



## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	5,000.00				
External Revenues					
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>5,000.00</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>

# ADDITIONAL FTE

**POSITIONS (Cumulative)**      0    0    0    0    0

### Is Item Included in Current Budget?

Yes   x   No       

Does this item include the use of federal funds? Yes      No   x  

Yes \_\_\_\_\_ No   x  

**Budget Account No.: Fund 0001 Agency 400 Org 4251 Object 8201**

Reporting Category\_\_\_\_\_

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



The Office of Equal Opportunity's Handicap Program has an annual cost of \$94,216 for FY2018. These costs are \$64,216 for salary and benefits for one staff person and \$30,000 to be distributed to community organizations by the Handicap Accessibility and Awareness Grant Review Committee.

### C. Departmental Fiscal Review:

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### III. REVIEW COMMENTS:

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

 11/15/17  
 11/15/17  
 Contract Dev. and Control

**B. Legal Sufficiency:**

  
Assistant County Attorney

### C. Other Department Review:

**Department Director**

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

## **CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES**

This Contract is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, 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 **(Florida Outreach Center for the Blind, Inc.), a (Not-for-profit corporation)** authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is **55-0827232**.

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

### **ARTICLE 1 - SERVICES**

The AGENCY'S responsibility under this Contract is to provide services to residents of Palm Beach County as specified in the request for proposal response attached as Exhibit "A".

The COUNTY'S representative/liaison during the performance of this Contract shall be **Derek Horne, telephone no. (561) 355-4197.**

The AGENCY'S representative/liaison during the performance of this Contract shall be **Carolyn Lapp, telephone no. (561) 642-0005.**

### **ARTICLE 2 - SCHEDULE**

The AGENCY shall be reimbursed for cost incurred by the AGENCY as of the date of approval of the contract by the Palm Beach County Board of County Commissioners through September 30, 2018.

### **ARTICLE 3 - PAYMENTS TO AGENCY**

- A. The total amount to be reimbursed by the COUNTY under this Contract for all services and materials shall not exceed a total contract amount of **Five Thousand Dollars (\$5000)**. The AGENCY will submit an invoice, with copies of canceled checks and such documentation as the COUNTY's may require for reimbursement.
- B. Invoices should be submitted with a cover letter indicating the total amount for reimbursement signed by an authorized official. Invoices received from the AGENCY pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. 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 AGENCY will clearly state "**final invoice**" on the AGENCY'S final/last invoice to the COUNTY. This shall constitute AGENCY'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the AGENCY.

### **ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE**

Signature of this Contract by the AGENCY 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 AGENCY'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 AGENCIES. 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 AGENCY upon sixty (60) days' prior written notice to the

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

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.
- D. Continue and complete all parts of the work that have not been terminated.

## **ARTICLE 6 - PERSONNEL**

The AGENCY represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required hereinunder shall be performed by the AGENCY or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the AGENCY'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY'S representative before said change or substitution can become effective.

The AGENCY warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the AGENCY'S personnel (and all Subcontractors), while on County premises, will comply with all COUNTY requirements governing conduct, safety and security.

## **ARTICLE 7 - SUBCONTRACTING**

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The AGENCY is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If the AGENCY uses any subcontractors on this project, the following provisions of this Article shall apply:

If a subcontractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the AGENCY shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY.

The Palm Beach County Board of County Commissioners has established a minimum goal for SBE participation of 15% on all County solicitations.

The AGENCY agrees to abide by all provisions of the Palm Beach County Code establishing the SBE Program, as amended, and understands that failure to comply with any of the requirements will be considered a breach of contract.

The AGENCY understands that each SBE firm utilized on this Contract must be certified by Palm Beach County in order to be counted toward the SBE participation goal.

The AGENCY shall provide the COUNTY with a copy of the AGENCY's contract with any SBE subcontractor or any other related documentation upon request.

The AGENCY understands the requirements to comply with the tasks and proportionate dollar

amounts throughout the term of this Contract as it relates to the use of SBE firms.

The AGENCY will only be permitted to replace a certified SBE subcontractor who is unwilling or unable to perform. Such substitutions must be done with another certified SBE in order to maintain the SBE percentages established in this Contract. Requests for substitutions of SBE's must be submitted to the COUNTY's representative and to the Office of Small Business Assistance.

The AGENCY shall be required to submit to the COUNTY Schedule 1 (Participation of SBE-M/WBE Contractors) and Schedule 2 (Letter of Intent) to further indicate the specific participation anticipated, where applicable.

The AGENCY agrees to maintain all relevant records and information necessary to document compliance with the Palm Beach County Code and will allow the COUNTY to inspect such records.

