

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|----------|------|------|------|------|
| Capital Expenditures | | | | | |
| Operating Costs | 62,500 | | | | |
| External Revenue | (62,500) | | | | |
| Program Income (County) | | | | | |
| In-Kind Match (County) | | | | | |
| NET FISCAL IMPACT | 0 | | | | |
| No. ADDITIONAL FTE POSITIONS (Cumulative) | | | | | |

Is Item Included In Current Budget? Yes X No
Does this item include the use of federal funds? Yes X No

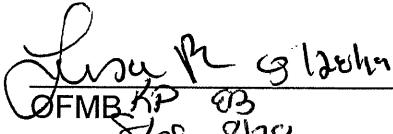
Budget Account No.:
Fund 1003 Dept 145 Unit 1455 Object 3401 Program Code Var. Program Period GY18

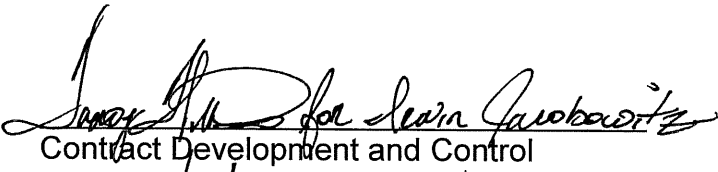

B. Recommended Sources of Funds/Summary of Fiscal Impact:
Funding Source is the Community Services Block Grant through the Florida Department of Economic Opportunity.

C. Departmental Fiscal Review: 
Julie Dowe, Director of Finance and Support Services

III. REVIEW COMMENTS

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


OFMB ^{RP} 03
5/28 8/28


Contract Development and Control
9/16/19 

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

Agenda Item #: 3E-1

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: February 7, 2017 ☒ Consent ☐ Regular
 ☐ Ordinance ☐ Public Hearing

Department

Submitted By: Community Services

Submitted For: Community Action Program

REPORT

I. EXECUTIVE BRIEF

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF 0 **EEB 07.2017**

Motion and Title: Staff recommends motion to:

MINUTES & RECORDS SECTION

A) approve the listed pre-qualified non-profit pool of agencies to provide various training services for the Community Action Program on an as needed basis selected in accordance with the Request for Proposals (RFP) completed on November 1, 2016; and

B) delegate signature authority to the County Administrator, or designee, to sign contracts, amendments or required documents for employment and self-sufficiency training services provided by the pre-qualified non-profit agencies for amounts not to exceed \$75,000, and to the Department Director, for amounts not to exceed \$15,000.

Summary: The Community Action Program issued an RFP for vocational training on October 6, 2016 and the agencies listed in Attachment “A” responded to the request. A selection committee reviewed and scored the proposals. The vocational training funds are provided by the Community Service Block Grant (CSBG), and are allocated according to the amount of funding received every grant year. The agencies selected will provide vocational training to low-income individuals who reside within Palm Beach County. The Community Action Program provides services under several categories including entrepreneurship, employment skills, health and wellness, education, childcare, and life skills. **No County funds are required.** (Community Action Program) Countywide (HH)

Background and Justification: The Community Action Program provides vocational training through non-profit entities throughout Palm Beach County for low-income residents. Non-profit entities that provide vocational training are exempt from the purchasing code. In order to maximize participation, the Community Action Program posted a public notice in various locations encouraging agencies to participate in the RFP. Responses were received from the agencies listed in Attachment "A".

Attachments: Attachment "A" – Notice of Request for Proposal

Recommended By:


Department Director

1/12/17
Date

Approved By:

Nancy L. Bolm
Assistant County Administrator

1/24/17
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 2017 | 2018 | 2019 | 2020 | 2021 |
|-------------------------|-----------|------|------|------|------|
| Capital Expenditures | | | | | |
| Operating Costs | 250,000 | | | | |
| External Revenue | (250,000) | | | | |
| Program Income (County) | | | | | |
| In-Kind Match (County) | | | | | |
| NET FISCAL IMPACT | -0- | | | | |

| | | | | | |
|---|--|--|--|--|--|
| No. ADDITIONAL FTE POSITIONS (Cumulative) | | | | | |
|---|--|--|--|--|--|

Is Item Included In Current Budget? Yes X No


Budget Account No.:

Fund 1003 Dept 145 Unit 1455 Object VAR Program Code VAR Program Period VAR

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


Funding source is Community Services Block Grant from the Florida Department of Economic Opportunity. These are estimated expenditures.

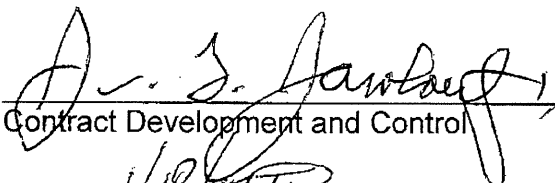
C. Departmental Fiscal Review:


Julie Dowe, Director of Finance & Support Services

III. REVIEW COMMENTS

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


OFMB 2/1/17 EB 1/17


Contract Development and Control 1/19/17
1/18/17 TW

B. Legal Sufficiency:


Assistant County Attorney 1-24-17

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.



**PALM BEACH COUNTY
COMMUNITY SERVICES DEPARTMENT
COMMUNITY ACTION PROGRAM
NOTICE OF REQUEST FOR PROPOSALS**

Palm Beach County, Community Services Department (CSD), Community Action Program (CAP) posted a request for proposals (RFP) for the Fiscal Year 2017 (October 1, 2016 – September 30, 2017). Results are listed below.

| Agency | Training Category |
|--|--|
| Community Caring Center of Greater Boynton Beach, Inc. d/b/a Secret Garden Café | Entrepreneurship |
| Community Caring Center of Greater Boynton Beach, Inc. d/b/a Secret Garden Café | Food Preparation |
| Nurse Assistant Training School, Inc. d/b/a Academy for Nursing and Health Occupations | Patient Care Technician, Home Health Aide/Nurse Assistant |
| Gulfstream Goodwill Industries, Inc. | Security Class D, Childcare, Commercial Driver's License (CDL), Home Health Aide, Food Preparation, Fork Lift Operator, Job Readiness Skills, Microsoft Office Suite |
| Business Loan Fund of the Palm Beaches, Inc. d/b/a Center for Enterprise Opportunity | Entrepreneurship |
| Haitian Empowerment Foundation, Inc. | GED, Job Readiness |

CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

This Contract is made as of the 3 day of June, 2019 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 **Community Caring Center of Palm Beach County, Inc.**, hereinafter referred to as the AGENCY, a not-for-profit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is **65-0447796**.

