

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Personal Services					
Operating Costs	50,000	50,000	50,000		
Capital Expenditures					
External Revenues	(50,000)	(50,000)	(50,000)		
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	*				

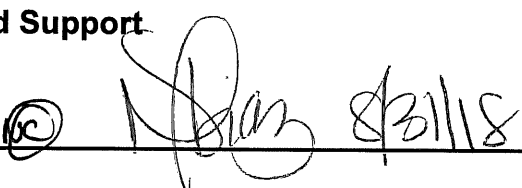
ADDITIONAL FTE

POSITIONS (Cumulative)	0	0	0	0	0
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Is Item Included In Current Budget? Yes X No _____
 Does this item include the use of federal funds? Yes _____ No X _____
 Budget Account Exp No: Fund 1501 Dept. 820 Unit 7607 Obj. 9000
 Exp No: Fund 0001 Dept. 660 Unit 3220 Obj. 3401
 Rev No: Fund 0001 Dept. 660 Unit 3220 Rev. 8096
 Rev No: Fund 1501 Dept. 767 Unit 7607 Rev. 8901

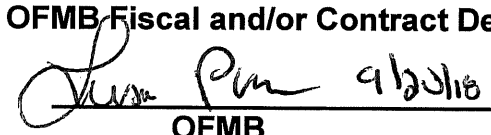
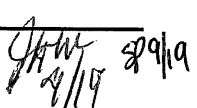
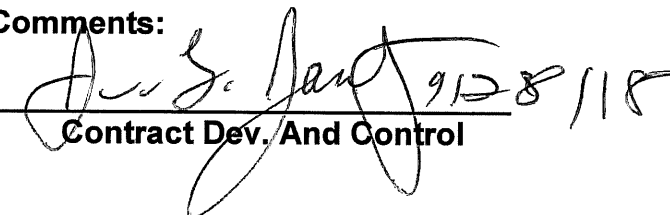
B. Recommended Sources of Funds/Summary of Fiscal Impact:

Fund: Domestic Violence Fund
 Unit: Criminal Justice Commission
 Fund: General Fund
 Unit: Victim Services and Support

C. Departmental Fiscal Review: 

III. REVIEW COMMENTS

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

 9/20/18
 OFMB  9/19/18
 9/12/18
 Contract Dev. And Control

B. Legal Sufficiency:

 10/4/18
 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 BATTERED WOMEN'S JUSTICE PROJECT, (a non-profit corporation) authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal I.D. is 46-3584341

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

ARTICLE 1 - SERVICES

The CONSULTANT'S responsibility under this Contract is to provide professional/consultation services in the area of Domestic Violence Response Analysis for law enforcement and Multi-Disciplinary Team, 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 Nicole Bishop, telephone no. 561-355-1723.

The CONSULTANT'S representative/liaison during the performance of this Contract shall be Sandra Weston, MBA, CPA, Director of Finance and Administration, sweston@bwjp.org, telephone no. 612-824-8965 ext. 115.

ARTICLE 2 - SCHEDULE

The CONSULTANT shall commence services for the period retroactive to October 1, 2018 and complete all services by September 30, 2021.

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

ARTICLE 3 - PAYMENTS TO CONSULTANT

- A. The total amount to be paid by the COUNTY under this Contract for all services and materials and costs, which shall not exceed a total contract amount of One Hundred and Fifty Thousand Dollars (\$ 150,000.00). The CONSULTANT shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The CONSULTANT will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.

- B. Invoices received from the CONSULTANT 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 CONSULTANT will clearly state "final invoice" on the CONSULTANT'S final/last billing to the COUNTY. This shall constitute CONSULTANT'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 CONSULTANT.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the CONSULTANT 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 CONSULTANT'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 consultants. 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 CONSULTANT upon sixty (60) days' prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated, in whole or in part, by the COUNTY, with cause upon five (5) business days written notice to the CONSULTANT or without cause upon ten (10) business days written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice, except as otherwise directed by the COUNTY, in writing, the CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT'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 CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the CONSULTANT'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 CONSULTANT is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If the CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT shall provide the COUNTY with a copy of the CONSULTANT's contract with any SBE subcontractor or any other related documentation upon request.

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

The CONSULTANT 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. CONSULTANT 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. CONSULTANT 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 CONSULTANT are not intended to and shall not in

any manner limit or qualify the liabilities and obligations assumed by CONSULTANT under the contract.