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

The AGENCY 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 - 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 10 - INSURANCE**

- A. AGENCY 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. AGENCY shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the contract.
- B. **Commercial General Liability** AGENCY shall maintain Commercial General Liability at a limit of liability not less than **\$500,000** Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by County's Risk Management Department. AGENCY shall provide this coverage on a primary basis.
- C. **Business Automobile Liability** AGENCY shall maintain Business Automobile Liability at a limit of liability not less than **\$500,000** Each Accident for all owned, non-owned and hired automobiles. In the event AGENCY does not own any automobiles, the Business Auto Liability requirement shall be amended allowing AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. AGENCY shall provide this coverage on a primary basis.
- D. **Worker's Compensation Insurance & Employers Liability** AGENCY shall maintain Worker's Compensation & Employers Liability in accordance with Florida Statute Chapter 440. AGENCY shall provide this coverage on a primary basis.
- E. **Professional Liability** AGENCY 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 AGENCY'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, AGENCY shall maintain a Retroactive Date prior to or equal to the effective date of this Contract. The

Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an “occurrence” or “claims - made” form. If coverage is provided on a “claims - made” form the Certificate of Insurance must also clearly indicate the “retroactive date” of coverage. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Contract, AGENCY shall purchase a SERP with a minimum reporting period not less than 3 years. AGENCY shall provide this coverage on a primary basis.

**Additional Insured** AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read “Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents.” AGENCY shall provide the Additional Insured endorsements coverage on a primary basis.

- F. **Waiver of Subrogation** AGENCY hereby waives any and all rights of Subrogation against the County, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement to the policy, then AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should AGENCY enter into such an agreement on a pre-loss basis.
- G. **Certificate(s) of Insurance** Prior to execution of this Contract, AGENCY shall deliver to the COUNTY’S representative as identified in Article 26, a 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. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage. The certificate of insurance shall be issued to

Palm Beach County  
c/o Office of Equal Opportunity  
301 North Olive Avenue, 10<sup>th</sup> Floor  
West Palm Beach, FL 33401

- H. **Umbrella or Excess Liability** If necessary, AGENCY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer’s Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest “Each Occurrence” limit for either Commercial General Liability, Business Auto Liability, or Employer’s Liability. The COUNTY shall be specifically endorsed as an “Additional Insured” on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.
- I. **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 11 - INDEMNIFICATION**

AGENCY 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 AGENCY.

## **ARTICLE 12 - SUCCESSORS AND ASSIGNS**

The COUNTY and the AGENCY each binds itself and its partners, successors, executors,

administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the AGENCY shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

### **ARTICLE 13 - 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 AGENCY.

### **ARTICLE 14 - CONFLICT OF INTEREST**

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

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

### **ARTICLE 15 - EXCUSABLE DELAYS**

The AGENCY 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 AGENCY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the AGENCY'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the AGENCY'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected 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 16 - ARREARS**

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

### **ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

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

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

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

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

**ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP**

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

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

**ARTICLE 19 - CONTINGENT FEES**

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

**ARTICLE 20 - ACCESS AND AUDITS**

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

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. 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 AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or 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 21 - NONDISCRIMINATION**



The AGENCY 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.

AGENCY 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. (Exhibit "B")

#### **ARTICLE 22 - AUTHORITY TO PRACTICE**

The AGENCY 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 23 - 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 24 - PUBLIC ENTITY CRIMES**

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and AGENCYs 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 25 - MODIFICATIONS OF WORK**

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

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

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

#### **ARTICLE 26 - 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:

Derek Horne, Accessibility Specialist  
Palm Beach County Office of Equal Opportunity  
301 North Olive Avenue 10<sup>th</sup> Floor  
West Palm Beach, Florida 33401

#### **With copy to:**

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

**If sent to the AGENCY, notices shall be addressed to:**

Carolyn Lapp  
Florida Outreach Center for the Blind, Inc.  
2315 South Congress Avenue  
Palm Springs, Florida 33406

#### **ARTICLE 27 - ENTIRETY OF CONTRACTUAL AGREEMENT**

The COUNTY and the AGENCY 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 25- Modifications of Work.

#### **ARTICLE 28 - CRIMINAL HISTORY RECORDS CHECK**

If AGENCY'S employees or subcontractors are required under this contract to enter a "critical facility," as identified in Resolution R-2003-1274, the AGENCY shall comply with the provisions of Chapter 2, Article IX of the Palm Beach County Code ("Criminal History Records Check" section). The AGENCY acknowledges and agrees that all employees and subcontractors who are to enter a "critical facility" 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 AGENCY shall be solely responsible for the financial, schedule, and staffing implications associated in complying with this section of the Palm Beach County Code.

#### **ARTICLE 29 - REGULATIONS; LICENSING REQUIREMENTS**

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

#### **ARTICLE 30 - SCRUTINIZED COMPANIES (when contract value is greater than \$1 million)**

As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and AGENCYs who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473, or on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725, or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by AGENCY, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135.

#### **ARTICLE 31 - PUBLIC RECORDS**

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the AGENCY: (i) provides a service; and (ii) acts on behalf of the County as provided under Section 119.011(2) F.S., the AGENCY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time The AGENCY 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 AGENCY 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 AGENCY does not transfer the records to the public agency.
- D. Upon completion of the Contract, the AGENCY shall transfer, at no cost to the County, all public records in possession of the AGENCY 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 AGENCY transfers all public records to the County upon completion of the Contract, the AGENCY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of the Contract, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically by the AGENCY 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 AGENCY 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. AGENCY acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

**IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'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](mailto:RECORDSREQUEST@PBCGOV.ORG) OR BY TELEPHONE AT 561-355-6680.**

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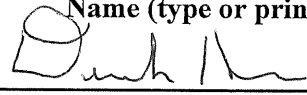
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and AGENCY has hereunto set its hand the day and year above written.


