# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY

Meeting Date: June 16, 2020	[X] []	Consent Ordinance	=== [ [	]	Regular Public Hearing
Department Submitted By: Community Service Submitted For: Community Action		<u>ram</u>			

### I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Amendment No. 2 to Contract for Provision of Professional Services with CareerSource Palm Beach County, Inc. (CareerSource) (R2019-1614), for the period August 1, 2019 through September 30, 2020, to revise language in Exhibit B — Units of Services Rate and Definition with no change in the overall amount of the contract, in an amount not to exceed \$100,000, to provide Certified Driver's License (CDL), Forklift and Construction Trades training services to low-income participants.

Summary: Amendment No. 2 is necessary in order to revise language in Exhibit B with no change in the overall amount of the contract. The payment terms and conditions are updated to align with federal grant sources. CareerSource-is qualified to provide various training services for the Community Action Program (CAP). Funding is provided by the Community Services Block Grant (CSBG) through the Department of Economic Opportunity (DEO). CareerSource, in partnership with Palm Beach State College is providing construction trades training, which includes core classes and welding, electrician, plumbing or heating, ventilation and air conditioning (HVAC) programs. CareerSource also partners with other schools to provide CDL and Forklift trainings. The original contract in its entirety will serve a minimum of 15 clients. Charles Duval, an employee of CareerSource is a member of the Farmworker Program Advisory Board (FWPAB) and Sandra Wright, an employee of CareerSource is a member of the Community Action Advisory Board (CAAB). Both the FWPAB and CAAB provide no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Section. 2-443, of the Palm Beach County Code of Ethics. No County funds are required. (Community Action Program) Countywide (HH)

**Background and Justification:** CSBG funds are used to provide various services, such as rental and utilities assistance, and training to low-income households. A portion of the funds are used to provide employment skills training, job placement services, and financial literacy training to qualified Palm Beach County Clients. These funds enable CAP to continue serving low-income households.

Attachments: Amer	ndment No. 2 to Contract for Provision of Pro	fessional Services with CareerSource
Recommended By:	Doousigned by:  Taruna Malliotra	5/19/2020
	Department Director	Date
Approved By:	Assistant County Administrator	5/28/2020 Date

# II. FISCAL IMPACT ANALYSIS

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

2020	2021	2022	2023	2024
0	0			
				4
	0			

	External Revenue								
	Program Income (County)								
	In-Kind Match (County)								
	NET FISCAL IMPACT	0	0						
	N- ADDITIONAL ETE								
	No. ADDITIONAL FTE POSITIONS (Cumulative)								
	m Included In Current Budg this item include the use o		Yes _ ls: Yes_	No					
	et Account No.: Dept UnitObject _	Program Co	ode Prog	ram Period					
B.	Recommended Sources of No Fiscal Impact, change to			cal Impact:					
C.	Departmental Fiscal Review:  Julie Dowe, Director, Financial & Support Svcs.								
		III. REVIE	N COMMEN	NTS					
A.	OFMB Fiscal and/or Cont	ract Developn	nent and C	ontrol Com	ments:				
	Start 5 land	3030	Contract Dev	Selopment a	5 122 nd Control	(20 <del>20</del>			
B.	Legal Sufficiency:		· · · · · ·	-					
	Assistant County Attorney	5/26/3	1020						
C.	Other Department Review	<b>/:</b>							

Department Director

# AMENDMENT TO CONTRACT FOR PROVISION OF PROFESSIONAL SERVICES

THIS AMENDMENT TO CONTRACT FOR PROVISION OF PROFESSIONAL SERVICES (R2019-1614) 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 CareerSource 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 65-0709274.

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

### WITNESSETH:

WHEREAS, on October 22, 2019 (R2019-1614) the above named parties hereby mutually entered in an eight month contract to provide training services to low income participants in an annual amount of \$100,000.

WHEREAS, the contract was amended on March 17, 2020 (R2020-0300) to extend the end date to September 30, 2020 to provide training services to low income participants no cost increase in the agreement.

WHEREAS, the contract needs to be amended to change the language on the Exhibit B (Cost Unit and Definition) with no change in the overall amount of the contract.

**NOW THEREFORE**, the above named parties hereby mutually agree that the Contract entered into on October 22, 2019 and March 17, 2020 is hereby amended as follows:

- I. Exhibit "B1" attached hereto shall replace Exhibit "B" to the Contract in its entirety.
- II. Add New Article 39 Counterparts to read:

This Agreement, including the exhibits referenced herein, may be executed in one or more counterparts all of which shall constitute collectively but one and the same agreement. The COUNTY may execute the agreement through electronic or manual means. AGENCY shall execute the agreement by manual means only, unless the COUNTY provides otherwise.

### **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
	AGENCY:
	CareerSource Palm Beach County, Inc. Agency's Name Typed  Crica Scarpati
	Agency's Signatory  Chief Financial Officer
	Agency's Signatory Title Typed
APPROVED AS TO FORM AND LEGAL SUFFICIENCY	APPROVED AS TO TERMS AND CONDITIONS
Helene C. Hwizd  BF3DF20B2223413  Assistant County Attorney	Taruna Malhotra, Assist. Department Director Department of Community Services

### **EXHIBIT B1**

# UNITS OF SERVICE RATE AND DEFINITION 2019 COMMUNITY ACTION PROGRAM CONTRACT

Agency: CareerSource Palm Beach County, Inc.

