

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

MEETING DATE: 8/20/19

Consent       Regular

Ordinance       Public Hearing

Department: Equal Opportunity

Submitted By: Equal Opportunity

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to approve:**

A) an Amendment of Solicitation/Modification of Contract (Contract No. 45310018C0053P00001) with the U. S. Equal Employment Opportunity Commission (EEOC) in the total amount of \$76,100 as payment for processing and resolving employment discrimination complaints;

B) a net upward Budget Amendment of \$2,100 in the General Fund to adjust the budget to the actual contract.

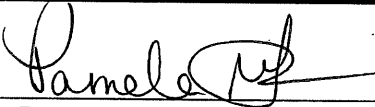
**Summary:** Execution of the documents are required so that Office of Equal Opportunity (OEO) can receive payment for processing and resolving complaints of employment discrimination pursuant to the Worksharing Agreement with the EEOC. Contract No. 45310018C0053P00001 is for FY 2018-2019 and is in the amount of \$76,100 (\$70,400 for charge processing; \$2,800 for intake services; \$1,900 for attendance at EEOC sponsored annual training and \$1,000 for Fair Employment Practices Agencies engagement funding). **No County funds are required.** Countywide (DO)

**Background and Policy Issues:** On August 15, 1995, the BCC enacted an ordinance prohibiting discrimination in employment, granting OEO investigative and enforcement authority, and authorizing OEO to become a referral agency for the Federal Government. In each subsequent fiscal year, the BCC has approved Charge Resolution Contracts between the OEO and EEOC. Execution of this contract is necessary in order for OEO to receive payment for the processing and investigation of employment discrimination complaints that are filed under Federal Employment Discrimination statutes and Palm Beach County's Equal Employment Ordinance and payment for travel expenses to attend EEOC training to facilitate the successful completion of the contracts.

Contract No. 45310018C0053P00001, is retroactive to October 1, 2018. EEOC distributed the FY 2018-2019 contracts to state and local agencies via letter dated June 7, 2019. Expedited approval is needed to meet national contract award deadlines as established by EEOC. Pursuant to the instructions in the EEOC transmittal letter, OEO has requested an extension to the deadline for submission of the signed contracts.

**Attachments:**

1. EEOC Transmittal Letter
2. EEOC Amendment of Solicitation/Modification of Contract (45310018C0053P00001)
3. OEO Letter to EEOC re: Extension of Submission Deadline
4. Budget Amendment

Recommended by:       23 July 2019  
 Department Director      Date

Approved by:       8/1/19  
 Assistant County Administrator      Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	2,100				
External Revenues	(2,100)				
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
 NET FISCAL IMPACT	 -0-	 -0-	 -0-	 -0-	 -0-
 # ADDITIONAL FTE POSITIONS (Cumulative)	 0	 0	 0	 0	 0

Is Item Included in Current Budget? Yes  X  No \_\_\_\_\_

Does this Item include the use of federal funds? Yes  X  No \_\_\_\_\_

Budget Account No.: Fund \_\_\_\_\_ Department \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_  
Program Category \_\_\_\_\_

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

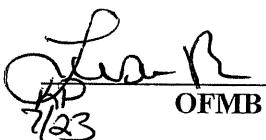
No Ad Valorem dollars are involved in this item. These funds are to be paid to the County by the United States Equal Employment Opportunity Commission.

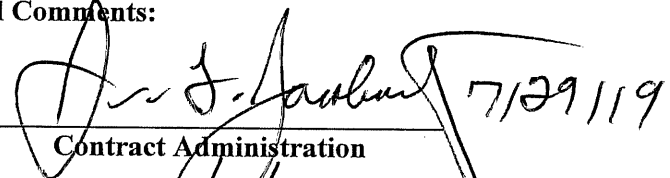
**C. Departmental Fiscal Review:**

\_\_\_\_\_

**III. REVIEW COMMENTS:**

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

  
OFMB  
7/23

  
Contract Administration  
7/29/19

**B. Legal Sufficiency:**

  
Assistant County Attorney

**C. Other Department Review:**

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

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

# Attachment 1

## Pamela Guerrier

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**From:** DOREEN STARKES <DOREEN.STARKES@EEOC.GOV>  
**Sent:** Friday, June 7, 2019 1:50 PM  
**To:** Pamela Guerrier  
**Subject:** \*\*\* For signature and return - EEOC 2019 FEPA CONTRACT EXTENSION - Palm Beach 45310018C0053 P00001 - FP190060  
**Attachments:** 45310018C0053P00001\_Palm Beach\_OY1\_FP190060.pdf  
**Importance:** High

\*\*\*\*\* Note: This email was sent from a source external to Palm Beach County. Links or attachments should not be accessed unless expected from a trusted source. \*\*\*\*\*

To: Pamela Guerrier

The attached file contains a copy of the above subject FEPA contract modification. It is submitted for your review and consideration.