ATTEST:  
SHARON R. BOCK  
CLERK AND COMPTROLLER

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS:

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Mayor

WITNESS:  
  
\_\_\_\_\_  
Signature  
JAVARIOUS JACKSON  
\_\_\_\_\_  
Name (type or print)  
  
\_\_\_\_\_  
Signature  
Derek Horne  
\_\_\_\_\_  
Name (type or print)

AGENCY:  
Florida Outreach Center For The Blind  
Company Name  
  
\_\_\_\_\_  
Signature  
Jean Markevich  
\_\_\_\_\_  
Typed Name  
Treasurer, Board of Directors  
\_\_\_\_\_  
Title

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

(corp. seal)

By \_\_\_\_\_  
County Attorney

APPROVED AS TO TERMS  
AND CONDITIONS

By   
\_\_\_\_\_  
Department Director

**2017 PALM BEACH COUNTY OFFICE OF EQUAL  
OPPORTUNITY HANDICAP ACCESSIBILITY AND  
AWARENESS GRANT PROGRAM**

by

**FLORIDA OUTREACH CENTER FOR THE BLIND, INC  
SUBMITTED MAY 8, 2017**

**PROPOSAL CRITERIA SUMMARY  
CHECKLIST**

**1. A letter of support signed by the chief officer of the agency's governing board.**

Please see the attached letter.

**2. A brief background of the organization**

The Florida Outreach Center for the Blind is a 501(c)(3) nonprofit organization that was established in 2003 by a group of visually impaired persons who realized that there were virtually no services available for thousands of blind residents. Due to the urgent need for quality training programs and to fill a gap in services, the Center began its classes in the banquet room of the Piccadilly Restaurant in Boynton Beach, Florida. Realizing that this was a temporary location that limited the Center's potential, the founders developed community support and obtained the funds to lease a permanent facility. Our current site is a free-standing, community based training Center conveniently located on a major bus route. The Center was able to expand its programs to include Braille, Adaptive Technology, Daily Living Skills, Cooking, Peer Support, Leisure Time Activities, an Outreach Programs for seniors, a Vision Impaired and Hearing Impaired Advisory Group and a Kids' Club for blind children and their families. The Center has an on-site store with visual aids for hands-on inspection and purchase, as well as an Equipment Loan Program that enables clients to have adaptive technology that they otherwise could not afford.

The Florida Outreach Center for the Blind has met the high standards of integrity and performance set by the National Accreditation Council for Agencies Serving the Blind and Low Vision. The Center is unique in that it employs persons who are blind and who serve as positive role models for students. The Center is governed by a volunteer Board of Directors of which 50 percent are required by our By-Laws to be blind or have an immediate family member who is blind. Collaborations with other agencies help keep students informed about resources and job opportunities. Some of our partners are the Florida Division of Blind Services, Florida School for the Deaf and Blind, Blinded Veterans Administration, Area Agency on Aging, Florida Lions Clubs, Palm Beach County Office of Equal Opportunity, and the Palm Beach Chamber of Commerce.

**3. The concept, goals and objective of the project.**

**Concept:** The Florida Outreach Center for the Blind, Inc. is built on the concept that for every technique used by a sighted person to accomplish a task, alternative methods can be used by a blind person to achieve the same results. Training classes and outreach

programs are designed to teach these alternate techniques to blind and visually impaired clients in four areas 1) independent living 2) orientation and mobility, 3) Braille and 4) computers and technology.

**Goal:** It is our goal for clients to develop the skills necessary to be able to perform tasks safely using these alternative techniques, correct the misconceptions about blindness, and to fully integrate the blind into their communities. Training goals by class include:

1. Independent Living. Clients will learn how to 1) manage their medications, 2) shop for and cook meals, 3) read a book or newspaper, 4) make phone calls, and 5) clean and perform simple maintenance on their home. These skills allow them to perform the daily tasks required to avoid institutionalization and remain safely in their home.

2. Orientation and Mobility. Mobility training teaches clients to travel inside and outside of their home with a white cane, use public transportation, and navigate steps, curbs and stairs safely. Students are taught how to overcome obstacles and to become competent travelers. This opens the door for clients to pursue further education and access transportation to go to work, medical appointments, shopping centers and other places of interest. With the ability to travel safely and minimize falls, clients will no longer feel like a prisoner in their own home.

3. Braille. Instruction in Braille is encouraged because studies show that individuals with this skill are successful. Braille provides a means of reading and writing needed for recording information, labeling items and marking equipment. Clients will be able to read, sort, and retrieve items that were previously inaccessible.

4. Computers and Technology. Clients are offered training in operating computers, tables, note takers and smart phones using the latest accessibility features and adaptive software. Students are exposed to magnifying equipment and other visual aids that allow them to maximize the use of their residual vision. The client learns the technology skills that are needed to compete with their sighted peers, in the classroom, on the job or for their own leisure.

**Objectives:** By using the skills developed in the training programs and participating in support groups, blind and visually impaired persons will be empowered to help themselves. They will preserve their health, safety, maintain their independence as well as enjoy an improved quality of life.