- B. **Commercial General Liability** CONSULTANT 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. CONSULTANT shall provide this coverage on a primary basis.
- C. **Business Automobile Liability** CONSULTANT 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 CONSULTANT doesn't own any automobiles, the Business Auto Liability requirement shall be amended allowing CONSULTANT 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. CONSULTANT shall provide this coverage on a primary basis.
- D. **Worker's Compensation Insurance & Employers Liability** CONSULTANT shall maintain Worker's Compensation & Employers Liability in accordance with Florida Statute Chapter 440. CONSULTANT shall provide this coverage on a primary basis.
- E. **Professional Liability** CONSULTANT 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 CONSULTANT'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, CONSULTANT 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, CONSULTANT shall purchase a SERP with a minimum reporting period not less than 3 years. CONSULTANT shall provide this coverage on a primary basis.

Additional Insured CONSULTANT 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." CONSULTANT shall provide the Additional Insured endorsements coverage on a primary basis.

- F. **Waiver of Subrogation** CONSULTANT 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 CONSULTANT 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 CONSULTANT enter into such an agreement on a pre-loss basis.
- G. **Certificate(s) of Insurance** Prior to execution of this Contract, CONSULTANT 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 Holly DiBenedetto
4210 N. Australian Avenue
West Palm Beach, FL 33407
- H. **Umbrella or Excess Liability** If necessary, CONSULTANT 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

CONSULTANT 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 CONSULTANT.

ARTICLE 12 - SUCCESSORS AND ASSIGNS

The COUNTY and the CONSULTANT 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 CONSULTANT 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 CONSULTANT.

ARTICLE 14 - CONFLICT OF INTEREST

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

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

ARTICLE 15 - EXCUSABLE DELAYS

The CONSULTANT 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 CONSULTANT 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 CONSULTANT'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT'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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT'S sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT'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 CONSULTANT does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 19 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT 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 CONSULTANT, 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 CONSULTANT 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 CONSULTANT'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 CONSULTANT, 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 COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the CONSULTANT warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, 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 or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

ARTICLE 22 - AUTHORITY TO PRACTICE

The CONSULTANT 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 CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

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

If the COUNTY so instructs in writing, the CONSULTANT 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 CONSULTANT shall not commence work on any such change until such written amendment is signed by the CONSULTANT 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:

Stephanie Sejnoha, Director
Department of Public Safety
20 South Military Trail
West Palm Beach, FL 33415

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave., 6th Floor
West Palm Beach, Florida 33401

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

Denise Gamache, Executive Director
Battered Women's Justice Project
1801 Nicollet Avenue S Suite 102
Minneapolis, MN 55403-3745

ARTICLE 27 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the CONSULTANT 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

The CONSULTANT, CONSULTANT'S employees, subcontractors of CONSULTANT and employees of subcontractors shall comply with Palm Beach County Code, Section 2-371 - 2-377, the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), for unescorted access to critical facilities ("Critical Facilities") or criminal justice information facilities ("CJI Facilities") as identified in Resolution R-2003-1274, as amended. The CONSULTANT is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the CONSULTANT acknowledges that its Contract price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the COUNTY.

This Contract may include sites and/or buildings which have been designated as either "critical facilities" or "criminal justice information facilities" pursuant to the Ordinance and Resolution R2003-1274, as amended. COUNTY staff representing the COUNTY department will contact the CONSULTANT(S) and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The CONSULTANT shall make every effort to collect the badges of its employees and its subcontractors' employees upon conclusion of the contract and return them to the COUNTY. If the CONSULTANT or its subcontractor(s) terminates an employee who has been issued a badge, the CONSULTANT must notify the COUNTY within two (2) hours. At the time of termination, the CONSULTANT shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the CONSULTANT if the CONSULTANT 1) does not comply with the requirements of County Code Section 2-371 - 2-377, as amended; 2) does not contact the COUNTY regarding a terminated CONSULTANT employee or subcontractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

ARTICLE 29 - REGULATIONS; LICENSING REQUIREMENTS

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

- A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

- B. **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 CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants 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 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 CONSULTANT, 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. Said certification must also be submitted at the time of Contract renewal, if applicable.