In order to expedite the execution of the above-mentioned modification, it is requested that you **return a signed copy** to my attention via e-mail for final execution. My email address is [Doreen.Starkes@eoc.gov](mailto:Doreen.Starkes@eoc.gov).

Please, reply via e-mail to my attention to confirm receipt of this message and the attachment at your earliest convenience.

Thank you for your cooperation and support.

Doreen Starkes  
Contracting Officer  
Acquisition Services Division  
U.S. Equal Employment Opportunity Commission  
131 M Street, N.E., 4th Floor, OCFO/ASD  
Washington, D.C. 20507  
(202)663-4240 Ofc. Tel.

# Attachment 2

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. 45310018C0053P00001		3. EFFECTIVE DATE 10/01/2018	4. REQUISITION/PURCHASE REQ. NO. FP190060	5. PROJECT NO. (If applicable)
6. ISSUED BY EEOC OCFO ASD 131 M Street, N.E., 4th Floor Washington, DC, 20507 Attn: Doreen Starkes (202) 663-4240		CODE 453100	7. ADMINISTERED BY (If other than Item 6) EEOC Miami District Office Miami Tower, 100 SE 2nd Street Fl 15 Miami, FL, 33131 Attn: Ina Depaz (305) 808-1752	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) COUNTY OF, PALM BEACH 301 N OLIVE AVE FRNT WEST PALM BEACH, FL, 33401-4705		(X)		9A. AMENDMENT OF SOLICITATION NO.
				9B. DATED (SEE ITEM 11)
				10A. MODIFICATION OF CONTRACT/ORDER NO. 45310018C0053
		(X)		10B. DATED (SEE ITEM 13) 07/03/2018
CODE LOC078470481	FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.			
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).			
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:			
(X)	D. OTHER (Specify type of modification and authority) Section I, 52.217-9 Option to Extend the Term of the Contract (MAR 2000)			
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>2</u> copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)				
MODIFICATION CONTROL NUMBER: 45310018C0053P00001				
SUMMARY OF CHANGES: EXERCISE OPTION YEAR 1				
PURSUANT TO SECTION I, 52.217-9 ENTITLED "OPTION TO EXTEND THE TERM OF THE CONTRACT", THE GOVERNMENT HEREBY EXERCISES OPTION YEAR 1 TO EXTEND CONTRACT PERFORMANCE FOR A PERIOD OF TWELVE (12) MONTHS COMMENCING ON OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019. (SEE PAGE 2 AND ATTACHMENT NO. 1 FOR DETAILS.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15B. CONTRACTOR/OFFEROR		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
(Signature of person authorized to sign)		Starkes, Doreen P Contracting Officer		
15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
		(Signature of Contracting Officer)		
NSN 7540-01-152-8070 Previous edition unusable				
STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243				

Sign Here

## **Summary of Changes**

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### **Modification Changes**

Effective as of the date of this Modification No. **45310018C0053P00001** is revised as follows:

1. Contract Line Item Numbers (CLINs):

**CLIN 0005: OPTION YEAR 1 - TITLE VII, ADEA, ADA, AND GINA CHARGE RESOLUTIONS:** Processing and Resolving, Title VII, ADEA, ADA and GINA Charges. Each Charge must have been filed since October 1, 2014, (or since October 1, 2013, for each charge where a determination of reasonable cause is issued and the charge is processed through hearings and/or litigation) and resolved in accordance with a charge resolution plan if applicable.

Period of Performance: **10/01/2018 – 09/30/2019.**

Unit of Measure and Quantity: **88 ea**

Unit Price: **\$800.00**

Charge Account: **2019|0100B1919D|10SLPPS|FPSLP|NA|251010|999996|9999|SLCR|NA|NA|NA**

Funded Value: **\$70,400.00**

**CLIN 0006: OPTION YEAR 1 - TITLE VII, ADEA, ADA, AND GINA INTAKE SERVICES:** Provide Intake Services for charges, with affidavits, filed during the period October 1, 2018 to September 30, 2019 at a price of **\$80** per charge.

Period of Performance: **10/01/2018 – 09/30/2019.**

Unit of Measure and Quantity: **35 ea**

Unit Price: **\$80.00**

Charge Account: **2019|0100B1919D|10SLPPS|FPSLP|NA|251010|999996|9999|SLINTK|NA|NA|NA**

Funded Value: **\$2,800.00**

**CLIN 0007: OPTION YEAR 1 - FY 2019 EEOC/FEPA TRAINING:** Training to facilitate successful completion of contract, including EEOC-Sponsored Annual Training.