#### 4. A statement of need or justification for the project.

According to the 2014 American Community Survey, more than 30,000 people in Palm Beach County are blind or have severe vision loss. Many are individuals with aged related

or newly diagnosed eye diseases such as diabetic retinopathy, macular degeneration, and glaucoma. Studies show that people with low vision are less mobile, socialize less frequently, and experience difficulty performing tasks required for daily living. They also report more hip fractures, falls, anxiety, depression, physician visits and hospitalizations than the sighted community. Without the proper training and skills, these individuals are at a high risk for injury and the loss of independence that leads to institutionalization.

**5. The number of people expected to be served.** Our services are available and free to any of the estimated 30,000 visually-impaired residents of Palm Beach County. Training programs are offered in English, Spanish, Creole and French to all ages.

**6. The amount of grant requested and an itemized breakdown of expenditure.**

Amount requested \$5,000

Itemized breakdown of the expenditure:

Item Requested	Quantity	Per Unit Cost	Total Expense
Computer Laptop	1	\$889.99	\$889.99
Chairs with Arms	9	\$109.99	\$989.91
Android Tablet	1	\$119.99	\$119.99
Chairs with Wheels	2	\$129.99	\$259.98
Executive Chairs	2	\$216.41	\$432.82
Single Desk	2	\$672.99	\$1,345.98
Return for Single Desk	2	\$504.99	\$1,009.98
TOTAL			\$5,048.65

**7. Benefits to be derived.**

**Computer Laptop**-Independent living courses are taught at two off-site locations in Palm Beach County. A laptop with capabilities of running assistive software in the background is needed to allow the instructor who is blind to have access to student records, files and programs to successfully teach the classes. This laptop will also be used when the Center makes presentations at health fairs and various community functions. The laptop must have the RAM, processor and hard drive space needed to run multiple applications including JAWS (the software that allows visually impaired individuals to operate their computers) simultaneously.

**Chairs with Arms**-Currently the Independent Living classroom is using folding chairs for one on one instruction and for students when they are learning to operate a screen



reader/magnifier. Because many of our clients are seniors, they need arm rests to help lift themselves up from their chairs. By using chairs with arms, clients will be able to raise themselves from the chair and eliminate the risk of one of the clients falling or injuring the instructor who is now assisting them up to the standing position. In the Visual Aids store, the current chairs have wheels which is also difficult for the senior clients to use.

**Android Fire Tablet-** Clients continue to request more training using smartphones and tablets as accessibility features and apps are allowing blind individuals to use these devices. Currently the center offers training in IOS apple based devices and would like to expand the smart phone and tablet training to include Android devices that will allow more individuals to participate in our training.

**Chairs with wheels-**FOCB provides demonstrations in various visual aids that encourage visually impaired individuals to maximize their residual vision. These devices include screen readers, bold line paper, magnifiers, protective eyewear, talking watches, and talking thermometers. Chairs are needed to allow the visual aids manager to demonstrate these products to the clients. The current chairs used are torn and need to be replaced.

**Executive chairs (2), Single Desk (2), Return for desk (2)-**As both the Executive Director and Bookkeeper are legally blind, they must use specialized equipment such as a screen reader, braille machine, and an optical character recognition device that converts printed text to voice, to assist them with their work. The desks and returns will provide the space required to accommodate this specialized equipment. In addition, as these individuals handle confidential client and financial information their desks need to lock to ensure limited access to this information. Also, the chairs in the administrative office are torn and need to be replaced.

#### **8. Data supporting continuation of service or use of equipment.**

According to the Office of Economic and Demographic Research, Florida's older population is expected to almost double between 2010 and 2040, as more Baby Boomers advance into this demographic. According to the American Council of the Blind, "One of the first priorities . . . must be the expansion of service availability to older people with vision loss who are woefully under-served at this time." Without the proper training and skills, these individuals are at a high risk for injury and the loss of independence that leads to institutionalization.

## 10. Current operating budget.

Florida Outreach Center for the Blind, Inc.	
	Budget
	2017
<b>REVENUES AND OTHER SUPPORT</b>	
<b>Grants, Contributions, and Public Support</b>	
Total Grants, Contributions and Public Support	\$ 206,143
Net Revenue	\$ 8,888
Total Public Support and Revenue	\$ 215,031
<b>EXPENSES</b>	
Director Salary	\$ 35,550
Admin Staff Salary	\$ 10,133
Instructor Salary	\$ 43,437
Payroll Taxes	\$ 19,965
Workers Compensation	\$ 1,214
Independent Contractors	\$ 32,650
Rent, Telephone and Utilities	\$ 43,233
Insurance	\$ 2,685
Kids Club	\$ 3,150
Legal and Professional Fees	\$ 6,669
Handicap Awareness	\$ 5,000
Dues and Subscriptions, Fees	\$ 477
Supplies	\$ 4,034
Bus Transportation	\$ 3,668
Taxes and Licenses	\$ 63
Maintenance	\$ 603
Depreciation/Other	\$ 2,500
Total Expenses	\$ 215,031
EXCESS OR (DEFICIT) FOR THE YEAR	\$ -