Whereas the AGENCY has agreed to assure access to funded services for COUNTY departments, divisions and/or programs; and to assure that individuals referred from COUNTY departments, divisions and/or programs will receive services on a timely basis;

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

ARTICLE 1 - SERVICES

The AGENCY agrees to provide services to residents of Palm Beach County as set forth in the Scope of Work and Service Units in Exhibit A. The AGENCY also agrees to provide deliverables, including reports, as specified in Article 2. No changes in the scope of work or services are to be conducted without the written approval of the Palm Beach County Community Services Department (the DEPARTMENT). The Agency receiving funds must be an agency within Palm Beach County and the AGENCY'S services, with these contracted funds, are limited to meeting the needs of Palm Beach County residents.

No part of the funding is intended to benefit any specific individual or recipient. All funding is intended for the overall benefit of all recipients of the services provided by the programs being funded herein.

ARTICLE 2 – SCHEDULE

The AGENCY shall commence services on July 1, 2019 and complete services on September 30, 2019.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Article 13.

ARTICLE 3 - PAYMENTS

The COUNTY shall pay to the AGENCY for services rendered under this contract not to exceed a total amount of **FIFTEEN THOUSAND DOLLARS (\$15,000)**. The AGENCY 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.

The program and unit cost definitions for this contract year are set forth in Exhibit B. All requests for payments of this Contract shall include an original cover memo on AGENCY letterhead signed by the Chief Executive Officer, Chief Financial Officer or their designee.

The AGENCY is obligated to provide the COUNTY with the properly completed requests for all funds paid relative to this Contract no later than September 30th of each fiscal year. Any amounts not submitted by September 30th, shall remain the COUNTY'S and the COUNTY shall have no further obligation with respect to such amounts.

Payment of invoices shall be contingent on timely receipt of all required reports. Invoices received from the AGENCY pursuant to this Contract will be submitted through the Services and Activities Management Information System (SAMIS) website, 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. Any payment due by COUNTY under the terms of this contract shall be withheld until all reports due from the AGENCY and necessary adjustments have been approved by the COUNTY. In the event that the AGENCY has drawn down all possible funds prior to the end of the fiscal year and does not comply with all reporting requirements, the COUNTY will take this into consideration during the next funding year.

COUNTY funding can be used to match grants from non-County sources; however, the grantee cannot submit reimbursement requests for the same expenses to more than one funding source or under more than one COUNTY funded program.

Final Invoice: In order for both parties herein to close their books and records, the AGENCY will clearly state "final invoice" on the AGENCY'S final/last billing to the COUNTY. This shall constitute AGENCY'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the AGENCY.

In order to do business with Palm Beach County, AGENCYs are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If AGENCY intends to use sub-AGENCYs, AGENCY must also ensure that all sub-AGENCYs are registered as AGENCYs in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-AGENCY register in VSS. COUNTY will not finalize a contract award until the COUNTY has verified that the AGENCY and all of its sub-AGENCYs are registered in VSS.

ARTICLE 4 - AVAILABILITY OF FUNDS

The obligations of the COUNTY under this Contract for the current or any subsequent fiscal year are subject to the availability of funds lawfully appropriated for its purpose by the Board of County Commissioners of Palm Beach County.

ARTICLE 5 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the AGENCY shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the AGENCY'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside Agencies. The COUNTY shall exercise its rights under this Article within three (3) years following final payment.

ARTICLE 6 – AMENDMENTS TO FUNDING LEVELS

This contract may be amended to decrease and/or increase funds for the delivery of services depending upon the utilization and rate of expenditure of funds.

AGENCY shall be subject to decrease of funds if funds are not utilized at the anticipated rate of expenditures. The anticipated rate of expenditures is determined by dividing the contract service amount by the months in the contract unless otherwise provided for in this contract. A 10% increase over the monthly expenditure rate must be pre-approved by the COUNTY. The anticipated rate of expenditure will be figured on a per service basis. The formula for reduction of funds shall be as follows:

At one quarter of the service period the AGENCY shall have provided at a minimum twenty percent (20%) of their anticipated services. If the minimum has not been reached ten percent (10%) of the unspent funds allocated for that service period may be reduced.

At one half of the service period the AGENCY shall have provided at a minimum forty percent (40%) of their anticipated services. If the minimum has not been reached fifty percent (50%) of the unspent funds allocated for that service period may be reduced.

At three quarters of the service period the AGENCY shall have provided at a minimum seventy five percent (75%) of their anticipated services. If the minimum has not been reached one hundred percent (100%) of the unspent funds allocated for that service period may be reduced.

In the event that funds become available due to other agencies budgets being decreased, a currently funded AGENCY may apply for those funds. AGENCY may become eligible

for an increase in funding if they have spent their funds at the anticipated rate and can present a proposal for the utilization of additional funds by delivering additional units of service.

Any increase or decrease of funding for any of the AGENCY's contracted programs of up to 10% may be approved by the Director of Community Services or Designee. Any increase or decrease of funding over 10% must be approved by the Board of County Commissioners.

ARTICLE 7 - INSURANCE

The AGENCY shall maintain at its sole expense, in full force and effect, at all times during the term of this Contract, insurance coverage and limits (including endorsements) as described herein. Failure to maintain the required insurance shall be considered default of the Contract. The requirements contained herein, as well as COUNTY's review or acceptance of insurance maintained by AGENCY, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the Contract. AGENCY agrees to notify the COUNTY at least ten (10) days' prior to cancellation, non-renewal or material change to the required insurance coverage. Where applicable, coverage shall apply on a primary basis.