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

Service: Vocational Trades Training and Employment

Payments for services will be reimbursed for actual cost of services as evidenced in general ledger.

\$100,000

TOTAL S100,000

Client#: 1096395

**CAREEPAL** 

ACORD.

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/18/2020

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).

USI Insurance Services, LLC 360 Columbia Drive, Suite 105		NAME: Nola Black						
		PHONE (A/C, No, Ext):	355-420-6662					
		E-MAIL ADDRESS: nola.black@usi.com						
	West Palm Beach, FL 33409	INSURER(S) AFFO	INSURER(S) AFFORDING COVERAGE					
561 693-0500	INSURER A : Philadelphia Indemnity Insurance Co	18058						
INSURED	INSURER B : Continental Casualty Company	INSURER B : Continental Casualty Company						
	Careersource Palm Beach County, Inc.	INSURER C : Owners Insurance Company	32700					
	3400 Belvedere Road	INSURER D :						
	West Palm Beach, FL 33406	INSURER E :	INSURER E :					
		INSURER F :						

			1,110011				
CO	VERAGES	CERTIFICATE	NUMBER:			REVISION NUMBER:	
CI EX	DICATED. NOTWITHSTANDING ERTIFICATE MAY BE ISSUED KCLUSIONS AND CONDITIONS	G ANY REQUIREMEN' OR MAY PERTAIN, T G OF SUCH POLICIES.	RANCE LISTED BELOW HAVE BEE T, TERM OR CONDITION OF ANY "HE INSURANCE AFFORDED BY T LIMITS SHOWN MAY HAVE BEE	CONTRACT OF THE POLICIES IN REDUCED I	R OTHER DOO DESCRIBED I BY PAID CLAI	CUMENT WITH RESPECT HEREIN IS SUBJECT TO A	TO WHICH THIS
NSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	6
Α	X COMMERCIAL GENERAL LIAI	BILITY	PHPK2076615	12/30/2019	12/30/2020	EACH OCCURRENCE	\$1,000,000
	CLAIMS-MADE X O	CCUR				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES	S PER:				GENERAL AGGREGATE	\$2,000,000
	POLICY PRO- JECT	LOC				PRODUCTS - COMP/OP AGG	\$2,000,000
	OTHER:						\$
С	AUTOMOBILE LIABILITY		4871432900	02/14/2020	02/14/2021	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	X ANY AUTO					BODILY INJURY (Per person)	\$
	OWNED X SCHE	DULED S				BODILY INJURY (Per accident)	\$
		OWNED OS ONLY				PROPERTY DAMAGE (Per accident)	\$
							\$
В	X UMBRELLA LIAB X O	CCUR	4031235395	12/30/2019	12/30/2020	EACH OCCURRENCE	\$7,000,000
	EXCESS LIAB CI	LAIMS-MADE				AGGREGATE	\$7,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents are named as additional insured for general liability per automatic additional insured status see attached form #PI-GLD-HS

CLAIMS-MADE

N/A

DED X RETENTION \$10000

WORKERS COMPENSATION
AND EMPLOYERS' LIABILITY
ANY PROPRIETOR/PARTNER/EXECUTIVE
OFFICER/MEMBER EXCLUDED?

(Mandatory in NH)
If yes, describe under
DESCRIPTION OF OPERATIONS below

CERTIFICATE HOLDER	CANCELLATION
Palm Beach 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
	6: M Canl
	@ 1988-2015 ACORD CORPORATION All rights reserved