11. A copy of the most recent Internal Revenue Service Code 501(c)(3) Tax Exemption letter

INTERNAL REVENUE SERVICE  
P. O. BOX 2500  
WASHINGTON, DC 20501

DEPARTMENT OF THE TREASURY

Date:

APR 01 2003

Employer Identification Number:  
55-0827252  
DUNS:

1705309580068

Contact Person:

ID# 31382

GEORGE A. OLIVIERO

Contact Telephone Number:

(677) 828-5504

Public Charity Status:

170 (b) (1) (A) (vi)

FLORIDA OUTREACH CENTER FOR THE  
BLIND INC  
1280 NORTH CONGRESS AVE STE 108  
WEST PALM BEACH, FL 33411-9900

Dear Applicant:

Our letter dated September 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1650 (DO/CQ)

12. One original on size 8 ½ X11 paper with original signatures and eight copies of the proposals must be submitted by the deadline.

See attached

13. Three business reference letters on letter head.

Lou Ferri, Operations Manager, Palm Tran Connection

50 South Military Trail Suite 101

West Palm Beach, FL 33415-3132

Phone: 561-649-9838

Date: May 2, 2017

Joanne Chalom

In Focus Mobility

934 North University Drive #408

Coral Springs, FL 33071

Phone: 954-261-9226

Date: May 3, 2017

Fenton J. Markevich

RxStrategies

1900 Glades Road Suite 350

Boca Raton, FL 33431

Phone: 561-910-9100

Date: May 3, 2017

See Attached letters

14. All required Current Insurance:

See Attached

16. Check for \$10.00

Enclosed

PROPOSAL FACT  
SHEET

Date Submitted: May 8, 2017

Agency: Florida Outreach Center for the Blind, Inc.

Address: 2315 South Congress Avenue

City: Palm Springs State: Florida Zip: 33406

Contact Person: Carolyn Lapp

Title: Executive Director

Agency Mission: The mission of the Florida Outreach Center for the Blind, Inc. is to develop and administer programs which integrate blind and visually-impaired persons into the social, economic and spiritual lives of their community.

Agency Annual Budget: \$215,031

Major Funding: State of Florida Division of Blind Services, The Jim Moran Foundation, The Walter and Adi Blum Foundation, The Batchelor Foundation, The Lost Tree Chapel, The Ibis Foundation, The William and Helen Thomas Trust, W. Bradford Ingalls Charitable Foundation

PROPOSAL INFORMATION

Total Project Budget: \$5,048.65

Amount Requesting from Palm Beach County: \$5,000.00

Statement of Need or Justification for the Project

How Many People will be served? Our services are available and free to any of the estimated 30,000 blind and visually-impaired residents of Palm Beach County.

Is this a new project? YES

Have you ever applied for the Office of Equal Opportunity Awareness Grant Program

YES

If so, when? 2004, 2005, 2006, 2009, 2012, 2015, 2016

Nature of formerly proposed project Purchase of classroom equipment and supplies, items for the annual holiday party for blind children, support for Dining in the Dark,

Was the proposal(s) granted or denied? Granted

To what other sources are you applying for funding of this project? No other sources

List similar services in Palm Beach County.

Lighthouse of the Palm Beaches

Veterans Administration for Blind Veterans

**THIS PAGE MUST BE PROPERLY SIGNED BY THE INDIVIDUAL AUTHORIZED  
OFFICER IN THE AGENCY**

AGENCY NAME: FLORIDA OUTREACH CENTER FOR THE BLIND, INC.

ADDRESS: 2315 SOUTH CONGRESS AVENUE, PALM SPRINGS, FL 33406

SIGNED: Carolyn Lapp TELEPHONE: 561.642.0005

PRINT NAME: CAROLYN LAPP DATE: MAY 5, 2017

TITLE: EXECUTIVE DIRECTOR

TAX ID #: 55-0287232

IN THE EVENT YOUR AGENCY IS AWARDED A CONTRACT/GRANT ON THE BASIS OF THE  
PROPOSAL, PLEASE TYPE BELOW THE NAME AND TITLE OF THE OFFICIAL WHO WILL SIGN  
THE CONTRACT (MUST BE AN OFFICER OF THE BOARD OF DIRECTORS)

NAME: FRANK SEIDMAN

TITLE: PRESIDENT, BOARD OF DIRECTORS

36 Yacht Club Drive  
North Palm Beach, FL 33408  
Phone or Fax (561) 207-6083

e-mail: frankdenjup@att.net

---

Management & Regulatory Consultants, Inc.

May 1, 2017

To Whom It May Concern:

I have been familiar with the Florida Outreach Center for the Blind for four years. I also know the Executive Director, Carolyn Lapp, personally, as well as most of her staff. I highly recommend that the Center be supported in its work to the greatest extent possible.

The work done at and through the Center is remarkable in its achievements and in its acceptance by its clients. The Center provides all services necessary to aid persons that are blind or visually impaired to achieve or regain independence and to prepare them for the job market. In addition, FOCB employs persons that are blind or visually impaired to the extent possible. Finally, the Center provides a wholesome, loving atmosphere for clients and their families. It provides a place where families can gather, exchange ideas and share experiences, be they children, adults or seniors.