- A. Commercial General Liability: AGENCY shall maintain Commercial General Liability at a limit not less than \$1,000,000 each occurrence combined single limit for property damage and bodily injury. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.
- B. Additional Insured Clause: The Commercial General Liability policy shall be endorsed to include, "Palm Beach County Board of County Commissioners" as an Additional Insured. A copy of the endorsement shall be provided to COUNTY upon request.
- C. Workers' Compensation Insurance & Employer's Liability: AGENCY shall maintain Workers' Compensation & Employer's Liability in accordance with Florida Statute Chapter 440.
- D. Professional Liability AGENCY shall agree to maintain Professional Liability, or equivalent Errors & Omissions coverage, at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the County reserves the right, but not the obligation, to review and request a copy of AGENCY most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, AGENCY warrants the Retroactive Date equals or precedes the effective date of this contract. 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 Supplemental Extended Reporting Period (SERP) during the life of this contract, AGENCY shall agree to purchase a SERP with a minimum reporting period not less than two (2) years. The requirement to purchase a SERP shall not relieve AGENCY of the obligation to provide replacement coverage.
- E. Waiver of Subrogation: AGENCY hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to

enter into a pre-loss agreement to waive subrogation without an endorsement, then AGENCY shall 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 includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should AGENCY enter into such an agreement on a pre-loss basis.

- F. Certificates of Insurance: Prior to execution of this contract, within forty-eight (48) hours of a request by COUNTY, and subsequently, prior to expiration of any of the required coverage throughout the term of this Agreement, the AGENCY shall deliver to the COUNTY, or as directed by COUNTY, to COUNTY's designated representative, JDi Data Corporation using the CTrax Portal, a signed Certificate(s) of Insurance evidencing that all types and amounts of insurance coverage required by this Contract have been obtained and are in full force and effect. Said Certificate(s) of Insurance shall, to the extent allowable by the insurer, include a minimum thirty (30) days' endeavor to notify due to cancellation (10 days' for nonpayment of premium) or non-renewal of coverage. The Certificate Holder shall read:

Palm Beach County Board of County Commissioners
c/o JDi Data Corporation
100 W Cypress Creek Rd, Suite 1052,
Ft Lauderdale, FL 33309.

- G. Right to Revise or Reject: 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, coverage, 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 8 - INDEMNIFICATION

The AGENCY shall protect, defend, reimburse, indemnify and hold harmless the COUNTY, its agents, employees and elected officers from and against all claims, liability, expense, loss, cost, damages and/or causes of action, including attorney's fees and costs, arising during and as a result of performance of the terms of this contract or due to the acts or omissions of the AGENCY. The AGENCY also shall not use funds made available pursuant to this contract for the purpose of initiating or pursuing litigation against the COUNTY.

ARTICLE 9 - SUCCESSORS AND ASSIGNS

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

ARTICLE 10 – WARRANTIES AND LICENSING REQUIREMENTS:

The AGENCY 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.

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

The AGENCY further represents that it has, or will secure at its own expenses, all necessary personnel required to perform the services under this Contract, and that they shall be fully qualified and, if required, authorized, permitted and/or licensed under State and local law to perform such services. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

The AGENCY represents and warrants that it is governed by a Board, or other appropriate body, whose members have no monetary conflict of interest. Further, the members must also serve the AGENCY without compensation, and the composition of the governing body must reasonably reflect Palm Beach County and/or client demographics.

The AGENCY shall comply with all legal criminal history record check regulations required for the population they serve. AGENCY will have and comply with policy that requires them to conduct a Level 1 or Level 2 Criminal Background Check as appropriate on applicants and volunteers being considered for positions that will provide services or will be around children, the elderly and other vulnerable adult populations, prior to start date. AGENCY may hire employees prior to obtaining the Level 2 background check results, the employees are only permitted to attend training and orientation during this period while they are waiting for their background check results. They are not allowed to have any contact with the clients during this period. Live Scan Screening proof must be provided that shows the scan was completed prior to an employee’s start date. All criminal background checks shall be done at the expense of the agency.

ARTICLE 11 - 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 AGENCY 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.

As a condition of entering into this Contract, the CONSULTANT represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the CONSULTANT retaliate against any person for reporting instances of such discrimination. The CONSULTANT shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The CONSULTANT understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. CONSULTANT shall include this language in its subcontracts.

ARTICLE 12 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract, including but not limited to any citizen or employees of the COUNTY and/or AGENCY.

ARTICLE 13 - AGENCY 'S PROGRAMMATIC REQUIREMENTS

The AGENCY agrees to specific programmatic requirements, including but not limited to, the following:

- A. The AGENCY must maintain separate financial records for the Community Action Program (CAP) and account for all receipts and expenditures including direct and indirect cost allocations in accordance with Generally Accepted Accounting Principles (GAAP), by individual service categories, by administration and program costs. CAP Assisted Agencies' cost allocations are to be completed and posted by service category, delineating program and administrative costs, to the general ledger on a monthly basis. The backup documentation-copies of paid receipts, copies of checks, invoices, or any other applicable documents

acceptable to the Palm Beach County Department of Community Services will be requested as desk and/or on-site monitoring on a periodic basis. Allowable administrative expenses shall not exceed fifteen percent (15%) and shall be inclusive with the unit cost of service. The administrative cost to be maintained at individual service category and to be available as in the detailed general ledger. These costs must support the unit rate and number of units billed.

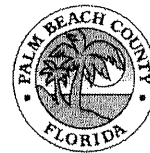
- B. The AGENCY must promptly reimburse the COUNTY for any funds which are misused, misspent or unspent are for any reason deemed to have been spent on ineligible expenses.
- C. The AGENCY must maintain records in accordance with the Public Records Law, Chapter 119, Florida Statutes.
- D. The AGENCY must not disseminate private or confidential data collected, maintained or used during the course of the contract period except as authorized by statute during the contract period or thereafter.
- E. The AGENCY must allow COUNTY through the DEPARTMENT to both fiscally and programmatically monitor to assure that the AGENCY'S fiscal and programmatic goals and conduct as outlined in the Scope of Work, Exhibit A and Units of Service Rate and Definition, Exhibit B are adhered to. All contracted programs/services will be monitored at least yearly and possibly twice-yearly. The DEPARTMENT staff will utilize and review other Funder's licensing or accreditation monitoring results. A copy of all grant audits and monitoring reports by other funding entities are required to be provided to the County. Services will be monitored against administrative and programmatic standards designed to measure program efficiency and effectiveness. The AGENCY shall maintain business and accounting records detailing the performance of the contract. Authorized representatives or agents of the COUNTY and/or the DEPARTMENT shall have access to records upon reasonable notice for purposes of review, analysis, inspection and audit.
- F. The AGENCY will be monitored using the information within the contract, Exhibit A, Exhibit B, and Economic Stability monitoring tool.
- G. Any Agency with findings during the monitoring phase will need to complete a Grant Compliance Agreement within 30 days outlining how and when findings will be resolved.
- H. The AGENCY agrees not to use or disclose protected health information, defined as individually identifiable health information other than permitted or required by this Contract or as required by law.
- I. Disclosure of Incidents:
The AGENCY must inform Funder by telephone of all unusual incidents that involved any CAP Clients within 4 - 8 hours of the occurrence of the incidents. This includes incidents occurring in or out of the facilities or on approved trips away from the facility. A written report must follow within 24 hours of the incidents. An unusual incident is defined as any alleged, suspected, or actual occurrence of an incident that adversely affects the health and safety of the CAP Clients. All of the incidents require that immediate action is taken to protect CAP Clients from further harm, that an investigation is conducted to determine the cause of the incident and contributing factors, and that a prevention plan is developed to reduce the likelihood of further occurrences. Examples include but

are not limited to physical, verbal or sexual abuse.

