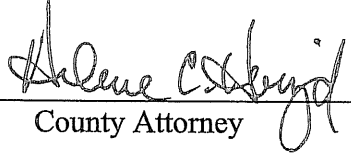
Shannon Tran

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:**

By: 

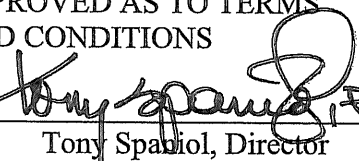
Tammy K. Fields, Director
Youth Services Department

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: 

County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: 

Tony Spadol, Director
Residential Treatment and Family
Counseling Division

EXHIBIT A SCOPE OF WORK

The psychology intern is required to complete a 2000-hour internship by their college or university. The internship begins on August 7, 2017, and continues for one year. In accordance with APPIC standards, the minimum requirements include 500 hours of direct clinical contact, 100 hours of individual supervision, 100 hours of group or additional individual supervision, and 100 hours of didactic training. Psychology interns integrate theoretical, clinical, and professional issues in psychology into the service delivery model at the rotation sites within the Palm Beach County, Youth Services Department, Residential Treatment and Family Counseling Division (Division.)

Psychology interns complete two six-month rotations: community-based and residential. Community based services are provided at the Education and Training Center office. The psychology intern will be responsible for providing short-term family therapy, intake assessments, provisional diagnosis, treatment planning and implementation, treatment outcome measures, and case management. Interns may co-facilitate parent education/support groups and conduct outreach activities, including presentations to staff, schools, and community agencies. This rotation also requires written psychosocial evaluations, formal treatment plans, and closing summaries.

Residential services are provided at Highridge Family Center. The intern is responsible for providing family, group, and individual therapy to residents of Highridge. Interns typically work on one side of the facility, with either boys or girls, and their families. Additionally, the intern will conduct intake assessments, be involved in the residential milieu, and participate in weekly treatment team meetings, case conferences, monthly live family sessions, groups, staff consultations, and presentations. This rotation also requires written psychosocial evaluations, formal treatment plans, treatment plan reviews, completion of outcome measures, and discharge summaries.

Psychology interns are also expected to complete a minimum of five full battery psychological evaluations over the course of the 12-month internship. Full batteries include clinical interviews and assessment of intellectual functioning, behavior, and personality/social functioning. Psycho-educational testing may also be included in the full assessment batteries. Interns are to consult with referring therapists, hold feedback sessions, and complete reports in a timely manner. Referrals for psychological testing come from within the Division, and interns may make psychological evaluation referrals for their own family therapy clients, which another evaluator will conduct.

Interns attend weekly didactic training activities, including formal training on a variety of topics, such as ethics, professional development, family systems, intervention strategies, diagnostic issues, psychological testing, child maltreatment, domestic violence, and supervision. Additionally, interns will present treatment and testing cases, participate in journal club and supervision series discussions, become part of the family therapy treatment team, and provide a professional presentation.

Interns must receive a minimum of two hours of weekly individual face-to-face supervision by a licensed psychologist and participate in weekly group supervision.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract is made as of the 22nd day of June, 2017, 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 Ashley Wilkins, a Doctoral Psychology Intern and doctoral candidate at John F. Kennedy University, hereinafter referred to as the INTERN.

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

ARTICLE 1 - SERVICES

The INTERN'S responsibility under this Contract is to provide professional services in the area of clinical psychology, in the County's Youth Services Department, Residential Treatment and Family Counseling Division, 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 Shayna Ginsburg, Psy.D., Chief of Clinical Services Education and Training (telephone no. 561-233-4460).

The INTERN'S representative/liaison during the performance of this Contract shall be Ashley Wilkins (telephone no. 510-552-4332).

ARTICLE 2 - SCHEDULE

The INTERN shall commence services on August 7, 2017, and complete all services by August 3, 2018.

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

ARTICLE 3 - PAYMENTS TO INTERN

- A. The total amount to be paid by the COUNTY under this Contract for all services and, if applicable, "out of pocket" expenses (specified in paragraph 2 below) shall not exceed a total contract amount of Twenty-Four Thousand Two Hundred Dollars (\$24,200.00). The INTERN will bill the COUNTY at the amounts set forth in this paragraph for services rendered toward the completion of the Scope of Work.
 1. Twenty-Three Thousand Seven Hundred Dollars (\$23,700.00) payable at \$11.85 per hour. The INTERN is expected to work 40 hours per week. The INTERN will bill the COUNTY on a bi-weekly basis for a total amount not to exceed Nine Hundred Forty-Eight Dollars (\$948.00); and
 2. Five Hundred Dollars (\$500.00). The INTERN will bill the COUNTY a one-time fee on or before the final invoice, and only after the INTERN has completed six (6) months of employment, for health insurance.
- B. Invoices received from the INTERN pursuant to this Contract will be reviewed and approved by the COUNTY'S representative, to verify that services have been rendered in conformity with this 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 INTERN will clearly state "final invoice" on the INTERN'S final/last billing to the COUNTY. This shall constitute INTERN'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 INTERN.