My best regards,

Frank Seidman / Jim

Frank Seidman

Frank Seidman, P.E.  
President, Board of Directors  
Florida Outreach Center for the Blind, Inc.





Palm Tran  
Administrative Offices  
3201 Electronics Way  
West Palm Beach, FL 33407-4618  
(561) 841-4200  
FAX: (561) 841-4291

Palm Tran Connection  
50 South Military Trail  
Suite 101  
West Palm Beach, FL 33415-3132  
(561) 649-9838  
FAX: (561) 514-8365  
[www.palmtran.org](http://www.palmtran.org)

Palm Beach County  
Board of County  
Commissioners  
Pauletta Burdick, Mayor  
Melissa McKinley, Vice Mayor

Hal R. Valeche  
Dave Kerner  
Steven L. Abrams  
Mary Lou Berger  
Mack Bernard

County Administrator  
Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"

Official Electronic Letterhead

May 2, 2017

To whom it may Concern:

The Florida Outreach Center for the Blind works closely with Palm Tran Connection in organizing transportation for the users of the center. This letter is in support of their efforts to obtain a grant for the office furniture and technological equipment needed to help their customers.

The Center is led by a truly amazing couple (Carolyn and William Lapp) and a group of exemplary employees and volunteers. There is no limit to what the center can accomplish, they don't rest on their laurels; they personify the mature and professional manner in which is needed when dealing with the delicate customers (the disabled, seniors and transportation disadvantaged) that are encountered on a daily basis. Our riders have spoken highly of the services that are offered by the Outreach Center.

I, personally have worked with the Outreach Center in various capacities over the years. It has always been my pleasure to work with them. They have dedicated their time and energies to helping people with disabilities become independent through mobility and independent living skills. The individuals at the Outreach Center bring a cooperative, intellectual, and informative approach to the complex world of living with a disability. This is not only an extraordinary center, but led by exceptional human beings.

If you have any questions about my interactions with the Florida Outreach Center for the Blind, please don't hesitate to call me at 561-649-9848 Ext: 3620 or email me at [Lferri@pbcgov.org](mailto:Lferri@pbcgov.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Lou Ferri".

Lou Ferri  
Operations Manager, Palm Tran Connection



May 3, 2017

To Whom It May Concern:

I have been acquainted with the work done at the Florida Outreach Center for the Blind, Inc. for the past three years.

I have supported this organization during this time and continue to understand the vital role that the Florida Outreach Center for the Blind, Inc. plays in the life of individuals who are blind and are experiencing vision loss. The support and training that this organization provides allows blind individuals to connect with others experiencing vision loss and offers one on one training to individuals to allow them to maximize the quality of their life.

My mother-in-law became friends with the staff and clients at the Center and looked forward to her I-phone and Independent living classes each week.

I appreciate the work that the Florida Outreach Center for the Blind, Inc. does for our community and will continue to support their work.

Sincerely,

A handwritten signature in cursive script, appearing to read "Fenton J. Markevich".

Fenton J. Markevich  
President and CEO

1900 Glades Road  
Suite 350  
Boca Raton, FL 33481

tel: 561.910.9100  
fax: 561.416.2011  
toll: 877.GoGetRx (464.3879)

[www.340Bplus.com](http://www.340Bplus.com)

*In Focus Mobility*

Tel: (954) 261-9226

Fax: (954) 340-4966

Jchalom@infocusmobility.com



May 3, 2017

Member

Dear Members of the Grant Review Committee,

I am recommending your careful consideration of the Florida Outreach Center for the Blind, Inc. (FOCB) as a most deserving recipient of grant funding. Since 2014, I have worked with clients from the FOCB as an Orientation and Mobility Specialist. As a Certified Orientation and Mobility Specialist, I teach individuals with visual impairments techniques and strategies to be able to travel around their home, community and work environments. I understand the importance of quality services for people with visual impairments as they strive to become competent in the skills in order to lead productive lives.

Academy for  
Certification  
of Vision  
Rehabilitation  
and Education  
Professionals  
(ACVREP)

Certified  
Orientation  
and Mobility  
Specialist  
(COMS)

Association  
for Education  
and  
Rehabilitation  
of the Blind  
and Visually  
Impaired  
(AER)

Council for  
Exceptional  
Children  
(CEC)

The Center is a free-standing community based training resource where people with visual impairments can garner the skills necessary for employment and daily living. FOCB is place where people with low vision or total blindness can receive services based on their needs such as orientation and mobility, independent living, and technology.

In addition, the FOCB staff promotes public awareness about the capabilities of people who are blind through many events such as the annual Christmas Party for children with visual impairments and their families, "Dining in the Dark," and White Cane Safety Day.

The Florida Outreach Center for the Blind's philosophy is evident as soon as you enter the premises: to provide programs which result in giving people with visual impairments or total blindness the skills to obtain greater independence.

Thank you in advance for your consideration of a grant for this valuable training facility.

Sincerely,

JoAnne Chalom

JoAnne Chalom, COMS, Ed.S.  
President, In Focus Mobility, Inc.