Period of Performance: **10/01/2018 – 09/30/2019.**

Unit of Measure and Quantity: **1 ea**

Unit Price: **\$1,900.00**

Charge Account: **2019|0100B1919D|10SLPPS|FPSLP|NA|251010|999996|9999|SLTRNG|NA|NA|NA**

Funded Value: **\$1,900.00**

**CLIN 0011: OPTION YEAR 1 - FY 2019 FEPA ENGAGEMENT FUNDING:** Submission of an acceptable written proposal detailing a joint EEOC/FEPA enforcement, outreach, or training activity in support of a Strategic Enforcement Plan or District Complement plan prior to 9/30/2019.

Period of Performance: **10/01/2018 – 09/30/2019.**

Unit of Measure and Quantity: **1 ea**

Unit Price: **\$1,000.00**

Charge Account: **2019|0100B1919D|10SLPPS|FPSLP|NA|251010|999996|9999|SLJOUT|NA|NA|NA**

Funded Value: **\$1,000.00**

2. Reference Requisition No.: **FP190060**

5. As a result of this modification, the grand total for the contract is increased by \$76,100.00 from \$76,060.00 to **\$152,160.00.**

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

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

**Section C – DESCRIPTIONS AND SPECIFICATIONS**

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

From: Upon execution, the Worksharing Agreement dated **12/13/2017**, is incorporated by reference into this contract.

To: Upon execution, the Worksharing Agreement dated **11/14/2018**, is incorporated by reference into this contract.

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

From: It is understood and expressly agreed to by both parties to this contract that all provisions of the EEOC's Contracting Principles for State and Local FEPA for Fiscal Year **2018** are incorporated in their entirety into this contract.

To: It is understood and expressly agreed to by both parties to this contract that all provisions of the EEOC's Contracting Principles for State and Local FEPA for Fiscal Year **2019** are incorporated in their entirety into this contract.

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

From: All charges submitted for credit under this contract shall be completed by the Contractor between **October 1, 2017** and **September 30, 2018** as follows:

To: All charges submitted for credit under this contract shall be completed by the Contractor between **October 1, 2018** and **September 30, 2019** as follows:

**Section D – PACKAGING AND MARKING**

Section D is revised to incorporate the language, "Charge/case file material and reports to be furnished to the designated field office may be through the regular U.S. mail and should be adequately packaged to assure safe delivery to the designated office or via electronic transmission."

**Section F - DELIVERIES OR PERFORMANCE**

**F.1 PERIOD OF PERFORMANCE**

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

From: A. The period of performance under this contract shall be from **October 1, 2017** through **September 30, 2018**, with two one-year options to extend the term of the contract. (See Section I, 52.217-9 "Option to Extend the Term of the Contract").

To: A. The period of performance under this contract shall be from **October 1, 2018** through September 30, **2019**.

**F.2 TIME OF DELIVERY/DELIVERABLES**

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

From: A determination not to award contract credit made may be reversed under the procedures set forth in Section III.B.5.a. of the **FY 2018** Contracting Principles.

To: A determination not to award contract credit made may be reversed under the procedures set forth in Section III.B.5.a. of the **FY 2019** Contracting Principles.

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

From: Enter basic charge data into the IMS or successor system within five business days of the Contractor's receipt of each charge as set forth in Section III.B.5.a of the **FY 2018** Contracting Principles in order to be eligible to receive contract credit.

To: Enter basic charge data into the IMS or successor system within five business days of the Contractor's receipt of each charge as set forth in Section III.B.5.a of the **FY 2019** Contracting Principles in order to be eligible to receive contract credit.

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

From: Provide EEOC with a list of final actions within a time frame agreed upon by the COR and the Contractor, but usually no later than 30 calendar days after the resolution of each charge to meet the requirement of Section III. B.2 of the **FY 2018** Contracting Principles. The Contractor must ensure the timely and accurate entry of data into the IMS or successor system. The COR will generate charge data lists and reports through the IMS or successor system to verify that this requirement is being met throughout the term of this contract.

To: Provide EEOC with a list of final actions within a time frame agreed upon by the COR and the Contractor, but usually no later than 30 calendar days after the resolution of each charge to meet the requirement of Section III. B.2 of the **FY 2019** Contracting Principles. The Contractor must ensure the timely and accurate entry of data into the IMS or successor system. The COR will generate charge data lists and reports through the IMS or successor system to verify that this requirement is being met throughout the term of this contract.

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

From: The Contractor must make timely and accurate submission to the EEOC of EEOC Form 322 and EEOC Form 472. All reports covering the first three quarters of the **FY 2018** contract must be received by the EEOC prior to September 30, **2018**.

To: The Contractor must make timely and accurate submission to the EEOC of EEOC Form 322 and EEOC Form 472. All reports covering the first three quarters of the **FY 2019** contract must be received by the EEOC prior to September 30, **2019**.

Paragraph F.2.C is incorporated as follows:

**C. Proposal for FY 2019 FEPA Engagement**

From: The Contractor must submit to the Contracting Officer Representative prior to **September 30, 2018**, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposes to perform, and (3) which the EEOC finds to be feasible and acceptable.