ARTICLE 31 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the Consultant: (i) provides a service; and (ii) acts on behalf of the County as provided under Section 119.011(2) F.S., the Consultant shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The Consultant 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 Consultant 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 Consultant does not transfer the records to the public agency.
- D. Upon completion of the Contract the Consultant shall transfer, at no cost to the County, all public records in possession of the Consultant 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 Consultant transfers all public records to the County upon completion of the Contract, the Consultant shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically by the Consultant 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 Consultant 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. Consultant 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 CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'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 CONSULTANT 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:
Sujata Warrier
Signature

CONSULTANT:
Battered Women's Justice Project
Denise Gamache
Signature

SUJATA WARRIER
Name (type or print)

Denise Gamache
Denise Gamache,
Executive Director

Sandra Weston
Signature

Sandra Weston
Name (type or print)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

(corp. seal) None

By _____
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By Sejroka
Department Director

Reinvigorating "Palm Beach County's" Response to Domestic Violence Scope of Work

The CONSULTANT agrees to work collaboratively with COUNTY, Palm Beach County Victim Services & Certified Rape Crisis Center, and other project partners supporting the three year multidisciplinary plan on response to domestic violence.

This initiative seeks to assess our community's initial response to Domestic Violence through a variety of means (review of written and audio materials, conversations with first responders, etc.) so that we are better able to understand how our jurisdiction may better intervene. Customized training will be developed in order to address any gaps identified. Data analysis will focus on patterns and gaps, not individual practitioners or agencies and documented in a final report which will be presented to community stakeholders.

From the analysis, LE training focusing on on-scene assessments and promising LE practices will be delivered by a national subject matter expert from the LE field. BWJP will systematically evaluate and document the overall response to DV which will lead to protocol changes and practice enhancements.

CONSULTANT Deliverables Include:

<p>PHASE ONE</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assess training needs in preparation for analysis of current criminal justice and law enforcement response to IPV. Conversations with team at Palm Beach County Justice Services. Refine timeline. <input type="checkbox"/> Meet with DV Council of Palm Beach County (DVCPBC). <input type="checkbox"/> Identify stakeholders and schedule 2019 meeting, especially potential law enforcement partners. <input type="checkbox"/> Issue invitations to stakeholders. 	<p>Payment Number: 1</p>	<p>Payment Amount: \$8333.33</p>
<p>PHASE TWO</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Hold initial meetings with stakeholders in the community to establish a collaborative relationship and identify community needs. <input type="checkbox"/> Multi-day visit with potential agency partners (law enforcement, prosecutors, victim services and advocates, other professionals as identified). <input type="checkbox"/> Continue to meet with DVCPBC to assess potential of creating a Coordinated Community Response (CCR). 	<p>Payment Number: 2</p>	<p>Payment Amount: \$8333.33</p>

Reinvigorating "Palm Beach County's" Response to Domestic Violence Scope of Work

Attachment # 1 of 19 Pages

<p>PHASE THREE</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to identify stakeholder needs. <input type="checkbox"/> Work with advocacy agency to plan listening sessions with victims of violence. <input type="checkbox"/> Work with professional stakeholders to identify participants for listening sessions, including law enforcement, prosecutors, and others as identified in earlier meetings. <input type="checkbox"/> Review and adjust project plan to meet community and agency needs. 	<p>Payment Number: 3</p>	<p>Payment Amount: \$8333.33</p>
<p>PHASE FOUR</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct listening sessions with identified partners. <input type="checkbox"/> Compile and transcribe recordings and notes into progress report. <input type="checkbox"/> Gather written documents from community partners for analysis, potentially including: police/sheriff reports, 911/CAD notes, victim-witness supplemental reports. 	<p>Payment Number: 4</p>	<p>Payment Amount: \$8333.33</p>
<p>PHASE FIVE</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare written progress report on listening sessions and initial review of law enforcement reports to inform Mark Wynn's day-long training. <input type="checkbox"/> Develop agenda in collaboration w/ Mark Wynn. <input type="checkbox"/> September: Day-long law enforcement training focusing on on-scene assessments of gender-based violence and promising law enforcement practices with Mark Wynn. Training to be repeated on a second, consecutive day to accommodate law enforcement scheduling limitations. 	<p>Payment Number: 5</p>	<p>Payment Amount: \$8333.34</p>
<p>PHASE SIX</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review and apply lessons learned from training. <input type="checkbox"/> Work with Mark Wynn to identify future steps based on training reception by officers. Obtain practice suggestions from Mark, informed by initial review of law enforcement documentation. <input type="checkbox"/> Review and adjust project plan to meet community and agency needs. <input type="checkbox"/> December: meet with stakeholders to discuss progress, incorporate suggestions. <input type="checkbox"/> Consider feasibility of implementation of law enforcement practices suggested by Mark Wynn. 	<p>Payment Number: 6</p>	<p>Payment Amount: \$8333.34</p>