- J. For CAP Clients who are children or adolescent, the AGENCY must inform Funder by telephone of all unusual incidents that involved any CAP Clients within 2-4 hours of the occurrence of the incidents. This includes incidents occurring in or out of the facilities or on approved trips away from the facility. A written report must follow within 24 hours of the incidents. An unusual incident is defined as any alleged, suspected, or actual occurrence of an incident that adversely affects the health and safety of the CAP Clients. All of the incidents require that immediate action is taken to protect CAP Clients from further harm, that an investigation is conducted to determine the cause of the incident and contributing factors, and that a prevention plan is developed to reduce the likelihood of further occurrences. Examples include but are not limited to physical, verbal or sexual abuse.
- K. The AGENCY must provide a copy of its revised budget if there are programmatic changes. This needs to be reviewed, discussed and approved by Community Services Department Program and Fiscal Staff.
- L. The AGENCY must submit annually on a periodic basis to 211 Palm Beach/Treasure Coast, Inc. information regarding available services and related information about Impact Partner and the funded program(s), as requested by 211 Palm Beach/Treasure Coast, Inc.
- M. The AGENCY must provide services to residents of Palm Beach County.
- N. Agency Engagement

Community Services Department (CSD) and Palm Beach County (County) relies on all Agencies to help ensure that our community recognizes the importance of the work we do together. Palm Beach County residents should know about the specific work covered in this Agreement, and also know about CSD: who it is, its role in funding, how it works, and what they – the taxpayers – are funding.

The names and logos of the Agency or program funded under this Agreement and CSD and County are to be displayed in all communications, education and outreach materials. CSD is to be identified as the funder, or one of the funders if there are more than one. The two (2) logos approved are below:



Specific Activities – Mandatory:

- When Agency describes CSD in written material (including new releases), use the language provided below and available on the Agency's website <http://discover.pbcgov.org/communityservices/Pages/default.aspx>

To promote independence and enhance the quality of life in Palm Beach County by providing effective and essential services to residents in need.

- Display CSD and County logo according to the guidelines at <http://discover.pbcgov.org/communityservices/Pages/Publications.aspx> on any printed promotional material paid for using CSD and County funds including stationery, brochures, flyers, posters, etc., describing or referring to a program or service funded by the CSD and County.

Specific Activities – Recommended:

- Identify the CSD and County as a funder in media interviews when possible.
- Notify the CSD staff of any news release or media interview relating to this Agreement or the program funded under this Agreement so the coverage can be promoted using appropriate media channels.
- Place signage/LOGO in Agency's main office/lobby and all additional work/service sites visible to the public, identifying CSD and County as a funder.
- Display CSD and County logo according to this posted guideline <http://discover.pbcgov.org/communityservices/Pages/Publications.aspx> on Agency's website with a hyperlink to CSD and County website <http://discover.pbcgov.org/communityservices/Pages/default.aspx>
- Display the CSD logo on signs and banners at events open to the public (excluding fund-raising events) promoting funded programs that Agency sponsors or participates in.

Failure to provide this information in a timely fashion and in the format required will constitute a material breach of this Contract and may result in termination of this Contract.

Copies of the required COUNTY forms have been supplied to the AGENCY as attachments to this contract.

ARTICLE 14 – ACCESS AND AUDIT REQUIREMENTS

The AGENCY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least four (4) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the AGENCY 'S place of business.

AGENCY shall establish policies and procedures and provide a statement, stating that the accounting system or systems established by the AGENCY, has appropriate internal controls, checking the accuracy and reliability of accounting data, and promoting operating efficiency.

The AGENCY will provide a final close out report and Financial Reconciliation Statement as set forth in "Exhibit C" on accounting for all funds expended hereunder no later than 30 days from the contract end date.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions,

accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

The AGENCY shall have all audits completed by an Independent Certified Public Accountant (IPA) who shall either be a Certified Public Accountant or a Public Accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable accounting principles.

- A. The annual financial audit report shall include all management letters and the AGENCY’s response to all findings, including corrective actions to be taken.
- B. The annual financial audit report shall include a schedule of financial assistance specifically identifying all contracts, agreements and grant revenue by sponsoring agency and contract/agreement/grant number.
- C. Two bound originals (electronic or hard copy) of the audit is due within 30 days after receipt of the financial audit report by the Independent Certified Public Accountant or a Public Accountant licensed under Chapter 473, Fla. Stat. or nine (9) months after the close of the fiscal year. The complete financial audit report, including all items specified herein, shall be sent directly to:

**Community Services Department
Attn: CAP Program Monitor
Palm Beach County
810 Datura Street
West Palm Beach, Florida 33401**

ARTICLE 15 - CONFLICT OF INTEREST

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

The AGENCY shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the AGENCY'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the AGENCY may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute

a conflict of interest if entered into by the AGENCY. The COUNTY agrees to notify the AGENCY of its opinion by certified mail within thirty (30) days of receipt of notification by the AGENCY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the AGENCY, the COUNTY shall so state in the notification and the AGENCY shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the AGENCY under the terms of this Contract.