To: The Contractor must submit to the Contracting Officer Representative prior to **September 30, 2019**, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposed to perform, and (3) which the EEOC finds to be feasible and acceptable.



Section G – **CONTRACT ADMINISTRATION DATA****G.5 PAYMENT SCHEDULE**

Paragraph G.5 is revised to read as follows:

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

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

Section H – **SPECIAL CONTRACT REQUIREMENTS**

Paragraph H.10 is revised to read as follows:

**H.10 FEPA ENGAGEMENT FUNDING**

From: To be eligible to invoice for the funding, in the amount of \$1,000, the Contractor must submit to the Contracting Officer Representative prior to **September 30, 2017**, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposes to perform, and (3) which the EEOC finds to be feasible and acceptable.

To: To be eligible to invoice for the funding, in the amount of \$1,000, the Contractor must submit to the Contracting Officer Representative prior to **September 30, 2019**, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposes to perform, and (3) which the EEOC finds to be feasible and acceptable.

Section I – **CONTRACT CLAUSES**

Section I is revised as follows:

Clause Number	Clause Title
52.204-13	System for Award Management Maintenance. (OCT 2018)
52.222-50	Combating Trafficking in Persons. (JAN 2019)
52.232-33	Payment by Electronic Funds Transfer--System for Award Management. (OCT 2018)
52.244-6	Subcontracts for Commercial Items. (JAN 2019)

Section J – **LIST OF ATTACHMENTS**

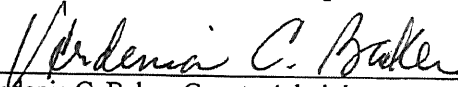
Section J is revised to incorporate Attachment D as follows:

**Attachment D - Worksharing Agreement for FY 2019 - 1 Page**


Attachment 5

**FY 2019 EXTENSION OF WORKSHARING AGREEMENT**

Inasmuch as there have been no substantive changes in the processes, procedures, statutes, policies or regulations that would adversely affect or substantially alter the work sharing arrangement between the Miami District Office and the Palm Beach County Office of Equal Opportunity or that would affect the processing of charges filed under the pertinent Federal, state or local statutes, the parties agree to extend the current work sharing agreement that was executed on October 18, 2017 through the FY 2019 Charge Resolution Contract Option Period, from October 1, 2018 through September 30, 2019. The agencies agree to work together in furtherance of the provisions of EEOC's current Strategic Plan when assessing the allocation of charges under this agreement and to cooperate in compliance and enforcement efforts as well as training, outreach and technical assistance efforts encompassed by the Plan. By executing this extension, the parties agree to abide by the confidentiality provisions of GINA as well as the other statutes cited in the agreement. This agreement, as well as the attendant Worksharing Agreement may be reopened and amended by mutual consent of the parties.

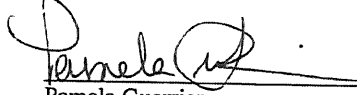
  
Verdenia C. Baker, County Administrator  
Palm Beach County  
FEPA: Palm Beach County Office of Equal Opportunity

9/24/18  
Date

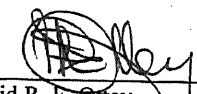
  
Michael J. Farrell, District Director  
U.S. Equal Employment Opportunity Commission  
Miami District Office

11/19/18  
Date

Approved as to terms and conditions

  
Pamela Guerrier  
Director, Office of Equal Opportunity

Approved as to form and legal sufficiency

  
David R. F. Orfey  
Chief Assistant County Attorney



10 June 2019

Via Email Only: [Doreen.Starkes@eeoc.gov](mailto:Doreen.Starkes@eeoc.gov)  
U.S. Equal Employment Opportunity Commission  
Acquisition Services Division  
131 M Street, NE, 4<sup>th</sup> Floor, OCFO/ASD  
Washington, DC 20507  
Attn.: Doreen Starkes, Contracting Officer

Contract No. 45310018C0053P00001  
Palm Beach County Office of Equal Opportunity

Dear Ms. Starkes:

This correspondence is to acknowledge receipt of the Contract No. 45310018C0053 (Standard Form 30). Pursuant to the instructions in your transmittal letter, it is requested that the Palm Beach County Office of Equal Opportunity be granted an extension of time within which to submit the signed contracts.

Pursuant to the Charter and Ordinances of Palm Beach County, Florida, all contracts must be approved by the Board of County Commissioners at a public meeting. We have prepared the required documents to have this contract approved by the Board of County Commissioners at the August 20, 2019 meeting. Upon approval, the contracts will be returned to the EEOC via overnight express delivery.

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

Sincerely,

A handwritten signature in black ink that reads "Pamela" followed by a stylized flourish.