ARTICLE 4 - TERMINATION

This Contract may be terminated by the INTERN 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 INTERN. It may also be terminated, in whole or in part, by the COUNTY, with or without cause, immediately upon written notice to the INTERN. Unless the INTERN is in breach of this Contract, the INTERN 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 INTERN 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, including but not limited to, case notes, reports and discharge summaries.
- C. Continue and complete all parts of the work that have not been terminated.

ARTICLE 5 - PERSONNEL

All of the services required hereinunder shall be performed by the INTERN. INTERN shall perform the services set forth herein in accordance with all applicable association/governing body rules and regulations, and in a competent, professional, safe and responsible manner with full regard for the safety of the participants and the COUNTY staff.

ARTICLE 6 - 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 INTERN. The INTERN shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the INTERN authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The INTERN 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 7 - 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 8 - INSURANCE

INTERN shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein. INTERN 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 coverages. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by INTERN are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by INTERN under this Contract.

- A. **Professional Liability** - INTERN shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** 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 INTERN'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, INTERN 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, INTERN shall purchase a SERP with a minimum reporting period not less than three (3) years. INTERN shall provide this coverage on a primary basis.
- B. **Waiver of Subrogation** - INTERN 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 INTERN 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 INTERN enter into such an agreement on a pre-loss basis
- C. **Certificates of Insurance** - Prior to execution of this Contract, INTERN shall provide initial evidence to the COUNTY'S representative, at the address below, a signed Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Contract have been obtained and are in full force and effect.

Palm Beach County Youth Services Department
Tammy K. Fields, Director
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

During the term of this Contract, and prior to each subsequent renewal thereof, the INTERN shall provide evidence to ITS at pbcc@instracking.com or fax (562) 435-2999, which is Palm Beach County's insurance management system, prior to the expiration date of each and every insurance required herein. Said Certificate(s) of Insurance shall, to the extent allowable by the insurer, include a minimum thirty (30) day endeavor to notify due to cancellation (10 days for non-payment of premium) or non-renewal of coverage.

Certificates shall include a project description, and shall include the following as the Certificate Holder:

Palm Beach County
c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 20270
Long Beach, CA 90801

- D. **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, coverages, 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.

ARTICLE 9 - INDEMNIFICATION

INTERN 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 INTERN.

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 a court of competent jurisdiction located in Palm Beach County, Florida. 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 INTERN.

ARTICLE 11 - CONFLICT OF INTEREST

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

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

ARTICLE 12 - EXCUSABLE DELAYS

The INTERN 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 INTERN 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 INTERN'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the INTERN'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 13 - ARREARS

The INTERN 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 INTERN further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 14 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The INTERN 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 INTERN 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 15 - INDEPENDENT CONTRACTOR RELATIONSHIP

The INTERN 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 INTERN'S sole direction, supervision, and control. The INTERN shall exercise control over the means and manner in which it performs the work, and in all respects the INTERN'S relationship to the COUNTY shall be that of an Independent Contractor and not as an employee or agent of the COUNTY.

The INTERN does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 16 - ACCESS AND AUDITS

The INTERN 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 INTERN'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Sections 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 INTERN, 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, Sections 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 17 - NON-DISCRIMINATION

The INTERN warrants and represents that it has no employees who will be providing services under this Contract.

ARTICLE 18 - AUTHORITY TO PRACTICE

The INTERN hereby 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.

ARTICLE 19 - 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 20 - PUBLIC ENTITY CRIMES

As provided in Sections 287.132-133, Florida Statutes, by entering into this Contract or performing any work in furtherance hereof, the INTERN certifies that it, its affiliates, suppliers, subcontractors and interns 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 thirty-six (36) months immediately preceding the date hereof. This notice is required by Section 287.133(3)(a), Florida Statutes.

ARTICLE 21 - 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 INTERN of the COUNTY'S notification of a contemplated change, the INTERN 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 INTERN'S ability to meet the completion dates or schedules of this Contract.

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

ARTICLE 22 - 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 Youth Services Department
Attn: Tammy K. Fields, Director
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

With copy to:

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

If sent to the INTERN, notices shall be addressed to:

Ashley Wilkins
44471 View Point Circle
Fremont, CA 94539

ARTICLE 23 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the INTERN 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 21- Modifications of Work.