934 N. University Dr. • #408 • Coral Springs, Florida • 33071

Orientation &amp; Mobility Solution Providers

# **NON-DISCRIMINATION POLICY FORM** Solicitation/Contract # \_\_\_\_\_

Pursuant to Palm Beach County Resolution R-2014-1421 ("Resolution"), as may be amended, it is the policy of the Board of County Commissioners of Palm Beach County ("County") that the County "shall not conduct business with nor appropriate any funds for any organization or entity that practices discrimination on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information."

This Resolution requires that each organization or entity doing business with the County is "required to submit a copy of its non-discrimination policy, which shall be consistent with the non-discrimination policy stated above, prior to entering into any contract with the County." In the event an organization or entity does *not* have a written non-discrimination policy, such organization or entity "shall be required to sign a statement affirming their non-discrimination policy is in conformance with this resolution."

**Check one:**

☒ Organization/Entity hereby attaches its non-discrimination policy, which is consistent with the County's Non-Discrimination Policy and Resolution.

OR

☐ Organization/Entity hereby acknowledges that it **does not** have a written non-discrimination policy and hereby **affirms by signing below** that its non-discrimination policy is in conformance with the County's Non-Discrimination Policy and Resolution.

**ORGANIZATION / ENTITY INFORMATION:**

Florida Outreach Center for the Blind, Inc.  
Name of Organization or Entity

Carolyn Lapp  
Signature

CAROLYN LAPP  
Name (type or print)

Executive Director  
Title

Florida Outreach Center for the Blind, Inc.

Non-Discrimination/Equal Opportunity Employment

The Florida Outreach Center for the Blind, Inc. is an "Equal Opportunity Employer" and has an "Affirmative Action Plan" on file. It is the policy of the Center to ensure that fair and equal employment opportunities are extended to all persons regardless of race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information. This policy applies to recruitment, selection, training, promotion, rates of pay benefits, layoffs, terminations and other conditions of employment. The Center seeks in all its operations to employ individuals who are qualified or qualifiable on the basis of merit, ability, experience and education.



Florida Outreach Center  
for the Blind, Inc.  
2315 S. Congress Ave.  
Palm Springs, FL 33406  
561-642-0005  
[www.flblindcenter.org](http://www.flblindcenter.org)



Accredited by  
National Accreditation Council  
for Blind and Low Vision Services

May 1, 2017

Mr. Derek Horne Disability Accessibility Specialist  
PBC Office of Equal Opportunity  
Government Center  
301 N. Olive Avenue, 10<sup>th</sup> Floor Ste-130  
West Palm Beach, FL 33401

Dear Mr. Horne,  
In reference to the certificate of liability insurance for the Florida Outreach Center for the Blind (FOCB), this letter is to confirm that the FOCB has no business automobile and therefore, has checked "hired autos" and "none owned autos" on its liability coverage.

If you have any questions, do not hesitate to contact me at the above telephone number or e-mail address.

Kind Regards,

*Carolyn Lapp*

Carolyn Lapp  
F.O.C.B. Executive Director



CERTIFICATE OF LIABILITY INSURANCE

IN/ID  
R004

DATE (MM/DD/YYYY)  
10/18/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

AUTOMATIC DATA PROCESSING INS AGCY

250717 P: F:

PO BOX 33015

SAN ANTONIO TX 78265

CONTACT NAME:

PHONE (A/C, No, Ext):

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

INSURER A: Twin City Fire Ins Co

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

NAIC#

29459

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WTD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	CLAIMS-MADE						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	POLICY						PRODUCTS - COMP/OP AGG \$
	PRO-JECT						
	LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS ONLY						
	NON-OWNED AUTOS ONLY						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						
	RETENTION \$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			76 WEG LT1487	11/20/2017	11/20/2018	X PER STATUTE OTH-ER \$100,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT \$100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE \$100,000
							E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

those usual to the Insured's Operations. Palm Beach County Board of County Commissioners, A political Subdivision of the State of Florida, Its Officers, Employees and Agents.

CERTIFICATE HOLDER

Palm Beach County Board of County Commissioners,

c/o Office of Equal Opportunity

301 N OLIVE AVE FL 10

WEST PALM BEACH, FL 33401

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda



FLORI-7

OP ID: GL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/15/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Keystone Insurance Group 21301 Powerline Rd. Ste 312 Boca Raton, FL 33433 Josh Beer	561-852-1445	CONTACT NAME: Josh Beer PHONE (A/C, No, Ext): 561-852-1445 FAX (A/C, No): 561-483-9982 E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Covington Specialty Ins Co		
INSURER B: Lloyds of London Companies		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED Florida Outreach Center for the Blind Inc  
2315 South Congress Avenue  
West Palm Beach, FL 33406

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		VBA509931	01/07/2017	01/07/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			VBA509931	01/07/2017	01/07/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	PROF LIABILITY			MSG00398817	10/10/2017	10/10/2018	PER 1,000,000 AGGREGATE 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, ITS OFFICERS, EMPLOYEES AND AGENTS ARE NAMED AS ADDITIONAL INSURED ON A PRIMARY NONCONTRIBUTORY BASIS. WAIVER OF SUBROGATION IS INCLUDED FOR THE COUNTY, ITS OFFICERS, EMPLOYEES & AGENTS.