ARTICLE 16 - DRUG-FREE WORKPLACE

The AGENCY shall implement and maintain a drug-free workplace program of at least the following items:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the AGENCY'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the services that are under contract a copy of the statement specified in . , Paragraph A.
- D. In the statement specified in . Paragraph A, notify the employees that, as a condition of working on the contract services, the employee will abide by the terms of the statement and will notify the AGENCY of any conviction of, or plea of guilty nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted or so pleads.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

ARTICLE 17 - AMERICANS WITH DISABILITIES (ADA)

The AGENCY shall meet all the requirements of the Americans With Disabilities Act (ADA), which shall include, but not be limited to, posting a notice informing service recipients and employees that they can file any complaints of ADA violations directly with the Equal Employment Opportunity Commission (EEOC), One Northeast First Street, Sixth Floor, Miami, Florida 33132.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

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

The AGENCY does not have the power or authority to bind the COUNTY in any promise, agreement or representation. Further, the AGENCY shall not pledge the COUNTY's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

ARTICLE 19 - CONTINGENT FEES

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

ARTICLE 20 - SUBCONTRACTING

The COUNTY does not allow subcontracting by the AGENCY for services under this contract.

ARTICLE 21 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and Agencies 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 22 - EXCUSABLE DELAYS

The AGENCY shall not be considered in default by reason of failure in performance if such failure arises out of causes reasonably beyond the control of the AGENCY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes and abnormally severe and unusual weather conditions.

Upon the AGENCY's request, the COUNTY shall consider the facts and extent of any failures to perform the work and, if the AGENCY's failure to perform was without it or its subcontractors fault or negligence, the contract schedule and/or any other affected provisions 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 23 – ARREARS

The AGENCY shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The AGENCY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 24 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

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

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

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

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

ARTICLE 25 - TERMINATION

This Contract may be terminated by the AGENCY 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 AGENCY. It may also be terminated, in whole or in part, by the COUNTY, with cause upon five (5) business days written notice to the AGENCY or without cause upon ten (10) business days written notice to the AGENCY. Unless the AGENCY is in breach of this Contract, the AGENCY

shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice, except as otherwise directed by the COUNTY, in writing, the AGENCY shall:

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

ARTICLE 26 – 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 27 - MODIFICATIONS OF WORK

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

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

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

ARTICLE 28 - NOTICES

All notices required in this Contract shall be sent by, and if sent to the COUNTY shall be mailed to:

James Green, Director
Community Services Department

Palm Beach County
810 Datura Street
West Palm Beach, Florida 33401

and if sent to the AGENCY shall be mailed to:

Sherry Johnson
Community Caring Center of Palm Beach County, Inc.
PO Box 100
Boynton Beach, FL 33435

ARTICLE 29 - STANDARDS OF CONDUCT FOR EMPLOYEES

The AGENCY must establish safeguards to prevent employees, Agencies, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties. Therefore, each institution receiving financial support must have written policy guidelines on conflict of interest and the avoidance thereof. These guidelines should reflect State and local laws and must cover financial interests, gifts, gratuities and favors, nepotism, and other areas such as political participation and bribery. These rules must also indicate the conditions under which outside activities, relationships, or financial interest are proper or improper, and provide for notification of these kinds of activities, relationships, or financial interests to a responsible and objective institution official. For the requirements of code of conduct applicable to procurement under grants, see the procurement standards prescribed by 45 CFR Part 74, Subpart P and 45 CFR Part 92.36.

The rules of conduct must contain a provision for prompt notification of violations to a responsible and objective grantee/AGENCY official and must specify the type of administrative action that may be taken against an individual for violations. Administrative actions, which would be in addition to any legal penalty(ies), may include oral admonishment, written reprimand, reassignment, demotion, suspension, or separation. Suspension or separation of a key official *must* be reported promptly to the County.

A copy of the rules of conduct must be made available to each officer, employee, board member, and Agency of the recipient organization who is working on the grant supported project or activity and the rules must be enforced to the extent permissible under State and local law or to the extent to which the grantee determines it has legal and practical enforcement capacity.

The rules need not be formally submitted to and approved by the County; however, they must be made available for a review upon request, for example, during a site visit.

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 AGENCY certifies that it, its

affiliates, suppliers, subcontractors and Agencies 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 AGENCY certifies that it, its affiliates, suppliers, subcontractors and Agencies 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 AGENCY, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. 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 Agency: (i) provides a service; and (ii) acts on behalf of the County as provided under Section 119.011(2) F.S., the AGENCY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The AGENCY is specifically required to:

- A. Keep and maintain public records required by the County to perform services as provided under this Contract.
- B. Upon request from the County's Custodian of Public Records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The AGENCY further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if the AGENCY does not transfer the records to the public agency.

- D. Upon completion of the Contract the AGENCY shall transfer, at no cost to the County, all public records in possession of the AGENCY unless notified by County's representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the County to perform the service. If the AGENCY transfers all public records to the County upon completion of the Contract, the AGENCY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of the Contract, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically by the AGENCY must be provided to County, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of County, at no cost to County.

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

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

ARTICLE 32 CRIMINAL HISTORY RECORDS CHECK

The AGENCY, AGENCY’S employees, subcontractors of AGENCY 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 AGENCY is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the AGENCY 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 AGENCY (IES) and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The AGENCY 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 AGENCY or its subcontractor(s) terminates an employee who has been issued a badge, the AGENCY must notify the COUNTY within two (2) hours. At the time of termination, the AGENCY shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the AGENCY if the AGENCY 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 AGENCY 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 33 – FACILITIES/ OFFICE SPACE

The County shall grant the AGENCY the right, revocable license and privilege of accessing and using Room(s) at the following locations:

810 Datura Street
West Palm Beach, FL 33401

6415 Indiantown Road
Jupiter, FL 33450

1440 Martin Luther King Blvd
Riviera Beach, FL 33404

1699 Wingfield Street
Lake Worth, FL 33460

38754 State Road #80 Room # 216
Belle Glade, FL 33430

The room shall be used solely and exclusively for general office purposes and meeting their obligations under the terms of this Contract (the Premises). Additional provisions on the license, use and restrictions regarding the Premises are detailed in Exhibit “D,” which is attached hereto and incorporated herein.

ARTICLE 34 - ENTIRETY OF CONTRACTUAL CONTRACT

The AGENCY agrees that the Scope of Work has been developed from the AGENCY'S service proposal and that the COUNTY expects performance by the AGENCY in

accordance with such application. In the event of a conflict between the proposal and this Contract, this Contract shall control.