Reinvigorating "Palm Beach County's" Response to Domestic Violence Scope of Work

<p>PHASE SEVEN</p>	<p><input type="checkbox"/> Prepare first draft of report on law enforcement documentation.</p>	<p>Payment Number: 7</p>	<p>Payment Amount \$25,000.00</p>
<p>PHASE EIGHT</p>	<p><input type="checkbox"/> Meet with law enforcement stakeholders to present initial findings and incorporate community feedback and suggestions. <input type="checkbox"/> Finalize law enforcement report. <input type="checkbox"/> Begin to gather other documentation: prosecution files, and consider other documentation as suggested by stakeholders. <input type="checkbox"/> September 2020: Day-long intensive with Russell Strand, repeated second day to accommodate law enforcement schedules. Targeting investigators, interview skills, addressing gender-based violence. <input type="checkbox"/> Review and adjust project plan to meet community and agency needs.</p>	<p>Payment Number: 8</p>	<p>Payment Amount \$25,000.00</p>
<p>PHASE NINE</p>	<p><input type="checkbox"/> Realign project goals based on reception and outcome of Russell Strand training. <input type="checkbox"/> Complete analysis of all gathered documents. Align with law enforcement analysis. Prepare initial drafts of reports. <input type="checkbox"/> Prepare an implementation plan. <input type="checkbox"/> Hold a series of stakeholder meetings to present and discuss initial plan. Revise to accommodate stakeholders' needs and concerns. <input type="checkbox"/> Determine feasibility and establish "Change Team" or CCR Team. <input type="checkbox"/> Complete and finalize reports.</p>	<p>Payment Number: 9</p>	<p>Payment Amount \$25,000.00</p>
<p>PHASE TEN</p>	<p><input type="checkbox"/> Work with team to showcase at BWJP conference. Possible: International Association of Chiefs of Police to showcase law enforcement leadership on gender bias.</p>	<p>Payment Number: 10</p>	<p>Payment Amount \$25,000.00</p>

SCHEDULE OF PAYMENTS

The Scope of Work to be completed by CONSULTANT as defined in Exhibit "A" consists of specific completion phases which shall be clearly identified on a phase-by-phase basis upon submission to the COUNTY of certain "deliverables"* as expressly indicated in Exhibit "A". Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments:

YEAR 1

PHASE 1

Compensation for Phase 1: \$ 8,333.33

PHASE 2

Compensation for Phase 2: \$ 8,333.33

PHASE 3

Compensation for Phase 3: \$ 8,333.33

PHASE 4

Compensation for Phase 4: \$ 8,333.33

PHASE 5

Compensation for Phase 5: \$ 8,333.34

PHASE 6

Compensation for Phase 6: \$ 8,333.34

YEAR 2

PHASE 7

Compensation for Phase 7: \$ 25,000.00

PHASE 8

Compensation for Phase 8: \$ 25,000.00

YEAR 3

PHASE 9

Compensation for Phase 9: \$ 25,000.00

PHASE 10

Compensation for Phase 10: \$ 25,000.00

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

Attachment # 1

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M I N U T E S
MONDAY, April 23, 2018
PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION
McEaddy Conference Room
12th Floor, 301 N. Olive Avenue
West Palm Beach

Members Present:

William Dames
Douglas Duncan
George Elmore
Carey Haughwout
Joseph Ianno, Jr.
Keith James
Randolph Johnson, Sr.
Barry Krischer
James Martz
Frank Mercurio
Sarah Mooney
Gerald Richman
Greg Starling
Stephen Stepp
Lee Waring
Erica Whitfield

Members Absent:

Dave Aronberg
Sharon Bock
Ric Bradshaw
Barbara Cheives
Rachel Docekal
Rolando Garcia
Kimber Heddon
Al Jacquet
Kevin Jones
Dave Kerner
Nellie King
John McKenna
Krista Marx
Christina Morrison
Robert Shirley