CERTIFICATE HOLDER

CANCELLATION

PALM BEACH COUNTY  
C/OFFICE OF EQUAL OPPORTUNITY  
301 NORTH OLIVE AVENUE, 10TH FL  
WEST PALM BEACH, FL 33401

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Josh Beer*

ACORD 25 (2016/03)

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General Liability and Director  
and Liability

- FLORI-7

OP ID: MT

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/01/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Keystone Insurance Group 21301 Powerline Rd. Ste 312 Boca Raton, FL 33433 Josh Beer	CONTACT NAME: Josh Beer PHONE (A/C, No. Ext): 561-852-1445 FAX (A/C, No): 561-483-9982 E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: COVINGTON SPECIALTY INSURER B: United States Liability Ins Gr INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Florida Outreach Center for the Blind Inc 2315 South Congress Avenue West Palm Beach, FL 33406	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADOL INSB	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:  AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS  UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTIONS  WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A	X		VEA509931	01/07/2017	01/07/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
B	DEO LIABILITY			NDO1361222C	02/08/2017	02/08/2018	PER OCCUR 1,000,000 AGGREGATE 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, ITS OFFICERS, EMPLOYEES AND AGENTS ARE ADDITIONAL INSUREDS AS PER CONTRACT OR AGREEMENT WITH NAMED INSURED,

Notes: General Liability and Directors and Officer

CERTIFICATE HOLDER	CANCELLATION
PALM BEACH BOARD OF COUNTY COMMISSIONERS C/O OFFICE OF EQUAL OPPORTUNITY 301 N OLIVE AVE, 10TH FLOOR WEST PALM BEACH, FL 33401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

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**Palm Beach County  
Commission on Ethics**

Roberta M. Bland  
County Clerk  
Palm Beach, Florida  
Executive Director  
Palm Beach County

September 14, 2011

Mr. William Lapp  
3556 Victoria Drive  
West Palm Beach, FL 33406

Re: RCP 11-023  
Mississippi State Lottery Commission

Dear Mr. Lapp:

Your request for an advisory opinion on the Palm Beach County Commission on Ethics has been received and reviewed. The opinion rendered is as follows:

**YOU ASKED:** whether a conflict of interest exists while you to serve on the Board of Directors (BOD) for the Palm Beach County Office of Equal Opportunity (OEO). If you serve on the board of directors of the state lottery commission, which is in which you are the executive director, and the state lottery commission may apply for a license to operate in the state.

**IN SUMMARY:** as an advisory opinion, the Commission on Ethics is not prohibited from serving on the BOD, however, you are prohibited from using your official position as an advisory board member to influence a specific financial interest, not shared with the state lottery commission, of the state of Florida. As your spouse, your spouse's employer or a non-family member of which you are an officer or director, the state lottery commission or any other state agency may constitute a conflict of interest.

THE FACTS are as follows:

The State Lottery Commission (SLC) for the Palm Beach County Office of Equal Opportunity (OEO) is an advisory board established to review, plan, and coordinate the state lottery commission's activities. The needs of the disabled in Palm Beach County. Your wife is the executive director of the Florida Lottery Commission for the BOD (SLC) and you serve on its advisory board. You also serve on the board of directors of the Florida Lottery Commission of the National Federation of the Blind (NFB) and the Palm Beach County North Dade Club (PBCNC). You do not have any other financial interest in the state. In the past, the SLC has applied for a license to operate in the state.

THE LEGAL BASIS for this opinion is found in the following relevant sections of the Palm Beach County Code of Ethics:

2008 West Highway, West Palm Beach, FL 33411, 561.233.0724 FAX 561.233.0725  
Hotline: 577.706.5926 E-mail: ethics@palmbeachcountyethics.com  
Website: palmbeachcountyethics.com 10/26/2011 - Page 66

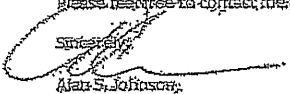
Section 2-442(2) prohibits you from using your official position to give your spouse, your spouse's child or a non-profit organization if you are an officer or director of a governmental agency or are associated with similarly situated members of the board of directors. As discussed above, you are not employed by FDCB. You are a director of FDCB, and FDCB is a public entity. In this instance, you may not financially benefit or the assets over others similarly situated.

However, you are not prohibited from using your position to give your spouse, your spouse's child or a non-profit organization if you are an officer or director of a public entity. The following provisions apply to you: FDCB is a public entity. The provisions of the public entity provisions of your contract require your board discuss the issue. It is also in the public interest to take place and to be personally involved in the process and to take a strong position. It is also in the public interest to take a strong position and to take a strong position.

In summary, based on the facts and circumstances presented, you are not prohibited from using your position to give your spouse, your spouse's child or a non-profit organization if you are an officer or director of a public entity. The provisions of the public entity provisions of your contract require your board discuss the issue. It is also in the public interest to take place and to be personally involved in the process and to take a strong position.

This opinion considers the Palm Beach County Code of Ethics Ordinance, but is not applicable to any conflict of interest law. It is also in the public interest to take a strong position and to take a strong position.

Please direct any contact to the contact person at (561) 233-0724 should you have any further questions on this matter.

  
Mark Johnson  
Executive Director

ASL/mj/cal