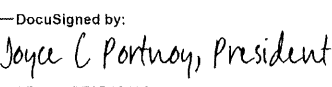
The COUNTY and the AGENCY both further agree that this Contract sets forth the entire Contract between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

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

PALM BEACH COUNTY, FLORIDA
A Political Subdivision of the State
of Florida

By 
Department Director

Community Caring Center of Palm
Beach County, Inc.

DocuSigned by:

By: 9ECAAA7F2D164A8...
Authorized Signature

Joyce C Portnoy

Agency Signatory Name Printed

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By 
Senior Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By 
Department

**SCOPE OF WORK & SERVICE UNITS
2019 COMMUNITY ACTION PROGRAM
COMMUNITY SERVICES BLOCK GRANT**

Agency Name: Community Caring Center of Palm Beach County, Inc.
Program Name: Food Preparation and Entrepreneurship
Target Audience: Low Income and Immigrant population

Overview:

The Secret Garden Café Culinary Incubator provides food preparation training and job placement to approximately 30 people each year. The food preparation vocational training program prepares participants for positions in commercial kitchens and for Community-based food programs. Participants completing the program will obtain the Florida Safe Staff Food Handlers certification.

The Secret Garden Café Culinary Incubator provides start-up and entrepreneurship training and technical support for 30-40 food based businesses each year. The Secret Garden Café is the only working culinary incubator in the State of Florida with affordable access to a fully-functioning commercial kitchen. Program provides opportunities for entrepreneurs to secure catering contracts and bring their products and services to the public.

Community Caring Center of Greater Boynton Beach maintains client records in accordance with HIPAA Privacy Rules.

Services:

Food Prep:

The Agency shall provide an on-the job vocational training program including:

- Sanitation, food-borne illnesses, personal hygiene and grooming, OSHA regulations
- How to handle and store food, proper time and temperature controls, testing, shipping and
- receiving food properly, food inspections
- Kitchen safety, knife use and safety, disaster/risk management
- Basic kitchen skills
- Resume development, placement support

Entrepreneurship:

The Agency shall provide a 6 week of business start-up classes and ongoing business development & social media workshops, unlimited individual technical assistance, access to a commercial kitchen and clients.

- Naming a business, choosing correct corporate structure, insurance and liability issues,
- taxes/documentation, registering with the state, record keeping to maintain corporate integrity
- Business plans, marketing plans, product testing, regulatory requirements
- Bookkeeping, QuickBooks, how to bill, invoice, inventory etc.
- Branding, marketing, social media, websites, labeling, etc.
- Customer service and negotiating contracts
- Banking, credit repair, bankability, access to capital, taking credit cards

Outcome Reporting:

The Agency shall report on the below outcomes, as applicable, by the 10th of October, January, April, and July.

- FNPI 2h** The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills:____
- FNPI 1b** The number of unemployed adults who obtained employment (up to a living wage):____
- FNPI 1c** The number of unemployed adults who obtained and maintained employment for at least 90 days (up to living wage):____
- FNPI 1d** The number of unemployed adults who obtained and maintained employment for at least 180 days (up to living wage):____
- FNPI 1e** The number of unemployed adults who obtained employment (with a living wage or higher):____
- FNPI 1f** The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher):____

FNPI 1g The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher): ____

FNPI 1h The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits: ____

Number of employed participants who increased income from employment through:

- Wages or salary: ____
- Hours worked increase: ____

Number of employed participants who increased benefits related to employment: ____

FNPI 3c: The number of individuals who opened a savings account or IDA: ____

FNPI 3d: The number of individuals who increased their savings: ____

FNPI 3f: The number of individuals who improved their credit scores: ____

FNPI 3g: The number of individuals who increased their net worth: ____

FNPI 3h: The number of individuals engaged with the Community Action Agency who report improved financial well-being: ____

Number of certificates issued: 6

UNITS OF SERVICE RATE AND DEFINITION
2019 COMMUNITY ACTION PROGRAM CONTRACT

Agency: Community Caring Center of Palm Beach County, Inc.

| Service Name and Definition of Unit of Service | Total Cost Of Service |
|---|--------------------------|
|---|--------------------------|

Service: Food Preparation and Entrepreneurship

Unit Rate is \$2,500 upon completion of program as evidence by certificates of completion. \$15,000

TOTAL
CONTRACT \$15,000

EXHIBIT C

FINANCIAL RECONCILIATION STATEMENT

As required by the provisions of the Contract/Contract between Palm Beach County ("the County") and Agency Name ("Agency") **[Contract Number]** effective _____, 201__, for ____[describe subject of Contract/Contract], attached is a final financial reconciliation of the funds provided by County.

As shown in the attached (mark applicable box):

☐ All funds provided by Palm Beach County were spent in accordance with the provisions of the Contract/Contract; and total administrative expenses did not exceed fifteen percent (15%)

OR

☐ There were under expenditures in the amount of \$_____, which pursuant to the Contract/Contract, will be returned to Palm Beach County by _____ **[date]**; all other funds were spent in accordance with the provisions of the Contract/Contract.

The undersigned states that he/she is the CFO or other individual dually authorized as stipulated in the contract to sign this type of document. The information attached is a true and accurate representation of the expenditure of Palm Beach County funds under the Contract/Contract.