Guests Attending:

Louis Tomeo, Clerk & Comptroller's Office
Jennifer Loyless, Public Defender's Office
Mike Edmondson, State Attorney's Office
Alexcia Cox, State Attorney's Office
Angela Bess, PBC School District
Nicole Bishop, PBC Public Safety Department, Victim Services
Craig Spataro, PBC Public Safety Department, Reentry Program
Arlene Griffiths, PBC Public Safety Department, Reentry Program
Debra Oats, PBC Court Administration
Lolita Sanon, PBSO Victim Advocate
Susan Carlini, PBC Public Safety Department, Victim Services
Mark Strach, Florida Department of Corrections
Marybel Reinoso Coleman, Candidate for Circuit Court Judge, Group 18
Clay Walker, Department of Children and Families
Dave Talley, PBC Career Source
Laura MacFarland, Place of Hope
Joshua Kolkana, Place of Hope
Dave Bernhardt, BOCC District 3
Shari Calderwood, GACP, PBC Youth Services
Jenn Rey, Aid to Victims of Domestic Violence
Belci Enanosa, Healthy Mothers, Healthy Babies

Attachment # 2
Page 1 of 6

Staff Present:

Kristina Henson, Executive Director
Danny Kreshak, Financial Analyst
Damir Kukec, Manager, Research and Planning
Althea Mones, Temporary Clerical Staff
Rosalind Murray, Senior Criminal Justice Analyst
Allison Orr, Administrative Assistant
Katherine Shover, Senior Criminal Justice Analyst
Bert Winkler, Senior Criminal Justice Analyst

- I. Chairman Richman called the meeting to order and extended a welcome to members and guests.
- II. Roll call was taken and a quorum was present.
- III. Chair Richman invited guests to introduce themselves.
- IV. The agenda for the April 23, 2018 meeting was unanimously approved after a motion by Mr. George Elmore and a second by Mr. Randy Johnson.
- V. The Minutes of the March 26 Meeting were unanimously approved after a motion by Mr. George Elmore and a second by Mr. Randy Johnson.

VI. Chairman's Comments:

- A. Chair Richman recognized and bid farewell to retiring Deputy County Administrator, Mr. Jon Van Arnam.
- B. Chair Richman announced the retirement of Michael D'Alonzo from the FBI. A new replacement has not been named yet.
- C. Chair Richman reminded members the May 21, 2018 full session CJC meeting will take place at the Palm Beach Gardens Police Department to tour their new training center and participate in three scenarios: active shooter, shoot-don't-shoot, and vehicle pursuit.
- D. Chair Richman commented on his experience participating in the Judge Marvin Mounts Annual Prison Tour; Ms. Erica Whitfield also gave her perspective on the trip.

VII. Executive Director Comments:

- A. Executive Director Kristina Henson announced effective July 2, Judge Sheree Cunningham will become the Administrative Judge of County Court Criminal and will become the Chair of the CJCJ's Probation Advisory Board.
- B. Director Henson announced the CJC's application for membership in the National Network of Criminal Justice Coordinating Councils, an information sharing network on court related issues.

- C. Director Henson shared a brief video of Judge Jeffrey Colbath speaking on the initiatives developed by Palm Beach County for the MacArthur Safety and Justice Challenge "Champions of Change" series.
- D. Director Henson acknowledged the upcoming National Reentry Week and recognized the staff of the PBC Public Safety Department for their work.

VIII. Old Business:

- A. Mr. Doug Duncan, Chair of the Corrections Task Force (CTF), gave an overview on the committees work regarding the court-ordered PBSO In House Arrest Program. The committee was tasked by the CJC to examine concerns regarding delays in release times from jail to the program. The committee met with staff from the Public Defender's Office and the PBSO Alternative Custody Unit. Several factors can result in delays, such as logistical issues, along with defendant/ family issues, and scheduling in-home inspections. After review, the CTF is satisfied that PBSO does attempt to diligently and promptly release defendants into the house arrest program. The CTF recommended to the CJC a letter from the Chair supporting the continuation of funding the Alternative Custody Unit, be sent to the Sheriff, to ensure maximum efficiency of the Program. Mr. Barry Krischer made a motion to send the letter of support, with a second by Judge James Martz, motion passed unanimously.