Pamela Guerrier, Director

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

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

**Palm Beach County  
Board of County  
Commissioners**

Mack Bernard, Mayor

Dave Kerner, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Robert S. Weinroth

Mary Lou Berger

Melissa McKinlay

**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"

printed on sustainable  
and recycled paper

**BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT**

BGRV 400 062519\*497  
BGEX 400 062519\*1543

FUND 0001 - General Fund - Office of Equal Opportunity (OEO)

ACCT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 06/25/19	REMAINING BALANCE
<b><u>REVENUES:</u></b>								
400-4160-4900	Charges for Services-Other	74,000	74,000	2,100	0	76,100		
	Total Receipts and Balances	<u>1,404,865,328</u>	<u>1,447,663,189</u>	<u>2,100</u>	<u>0</u>	<u>1,447,665,289</u>		
<b><u>APPROPRIATIONS &amp; EXPENDITURES</u></b>								
400-4160-1201	Sal & Wages Regular	200,566	200,566	2,100	0	202,666	140,729	61,937
	<b>TOTAL APPROPRIATIONS &amp; EXPENDITURES</b>	<u>1,404,865,328</u>	<u>1,447,663,189</u>	<u>2,100</u>	<u>0</u>	<u>1,447,665,289</u>		

<u>Office of Equal Opportunity</u>	<b>Signatures</b>	<b>Date</b>	<b>By Board of County Commissioners</b>
<b>INITIATING DEPARTMENT/DIVISION</b>	_____	_____	<b>At Meeting of 08/20/2019</b>
<b>Administration/Budget Department Approval</b>	_____	_____	_____
<b>OFMB Department - Posted</b>	_____	_____	<b>Deputy Clerk to the</b>
			<b>Board of County Commissioners</b>

Attachment 4

## Attachment 1

**Pamela Guerrier**

---

**From:** DOREEN STARKES <DOREEN.STARKES@EEOC.GOV>  
**Sent:** Friday, June 7, 2019 1:50 PM  
**To:** Pamela Guerrier  
**Subject:** \*\*\* For signature and return - EEOC 2019 FEPA CONTRACT EXTENSION - Palm Beach  
45310018C0053 P00001 - FP190060  
**Attachments:** 45310018C0053P00001\_Palm Beach\_OY1\_FP190060.pdf  
**Importance:** High

\*\*\*\*\* Note: This email was sent from a source external to Palm Beach County. Links or attachments should not be accessed unless expected from a trusted source. \*\*\*\*\*

To: Pamela Guerrier

The attached file contains a copy of the above subject FEPA contract modification. It is submitted for your review and consideration.

In order to expedite the execution of the above-mentioned modification, it is requested that you **return a signed copy** to my attention via e-mail for final execution. My email address is [Doreen.Starkes@eoc.gov](mailto:Doreen.Starkes@eoc.gov).

Please, reply via e-mail to my attention to confirm receipt of this message and the attachment at your earliest convenience.

Thank you for your cooperation and support.

Doreen Starkes  
Contracting Officer  
Acquisition Services Division  
U.S. Equal Employment Opportunity Commission  
131 M Street, N.E., 4th Floor, OCFO/ASD  
Washington, D.C. 20507  
(202)663-4240 Ofc. Tel.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES 1   8
2. AMENDMENT/MODIFICATION NO. 45310018C0053P00001	3. EFFECTIVE DATE 10/01/2018	4. REQUISITION/PURCHASE REQ. NO. FP190060	5. PROJECT NO. (If applicable)	
6. ISSUED BY EEOC OCFO ASD 131 M Street, N.E., 4th Floor Washington, DC, 20507 Attn: Doreen Starkes (202) 663-4240	CODE 453100	7. ADMINISTERED BY (If other than Item 6) EEOC Miami District Office Miami Tower, 100 SE 2nd Street Fl 15 Miami, FL, 33131 Attn: Ina Depaz (305) 808-1752		CODE EE465
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) COUNTY OF, PALM BEACH 301 N OLIVE AVE FRNT WEST PALM BEACH, FL, 33401-4705			(X)	9A. AMENDMENT OF SOLICITATION NO.
				9B. DATED (SEE ITEM 11)
			(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. 45310018C0053
				10B. DATED (SEE ITEM 13) 07/03/2018
CODE LOC078470481	FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted;  
 or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) Section I, 52.217-9 Option to Extend the Term of the Contract (MAR 2000)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 2 copies to the issuing office.

DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

MODIFICATION CONTROL NUMBER: 45310018C0053P00001

SUMMARY OF CHANGES: EXERCISE OPTION YEAR 1

PURSUANT TO SECTION I, 52.217-9 ENTITLED "OPTION TO EXTEND THE TERM OF THE CONTRACT", THE GOVERNMENT HEREBY EXERCISES OPTION YEAR 1 TO EXTEND CONTRACT PERFORMANCE FOR A PERIOD OF TWELVE (12) MONTHS COMMENCING ON OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019. (SEE PAGE 2 AND ATTACHMENT NO. 1 FOR DETAILS.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Starkes, Doreen P Contracting Officer	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Starkes, Doreen P Contracting Officer
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED

NSN 7540-01-152-8070  
Previous edition unusable

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

Approved as to terms and conditions

Approved as to Form and Legal Sufficiency

\_\_\_\_\_  
Pamela Guerrier Director, OEO

\_\_\_\_\_  
David Ottey, Chief Assistant County Attorney

Sign Here

## **Summary of Changes**

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### **Modification Changes**

Effective as of the date of this Modification No. **45310018C0053P00001** is revised as follows:

1. Contract Line Item Numbers (CLINs):

**CLIN 0005:** OPTION YEAR 1 - TITLE VII, ADEA, ADA, AND GINA **CHARGE RESOLUTIONS:** Processing and Resolving, Title VII, ADEA, ADA and GINA Charges. Each Charge must have been filed since October 1, 2014, (or since October 1, 2013, for each charge where a determination of reasonable cause is issued and the charge is processed through hearings and/or litigation) and resolved in accordance with a charge resolution plan if applicable.

Period of Performance: **10/01/2018 – 09/30/2019.**

Unit of Measure and Quantity: **88** ea

Unit Price: **\$800.00**

Charge Account: **2019|0100B1919D|10SLPPS|FPSLP|NA|251010|999996|9999|SLCR|NA|NA|NA**

Funded Value: **\$70,400.00**

**CLIN 0006:** OPTION YEAR 1 - TITLE VII, ADEA, ADA, AND GINA **INTAKE SERVICES:** Provide Intake Services for charges, with affidavits, filed during the period October 1, 2018 to September 30, 2019 at a price of **\$80** per charge.

Period of Performance: **10/01/2018 – 09/30/2019.**

Unit of Measure and Quantity: **35** ea

Unit Price: **\$80.00**

Charge Account: **2019|0100B1919D|10SLPPS|FPSLP|NA|251010|999996|9999|SLINTK|NA|NA|NA**

Funded Value: **\$2,800.00**

**CLIN 0007:** OPTION YEAR 1 - FY 2019 EEOC/FEPA **TRAINING:** Training to facilitate successful completion of contract, including EEOC-Sponsored Annual Training.

Period of Performance: **10/01/2018 – 09/30/2019.**

Unit of Measure and Quantity: **1** ea

Unit Price: **\$1,900.00**

Charge Account: **2019|0100B1919D|10SLPPS|FPSLP|NA|251010|999996|9999|SLTRNG|NA|NA|NA**

Funded Value: **\$1,900.00**

**CLIN 0011:** OPTION YEAR 1 - FY 2019 FEPA **ENGAGEMENT FUNDING:** Submission of an acceptable written proposal detailing a joint EEOC/FEPA enforcement, outreach, or training activity in support of a Strategic Enforcement Plan or District Complement plan prior to 9/30/2019.

Period of Performance: **10/01/2018 – 09/30/2019.**

Unit of Measure and Quantity: **1** ea

Unit Price: **\$1,000.00**

Charge Account: **2019|0100B1919D|10SLPPS|FPSLP|NA|251010|999996|9999|SLJOUT|NA|NA|NA**

Funded Value: **\$1,000.00**

2. Reference Requisition No.: **FP190060**

5. As a result of this modification, the grand total for the contract is increased by \$76,100.00 from \$76,060.00 to **\$152,160.00.**

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



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

**Section C – DESCRIPTIONS AND SPECIFICATIONS**

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

From: Upon execution, the Worksharing Agreement dated 12/13/2017, is incorporated by reference into this contract.

To: Upon execution, the Worksharing Agreement dated 11/14/2018, is incorporated by reference into this contract.

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

From: It is understood and expressly agreed to by both parties to this contract that all provisions of the EEOC's Contracting Principles for State and Local FEPA for Fiscal Year 2018 are incorporated in their entirety into this contract.

To: It is understood and expressly agreed to by both parties to this contract that all provisions of the EEOC's Contracting Principles for State and Local FEPA for Fiscal Year 2019 are incorporated in their entirety into this contract.

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

From: All charges submitted for credit under this contract shall be completed by the Contractor between October 1, 2017 and September 30, 2018 as follows:

To: All charges submitted for credit under this contract shall be completed by the Contractor between October 1, 2018 and September 30, 2019 as follows:

**Section D – PACKAGING AND MARKING**

Section D is revised to incorporate the language, "Charge/case file material and reports to be furnished to the designated field office may be through the regular U.S. mail and should be adequately packaged to assure safe delivery to the designated office or via electronic transmission."