Signature

Date

Print Name

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

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

| | | |
|---|--|-----------------------------|
| PRODUCER CBIZ Weekes & Callaway 3045 W. Atlantic Avenue Delray Beach, FL 33445 561 278-0448 | CONTACT NAME: Regina Walker | |
| | PHONE (A/C, No, Ext): 561-257-3711 | FAX (A/C, No): 261-900-1944 |
| | E-MAIL ADDRESS: Regina.Walker@CBIZ.com | |
| | INSURER(S) AFFORDING COVERAGE | |
| | INSURER A : Philadelphia Indemnity Insurance Co. | |
| | INSURER B : Ascendant Commercial Insurance Company | |
| INSURED Community Caring Center of Palm Beach County Inc. PO Box 100 Boynton Beach, FL 33435 | INSURER C : United States Liability Insurance Co. | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |
| | NAIC # 18058 | |
| | 25895 | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSR IWVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|---------------------|---------------|-------------------------|-------------------------|---|
| A | <div><div><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY</div><div><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR</div><div>GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:</div></div> | X | PHPK2021811 | 08/09/2019 | 08/09/2020 | <div>EACH OCCURRENCE \$1,000,000</div> <div>DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000</div> <div>MED EXP (Any one person) \$5,000</div> <div>PERSONAL & ADV INJURY \$1,000,000</div> <div>GENERAL AGGREGATE \$2,000,000</div> <div>PRODUCTS - COMP/OP AGG \$2,000,000</div> <div>\$</div> |
| A | <div><div>AUTOMOBILE LIABILITY</div><div><input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY</div><div><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Drive Oth Car</div></div> | | PHPK2021811 | 08/09/2019 | 08/09/2020 | <div>COMBINED SINGLE LIMIT (Ea accident) \$1,000,000</div> <div>BODILY INJURY (Per person) \$</div> <div>BODILY INJURY (Per accident) \$</div> <div>PROPERTY DAMAGE (Per accident) \$</div> <div>\$</div> |
| A | <div><div>UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR</div><div>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE</div><div>DED <input checked="" type="checkbox"/> RETENTION \$10000</div></div> | | PHUB688914 | 08/09/2019 | 08/09/2020 | <div>EACH OCCURRENCE \$1,000,000</div> <div>AGGREGATE \$1,000,000</div> <div>\$</div> |
| B | <div><div>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</div><div>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</div><div>(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below</div></div> | N/A | WC706662 | 04/05/2019 | 04/05/2020 | <div><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</div> <div>E.L. EACH ACCIDENT \$1,000,000</div> <div>E.L. DISEASE - EA EMPLOYEE \$1,000,000</div> <div>E.L. DISEASE - POLICY LIMIT \$1,000,000</div> |
| C | Directors & Officers | | NDO1567248D | 08/09/2019 | 08/09/2020 | Each Claim: \$1,000,000 Aggregate: \$1,000,000 |
| A | Professional Lia. | | PHPK2021811 | 08/09/2019 | 08/09/2020 | Each Claim:\$1M/Agg. \$2M |

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

Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents are included as additional insured on General Liability policy as required by the written contract.

| | |
|--|--|
| CERTIFICATE HOLDER | CANCELLATION |
| Palm Beach County Board ofCounty Commissioners c/o Community Services 810 Datura Street West Palm Beach, FL 33401 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE CBIZ Insurance Services, Inc. |

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**AMENDMENT TO CONTRACT FOR PROVISION
FOR CONSULTING/PROFESSIONAL SERVICES**

THIS AMENDMENT TO CONTRACT FOR PROVISION FOR CONSULTING/PROFESSIONAL SERVICES made and entered into at West Palm Beach Florida, on this _____ 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 **Community Caring Center of Palm Beach County, Inc.** hereinafter referred to as the AGENCY, a not-for-profit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is **65-0447796**.

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

WITNESSETH:

WHEREAS, the need exists to amend the contract amount to increase funding in the amount of \$47,500 due to the increased amount of clients to be served.

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on July 1, 2019 is hereby amended as follows:

- I. Total amended contract not to exceed amount for FY19 will be **SIXTY TWO THOUSAND, FIVE HOUNDERD DOLLARS (\$62,500)**.
- II. New Scope of Work Exhibit "A1" attached hereto shall replace the Work Plan Exhibit "A" in its entirety which increased the number of clients.
- III. New Exhibit "B1" attached hereto shall replace Exhibit "B" in its entirety.
- IV. New Exhibit "E"-Certification Regarding Lobbying Byrd Anti-Lobbying Amendment.
- V. New Exhibit "F"-Certification Debarment And Suspension

OTHER PROVISIONS

All provisions in the Contract or exhibits to the Contract in conflict with this Amendment to the Contract shall be and are hereby changed to conform to this Amendment.

All provisions not in conflict with this Amendment are still in effect and are to be performed at the same level as specified in the Contract.

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

ATTEST:

Sharon R. Bock
Clerk and Comptroller

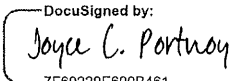
**PALM BEACH COUNTY BOARD OF
COUNTY COMMISSIONERS**

BY _____
Deputy Clerk

BY _____
Mack Bernard, Mayor

AGENCY:

**Community Caring Center of Palm Beach
County, Inc.**
Agency's Name Typed

DocuSigned by:

7F60920E600B461...

Agency's Signatory

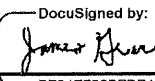
Joyce C. Portnoy

Agency's Signatory Typed

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

Assistant County Attorney

**APPROVED AS TO TERMS
AND CONDITIONS**

DocuSigned by:

BF64EE22BFDF492...

James Green, Director
Department of Community Services

**SCOPE OF WORK & SERVICE UNITS
2019 COMMUNITY ACTION PROGRAM
COMMUNITY SERVICES BLOCK GRANT**

Agency Name: Community Caring Center of Palm Beach County, Inc.
Program Name: Food Preparation and Entrepreneurship
Target Audience: Low Income and Immigrant population

Overview:

The Secret Garden Café Culinary Incubator provides food preparation training and job placement to approximately 30 people each year. The food preparation vocational training program prepares participants for positions in commercial kitchens and for Community-based food programs. Participants completing the program will obtain the Florida Safe Staff Food Handlers certification.

The Secret Garden Café Culinary Incubator provides start-up and entrepreneurship training and technical support for 30-40 food based businesses each year. The Secret Garden Café is the only working culinary incubator in the State of Florida with affordable access to a fully-functioning commercial kitchen. Program provides opportunities for entrepreneurs to secure catering contracts and bring their products and services to the public.

Community Caring Center of Greater Boynton Beach maintains client records in accordance with HIPAA Privacy Rules.

Services:

Food Prep:

The Agency shall provide an on-the job vocational training program including:

- Sanitation, food-borne illnesses, personal hygiene and grooming, OSHA regulations
- How to handle and store food, proper time and temperature controls, testing, shipping and receiving food properly, food inspections
- Kitchen safety, knife use and safety, disaster/risk management
- Basic kitchen skills
- Resume development, placement support

Entrepreneurship:

The Agency shall provide a 6 week of business start-up classes and ongoing business development & social media workshops, unlimited individual technical assistance, access to a commercial kitchen and clients.

- Naming a business, choosing correct corporate structure, insurance and liability issues,
- taxes/documentation, registering with the state, record keeping to maintain corporate integrity
- Business plans, marketing plans, product testing, regulatory requirements
- Bookkeeping, QuickBooks, how to bill, invoice, inventory etc.
- Branding, marketing, social media, websites, labeling, etc.
- Customer service and negotiating contracts
- Banking, credit repair, bankability, access to capital, taking credit cards

Outcome Reporting:

The Agency shall report on the below outcomes, as applicable, by the 10th of October, January, April, and July.