ARTICLE 24 - CRIMINAL HISTORY RECORDS CHECK

If INTERN is required under this Contract to enter a "critical facility," as identified in Resolution R-2003-1274, the INTERN shall comply with the provisions of Chapter 2, Article IX of the Palm Beach County Code ("Criminal History Records Check" section). The INTERN acknowledges and agrees that if she is to enter a "critical facility" she will be subject to a fingerprint based criminal history records check. Although COUNTY agrees to pay for all applicable FDLE/FBI fees required for criminal history record checks, the INTERN shall be solely responsible for the financial, schedule, and staffing implications associated in complying with this section of the Palm Beach County Code.

ARTICLE 25 - REGULATIONS; LICENSING REQUIREMENTS

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

ARTICLE 26 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, Florida Statutes., if the INTERN: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) Florida Statutes, the INTERN shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The INTERN is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.
- B. Upon request from the COUNTY'S Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The INTERN further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract, if the INTERN does not transfer the records to the public agency.
- D. Upon completion of the Contract the INTERN shall transfer, at no cost to the COUNTY, all public records in possession of the INTERN unless notified by COUNTY'S representative/liaison, on behalf of the COUNTY'S Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the INTERN transfers all public records to the COUNTY upon completion of the Contract, the INTERN shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the INTERN keeps and maintains public records upon completion of the Contract, the INTERN shall meet all applicable requirements for retaining public records. All records stored electronically by the INTERN must be provided to COUNTY, upon request of the COUNTY'S Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the INTERN to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. INTERN acknowledges that it has familiarized itself with the requirements of Chapter 119, Florida Statutes, and other requirements of state law applicable to public records not specifically set forth herein.

IF THE INTERN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE INTERN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

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 INTERN has hereunto set its hand the day and year above written.

INTERN:

Ashley Wilkins
Ashley Wilkins

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:

By: Tammy K. Fields
Tammy K. Fields, Director
Youth Services Department

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: Debra C. Caldwell
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: Tony Spaniol, Ph.D.
Tony Spaniol, Director
Residential Treatment and Family
Counseling Division

EXHIBIT A SCOPE OF WORK

The psychology intern is required to complete a 2000-hour internship by their college or university. The internship begins on August 7, 2017, and continues for one year. In accordance with APPIC standards, the minimum requirements include 500 hours of direct clinical contact, 100 hours of individual supervision, 100 hours of group or additional individual supervision, and 100 hours of didactic training. Psychology interns integrate theoretical, clinical, and professional issues in psychology into the service delivery model at the rotation sites within the Palm Beach County, Youth Services Department, Residential Treatment and Family Counseling Division (Division.)

Psychology interns complete two six-month rotations: community-based and residential. Community based services are provided at the Education and Training Center office. The psychology intern will be responsible for providing short-term family therapy, intake assessments, provisional diagnosis, treatment planning and implementation, treatment outcome measures, and case management. Interns may co-facilitate parent education/support groups and conduct outreach activities, including presentations to staff, schools, and community agencies. This rotation also requires written psychosocial evaluations, formal treatment plans, and closing summaries.

Residential services are provided at Highridge Family Center. The intern is responsible for providing family, group, and individual therapy to residents of Highridge. Interns typically work on one side of the facility, with either boys or girls, and their families. Additionally, the intern will conduct intake assessments, be involved in the residential milieu, and participate in weekly treatment team meetings, case conferences, monthly live family sessions, groups, staff consultations, and presentations. This rotation also requires written psychosocial evaluations, formal treatment plans, treatment plan reviews, completion of outcome measures, and discharge summaries.

Psychology interns are also expected to complete a minimum of five full battery psychological evaluations over the course of the 12-month internship. Full batteries include clinical interviews and assessment of intellectual functioning, behavior, and personality/social functioning. Psycho-educational testing may also be included in the full assessment batteries. Interns are to consult with referring therapists, hold feedback sessions, and complete reports in a timely manner. Referrals for psychological testing come from within the Division, and interns may make psychological evaluation referrals for their own family therapy clients, which another evaluator will conduct.

Interns attend weekly didactic training activities, including formal training on a variety of topics, such as ethics, professional development, family systems, intervention strategies, diagnostic issues, psychological testing, child maltreatment, domestic violence, and supervision. Additionally, interns will present treatment and testing cases, participate in journal club and supervision series discussions, become part of the family therapy treatment team, and provide a professional presentation.

Interns must receive a minimum of two hours of weekly individual face-to-face supervision by a licensed psychologist and participate in weekly group supervision.