**Section F - DELIVERIES OR PERFORMANCE**

**F.1 PERIOD OF PERFORMANCE**

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

From: A. The period of performance under this contract shall be from **October 1, 2017** through **September 30, 2018**, with two one-year options to extend the term of the contract. (See Section I, 52.217-9 "Option to Extend the Term of the Contract").

To: A. The period of performance under this contract shall be from **October 1, 2018** through September 30, **2019**.

**F.2 TIME OF DELIVERY/DELIVERABLES**

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

From: A determination not to award contract credit made may be reversed under the procedures set forth in Section III.B.5.a. of the **FY 2018** Contracting Principles.

To: A determination not to award contract credit made may be reversed under the procedures set forth in Section III.B.5.a. of the **FY 2019** Contracting Principles.

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

From: Enter basic charge data into the IMS or successor system within five business days of the Contractor's receipt of each charge as set forth in Section III.B.5.a of the **FY 2018** Contracting Principles in order to be eligible to receive contract credit.

To: Enter basic charge data into the IMS or successor system within five business days of the Contractor's receipt of each charge as set forth in Section III.B.5.a of the **FY 2019** Contracting Principles in order to be eligible to receive contract credit.

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

From: Provide EEOC with a list of final actions within a time frame agreed upon by the COR and the Contractor, but usually no later than 30 calendar days after the resolution of each charge to meet the requirement of Section III. B.2 of the **FY 2018** Contracting Principles. The Contractor must ensure the timely and accurate entry of data into the IMS or successor system. The COR will generate charge data lists and reports through the IMS or successor system to verify that this requirement is being met throughout the term of this contract.

To: Provide EEOC with a list of final actions within a time frame agreed upon by the COR and the Contractor, but usually no later than 30 calendar days after the resolution of each charge to meet the requirement of Section III. B.2 of the **FY 2019 Contracting Principles**. The Contractor must ensure the timely and accurate entry of data into the IMS or successor system. The COR will generate charge data lists and reports through the IMS or successor system to verify that this requirement is being met throughout the term of this contract.

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

From: The Contractor must make timely and accurate submission to the EEOC of EEOC Form 322 and EEOC Form 472. All reports covering the first three quarters of the **FY 2018** contract must be received by the EEOC prior to September 30, **2018**.

To: The Contractor must make timely and accurate submission to the EEOC of EEOC Form 322 and EEOC Form 472. All reports covering the first three quarters of the **FY 2019** contract must be received by the EEOC prior to September 30, **2019**.

Paragraph F.2.C is incorporated as follows:

#### **C. Proposal for FY 2019 FEPA Engagement**

From: The Contractor must submit to the Contracting Officer Representative prior to **September 30, 2018**, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposes to perform, and (3) which the EEOC finds to be feasible and acceptable.

To: The Contractor must submit to the Contracting Officer Representative prior to **September 30, 2019**, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposed to perform, and (3) which the EEOC finds to be feasible and acceptable.

Section G – **CONTRACT ADMINISTRATION DATA****G.5 PAYMENT SCHEDULE**

Paragraph G.5 is revised to read as follows:

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

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

Section H – **SPECIAL CONTRACT REQUIREMENTS**

Paragraph H.10 is revised to read as follows:

**H.10 FEPA ENGAGEMENT FUNDING**

From: To be eligible to invoice for the funding, in the amount of \$1,000, the Contractor must submit to the Contracting Officer Representative prior to **September 30, 2017**, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposes to perform, and (3) which the EEOC finds to be feasible and acceptable.

To: To be eligible to invoice for the funding, in the amount of \$1,000, the Contractor must submit to the Contracting Officer Representative prior to **September 30, 2019**, a written proposal detailing a joint enforcement, joint outreach or joint training activity with the EEOC District Office which (1) identifies and supports a specific priority contained in either EEOC's Strategic Enforcement Plan or the District Office's Complement Plan, (2) contains sufficient details and a certification that the FEPA is willing and able to perform the actions it proposes to perform, and (3) which the EEOC finds to be feasible and acceptable.

Section I – **CONTRACT CLAUSES**

Section I is revised as follows:

Clause Number	Clause Title
52.204-13	System for Award Management Maintenance. (OCT 2018)
52.222-50	Combating Trafficking in Persons. (JAN 2019)
52.232-33	Payment by Electronic Funds Transfer--System for Award Management. (OCT 2018)
52.244-6	Subcontracts for Commercial Items. (JAN 2019)

Section J – **LIST OF ATTACHMENTS**

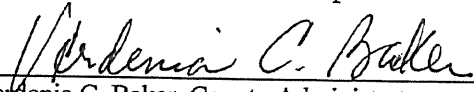
Section J is revised to incorporate Attachment D as follows:

**Attachment D - Worksharing Agreement for FY 2019 - 1 Page**


Attachment 5

FY 2019 EXTENSION OF WORKSHARING AGREEMENT

Inasmuch as there have been no substantive changes in the processes, procedures, statutes, policies or regulations that would adversely affect or substantially alter the work sharing arrangement between the Miami District Office and the Palm Beach County Office of Equal Opportunity or that would affect the processing of charges filed under the pertinent Federal, state or local statutes, the parties agree to extend the current work sharing agreement that was executed on October 18, 2017 through the FY 2019 Charge Resolution Contract Option Period, from October 1, 2018 through September 30, 2019. The agencies agree to work together in furtherance of the provisions of EEOC's current Strategic Plan when assessing the allocation of charges under this agreement and to cooperate in compliance and enforcement efforts as well as training, outreach and technical assistance efforts encompassed by the Plan. By executing this extension, the parties agree to abide by the confidentiality provisions of GINA as well as the other statutes cited in the agreement. This agreement, as well as the attendant Worksharing Agreement may be reopened and amended by mutual consent of the parties.

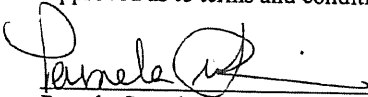
  
Verdenia C. Baker, County Administrator  
Palm Beach County  
FEPA: Palm Beach County Office of Equal Opportunity

9/24/18  
Date


  
Michael J. Farrell, District Director  
U.S. Equal Employment Opportunity Commission  
Miami District Office

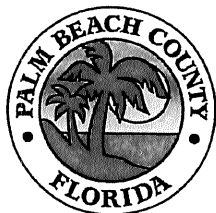
11/19/18  
Date

Approved as to terms and conditions

  
Pamela Guerrier  
Director, Office of Equal Opportunity

Approved as to form and legal sufficiency

  
David R. F. Ottey  
Chief Assistant County Attorney



10 June 2019

Via Email Only: [Doreen.Starkes@eoc.gov](mailto:Doreen.Starkes@eoc.gov)  
U.S. Equal Employment Opportunity Commission  
Acquisition Services Division  
131 M Street, NE, 4<sup>th</sup> Floor, OCFO/ASD  
Washington, DC 20507  
Attn.: Doreen Starkes, Contracting Officer

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

Contract No. 45310018C0053P00001  
Palm Beach County Office of Equal Opportunity

Dear Ms. Starkes:

This correspondence is to acknowledge receipt of the Contract No. 45310018C0053 (Standard Form 30). Pursuant to the instructions in your transmittal letter, it is requested that the Palm Beach County Office of Equal Opportunity be granted an extension of time within which to submit the signed contracts.

Pursuant to the Charter and Ordinances of Palm Beach County, Florida, all contracts must be approved by the Board of County Commissioners at a public meeting. We have prepared the required documents to have this contract approved by the Board of County Commissioners at the August 20, 2019 meeting. Upon approval, the contracts will be returned to the EEOC via overnight express delivery.

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

Sincerely,

Pamela Guerrier, Director

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

**Palm Beach County  
Board of County  
Commissioners**

Mack Bernard, Mayor

Dave Kerner, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Robert S. Weinroth

Mary Lou Berger

Melissa McKinlay

**County Administrator**

Verdenia C. Baker

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Affirmative Action Employer"

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and recycled paper

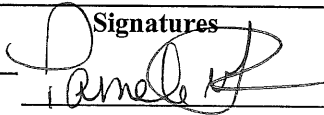
**BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT**

BGRV 400 062519\*497  
BGEX 400 062519\*1543

FUND 0001 - General Fund - Office of Equal Opportunity (OEO)

ACCT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 06/25/19	REMAINING BALANCE
<b><u>REVENUES:</u></b>								
400-4160-4900	Charges for Services-Other	74,000	74,000	2,100	0	76,100		
	Total Receipts and Balances	<u>1,404,865,328</u>	<u>1,447,663,189</u>	<u>2,100</u>	<u>0</u>	<u>1,447,665,289</u>		
<b><u>APPROPRIATIONS &amp; EXPENDITURES</u></b>								
400-4160-5111	Office Furniture and Equipment	0	0	2,100	0	2,100	1,974	126
	<b>TOTAL APPROPRIATIONS &amp; EXPENDITURES</b>	<u>1,404,865,328</u>	<u>1,447,663,189</u>	<u>2,100</u>	<u>0</u>	<u>1,447,665,289</u>		

**Office of Equal Opportunity**  
**INITIATING DEPARTMENT/DIVISION**  
**Administration/Budget Department Approval**  
**OFMB Department - Posted**

**Signatures**  
  
\_\_\_\_\_  
\_\_\_\_\_

**Date**  
*25 July 2019*  
\_\_\_\_\_  
\_\_\_\_\_

**By Board of County Commissioners**  
**At Meeting of 08/20/2019**  
\_\_\_\_\_  
**Deputy Clerk to the**  
**Board of County Commissioners**