- FNPI 2h** The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills:____
- FNPI 1b** The number of unemployed adults who obtained employment (up to a living wage):____
- FNPI 1c** The number of unemployed adults who obtained and maintained employment for at least 90 days (up to living wage):____
- FNPI 1d** The number of unemployed adults who obtained and maintained employment for at least 180 days (up to living wage):____
- FNPI 1e** The number of unemployed adults who obtained employment (with a living wage or higher):____
- FNPI 1f** The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher):____
- FNPI 1g** The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher):____
- FNPI 1h** The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits:____

Number of employed participants who increased income from employment through:

- Wages or salary: ____
- Hours worked increase: ____

Number of employed participants who increased benefits related to employment: ____

FNPI 3c: The number of individuals who opened a savings account or IDA: ____

FNPI 3d: The number of individuals who increased their savings: ____

FNPI 3f: The number of individuals who improved their credit scores: ____

FNPI 3g: The number of individuals who increased their net worth: ____

FNPI 3h: The number of individuals engaged with the Community Action Agency who report improved financial well-being: ____

Number of certificates issued: 25

EXHIBIT B1

UNITS OF SERVICE RATE AND DEFINITION
2019 COMMUNITY ACTION PROGRAM CONTRACT

Agency: Community Caring Center of Palm Beach County, Inc.

| Service Name and Definition of Unit of Service | Total Cost Of Service |
|--|--------------------------|
| Service: Food Preparation and Entrepreneurship Unit Rate is \$2,500 upon completion of program as evidence by certificates of completion. | \$62,500 |
| <div>TOTAL CONTRACT</div> | <div>\$62,500</div> |

CERTIFICATION REGARDING LOBBYING
BYRD ANTI-LOBBYING AMENDMENT

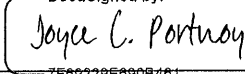
This Required Certification MUST be Submitted

The undersigned Vendor certifies, to the best of his or her knowledge, that:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Vendor, Community Caring Center of Palm Beach County, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

DocuSigned by:

7F09229E090B461...
Signature of Vendor's Authorized Official

Joyce C. Portnoy

Name and Title of Vendor's Authorized Official

8/9/2019
Date

CERTIFICATION
DEBARMENT AND SUSPENSION

The Vendor certifies that:

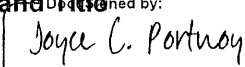
- a. This contract is a covered transaction for purposes of 2 C.F.R. 180 and 2 C.F.R. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. 80.995), or its affiliates (defined at 2 C.F.R. 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. 180.935).
- b. The contractor must comply with 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by County (subgrantee). If it is later determined that the contractor did not comply with 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C, in addition to remedies available to County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The Vendor agrees to comply with the requirements of 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The vendor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

COMPANY NAME: Community Caring Center of Palm Beach County

ADDRESS: Box 200, Boynton Beach, FL 33435

COMPANY'S AUTHORIZED OFFICIAL:

joyce C. Portnoy

Name and Title signed by:


Signature 7F69229E690B461...
8/9/2019

Date

ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/15/2019

| | | | |
|---|--|--|--|
| THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. | | | |
| IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s). | | | |
| PRODUCER CBIZ Weekes & Callaway 3045 W. Atlantic Avenue Delray Beach, FL 33445 561 278-0448 | | CONTACT NAME: Regina Walker PHONE (A/C, No, Ext): 561-257-3711 FAX (A/C, No): 261-900-1944 E-MAIL ADDRESS: Regina.Walker@CBIZ.com | |
| | | INSURER(S) AFFORDING COVERAGE | |
| | | INSURER A : Philadelphia Indemnity Insurance Co. | |
| | | INSURER B : Ascendant Commercial Insurance Company | |
| | | INSURER C : United States Liability Insurance Co. | |
| | | INSURER D : | |
| | | INSURER E : | |
| | | INSURER F : | |

| | | | | | |
|---|---|---|---------------|-------------------------|---|
| COVERAGES | | CERTIFICATE NUMBER: | | REVISION NUMBER: | |
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | |
| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) |
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | X | PHPK2021811 | 08/09/2019 | 08/09/2020 |
| | | | | | EACH OCCURRENCE \$1,000,000 |
| | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 |
| | | | | | MED EXP (Any one person) \$5,000 |
| | | | | | PERSONAL & ADV INJURY \$1,000,000 |
| | | | | | GENERAL AGGREGATE \$2,000,000 |
| | | | | | PRODUCTS - COMPI/OP AGG \$2,000,000 |
| | | | | | \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Drive Oth Car <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY | | PHPK2021811 | 08/09/2019 | 08/09/2020 |
| | | | | | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 |
| | | | | | BODILY INJURY (Per person) \$ |
| | | | | | BODILY INJURY (Per accident) \$ |
| | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$10000 | <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE | PHUB688914 | 08/09/2019 | 08/09/2020 |
| | | | | | EACH OCCURRENCE \$1,000,000 |
| | | | | | AGGREGATE \$1,000,000 |
| | | | | | \$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N Y | WC706662 | 04/05/2019 | 04/05/2020 |
| | | | | | X PER STATUTE OTH-ER |
| | | | | | E.L. EACH ACCIDENT \$1,000,000 |
| | | | | | E.L. DISEASE - EA EMPLOYEE \$1,000,000 |
| | | | | | E.L. DISEASE - POLICY LIMIT \$1,000,000 |
| C | Directors & Officers | | NDO1567248D | 08/09/2019 | 08/09/2020 |
| | | | | | Each Claim: \$1,000,000 |
| | | | | | Aggregate: \$1,000,000 |
| A | Professional Lia. | | PHPK2021811 | 08/09/2019 | 08/09/2020 |
| | | | | | Each Claim:\$1M/Agg. \$2M |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents are included as additional insured on General Liability policy as required by the written contract. | | | | | |

| | |
|---|--|
| CERTIFICATE HOLDER | CANCELLATION |
| Palm Beach County Board of County Commissioners c/o Community Services 810 Datura Street West Palm Beach, FL 33401 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE CBIZ Insurance Services, Inc. |

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