IX. New Business

- A. CJC Treasurer Mr. Joseph Ianno, Jr. gave an overview of the proposed CJC FY19 budget. The ad valorem request has decreased slightly due to changes in personnel. Director Henson gave additional details on a supplemental funding request for the FUSE and Reentry programs, due to the hold on federal Edward Byrne Justice Assistance Grants (JAG) as directed by the County Commission at their March 13, 2018 meeting.

A motion to accept the FY19 CJC budget was made by Mr. Barry Krischer and upon a second by Mr. Keith James, the motion passed unanimously.

In addition to the regular budget request above, Director Henson presented a proposal for an expenditure from the Domestic Violence Trust Fund, not to exceed \$150,000, for a three-year training and best-practices evaluation of Palm Beach County's response to domestic violence cases. Ms. Nicole Bishop, Director of PBC Public Safety Department, Justice and Victim Services Divisions, presented a proposal to contract with The Battered Women's Justice Project. There was member discussion recommending the expenditure as it is so limited in its use by state statute. Mr. Barry Krischer made a motion to recommend the program for funding to the County, and upon a second by Mr. Randy Johnson, the motion passed unanimously.

- B. Director Henson introduced visitors from the Place of Hope and the Human Trafficking Coalition of the Palm Beaches. Ms. Laura MacFarland presented a

program from the Place of Hope which addresses the state of human trafficking in Palm Beach County. She provided informational materials and explained measures being taken to educate youth and the general public.

X. Update on CJC Initiatives and Committees:

A. Judge James Martz, Chair of the new LEPC School Safety Subcommittee, gave an update on the first meeting. The discussion centered on response to violence in schools and how the committee will define its role in the coordination of multi-disciplinary agencies.

B. Mr. Barry Krischer, Chair of the new Elder Abuse Prevention Task Force, gave an update on the first meeting. The main focus of the committee is to identify gaps in services and to coordinate multi-disciplinary agencies.

XI. Adjourn

With no further discussion, the meeting was adjourned at 9:03 a.m.



July 13, 2018

To Whom it May Concern:

This letter is to confirm that Denise Gamache, Executive Director of Battered Women's Justice Project (BWJP) is authorized by the Board of Directors to sign and execute documents on behalf of BWJP.

I have attached a copy of the relevant page from the BWJP Financial Policies.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Weston", written over a horizontal line.

Sandra Weston, MBA, CPA, CGMA
Director of Finance and Administration

Encl.

Attachment # 2

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II. INTERNAL CONTROLS

A. Lines of Authority

Policy 1:

The Board reviews and approves all contracts and expenditures over \$100,000 unless such contracts and expenditures are for activities that have been previously approved by the Board in an annual organization budget or federal grant budget or budget revision.

Policy 2:

The Executive Director or their designee reviews and approves all contracts and expenditures for activities that have been previously approved by the Board in an annual organization budget or federal grant budget or budget revision; all recurring contracts; and all non-budgeted contracts and expenditures under \$100,000. The Executive Director or their designee reviews and approves all grant submissions and acceptance of grant awards and conditions pursuant to the authority granted to do so.

Policy 3:

The Board determines check signers. A list of authorized check signers is on file in the Accounting Department and at the Bank and available upon request.

B. Authority to Execute Contracts and Other Documents

Policy 1:

The BWJP bylaws establish that the Executive Director is the Chief Executive Officer empowered to carry out the organization's policies and is therefore authorized to execute documents in the name of BWJP. In addition, the Executive Director is authorized to delegate signing authority to other BWJP officers or senior employees. Such delegated authority may not be further subdelegated.

Policy 2:

No BWJP staff members are authorized to execute any document binding BWJP in any way, unless specifically authorized in writing by the Executive Director or the Board of Directors. The policies and procedures governing signature authority are designed to ensure the enforceability of agreements entered into on behalf of BWJP and to protect the individual from personal liability.

An employee who signs on behalf of BWJP without the proper authority may be exposed to personal liability without the protection of the organization's insurance. Contract administration procedures are designed to ensure compliance with all legal requirements.

Any document obligating BWJP to incur expense or perform certain obligations including, but not limited to, contracts, equipment leases, deeds, bills of sale, and real estate leases. A contract can come in many different forms and may be called an agreement, license, letter of intent, invoice or order form, memorandum of understanding, grant application, or amendment.