AGGREGATE

PER STATUTE E.L. EACH ACCIDENT

E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

\$7,000,000

OTH-

ACORD 25 (2016/03) 1 of 1 #S27941206/M27940721

The ACORD name and logo are registered marks of ACORD

S1BZP

CERTIFICATE OF COVERAGE									
PALM BEACH COUNTY COMMUNITY SERVICES 810 DATURA STREET WEST PALM BEACH, FL 33401			Administrator Issue Date 10/7/19 Florida League of Cities, Inc. Department of Insurance and Financial Services P.O. Box 530065 Orlando, Florida 32853-0065						
COVERAGES THIS IS TO CERTIFY THAT THE AGREEMENT BELOW HAT CONTRACT OR OTHER COCUMENT WITH RESPECT TO V EXCLUSIONS AND CONDITIONS OF SUCH AGREEMENT	S BEEN ISSUED TO THE DESIGNATED MEMBER FO VHICH THIS CERTIFICATE MAY 8E ISSUED OR MA	R THE COVER PERTAIN, TH	LAGE PERIOD INDICATED. NOTWITHST HE COVERAGE AFFORDED BY THE AGRI	ANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY REMENT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS,					
COVERAGE PROVIDED BY:	FLORIDA MUNIC	IPAL IN	SURANCE TRUST						
AGREEMENT NUMBER: FMIT 1230	COVERAGE PERIOD: FROM 1	0/1/19	COVERAGE PERIOD:	TO 10/1/20 12:01 AM STANDARD TIME					
TYPE OF COVERAGE - LIABILITY		TYPE	OF COVERAGE - PROPER	TY .					
General Liability			Buildings	Miscellaneous					
Comprehensive General Liability, Bod Personal Injury and Advertising Injury			Basic Form Special Form	Inland Marine Electronic Data Processing					
Employment Practices Liability			Personal Property	Bond					
Employee Benefits Program Administ	ration Liability		Basic Form Special Form						
Medical Attendants'/Medical Directors	s' Malpractice Liability		Agreed Amount						
Broad Form Property Damage			Deductible N/A						
Law Enforcement Liability	Jamaned		Coinsurance N/A						
Underground, Explosion & Collapse H  Limits of Liability	lazaru		Blanket Specific						
Limits of Liability			Replacement Cost						
			Actual Cash Value						
Automobile Liability		Limits of Liability on File with Administrator							
All owned Autos (Private Passenger)		TYPE	OF COVERAGE - WORKER	RS' COMPENSATION					
All owned Autos (Other than Private	Passenger)	X	Statutory Workers' Comper	neation					
Hired Autos		X	Employers Liability	\$1,000,000 Each Accident					
Non-Owned Autos				\$1,000,000 By Disease					
Limits of Liability			Deductible N/A	\$1,000,000 Aggregate By Disease					
			SIR Deductible N/A						
Automobile/Equipment - Deductible									
Physical Damage NA - 0	Comprehensive - Auto	NA - Col	lision - Auto	NA - Miscellaneous Equipment					
Other									
Description of Operations/Locations/Vehicles/Special Items RE: Evidence of Insurance									
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORM THE AGREEMENT ABOVE.	ATION ONLY AND CONFERS NO RIGHTS UPON TH	E CERTIFICAT	E HOLDER, THIS CERTIFICATE DOES N	NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY					
Designated Member		Can	cellations						
CareerSource Palm Beac 3400 Belvedere Road West Palm Beach FL 334	0000 10000 V	DATE THE	HEREOF, THE ISSUING COMPANY WILL CATE HOLDER NAMED ABOVE, BUT FA TION OR LIABILITY OF ANY KIND UPOR	D AGREEMENT BE CANCELED BEFORE THE EXPRACTION ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE ILLURE TO MAIL USEN DAYS THE MAIL IMPOSE NO IN THE PROGRAM, ITS AGENTS OR REPRESENTATIVES.					
			Chi	- Kylw					

FMIT-CERT (10/2011)

# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

# AGENDA ITEM SUMMARY

					===	
Meeting Date: June		[X]	Consent Ordinance	[ [	]	Regular Public Hearing
	Community Service Community Action		<u>ram</u>			
		I. EXE	CUTIVE BRIE	E		
of Professional Serv for the period Augus Services Rate and D	ices with CareerSo t 1, 2019 through S efinition with no ch provide Certified D	ource P Septem ange ir	alm Beach C ber 30, 2020, n the overall a	oun to mo	ty, I revi unt	ment No. 2 to Contract for Provision Inc. (CareerSource) (R2019-1614), se language in Exhibit B – Units of of the contract, in an amount not to lift and Construction Trades training
the overall amount of grant sources. Cares Program (CAP). Fur Department of Ecor College is providing plumbing or heating with other schools to minimum of 15 clien Program Advisory Bethe Community Action oversight, manager transaction. Disclosu	of the contract. The perSource is qualified adding is provided by construction trades provide CDL and for Advisory Board and for CDL and for Advisory Board and for CDL and fo	paymer d to pro by the ( (DEO). training r condition an emp Sandra (CAAE etting relation	nt terms and ovide various to Community S CareerSource, which inclustioning (HVAC) trainings. The soloyee of Care a Wright, an easy. Both the Fecommendationship at a dura-443, of the	conditions on the conditions o	ditioning ices on posices or posi	uage in Exhibit B with no change in a re updated to align with federal services for the Community Action Block Grant (CSBG) through the partnership with Palm Beach State re classes and welding, electrician, grams. CareerSource also partners al contract in its entirety will serve a rece is a member of the Farmworker see of CareerSource is a member of and CAAB provide no regulation, egarding the subject contract or sed public meeting is being provided Beach County Code of Ethics. No wide (HH)
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Attachments: Amer	ndment No. 2 to Cor	ntract fo	or Provision o	Pr	ofes	ssional Services with CareerSource
Recommended By:	DocuBlened by:	Uliotra				5/19/2020
	Department Direc	tor				Date
Approved By:						
. the see my	Assistant County	Admir	nistrator			Date

# AMENDMENT TO CONTRACT FOR PROVISION OF PROFESSIONAL SERVICES

THIS AMENDMENT TO CONTRACT FOR PROVISION OF PROFESSIONAL SERVICE	CES
(R2019-1614) made and entered into at West Palm Beach Florida, on this day	y of
, 20, by and between Palm Beach County, a Political Subdivision of the State	e of
Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY,	and
CareerSource Palm Beach County, Inc. hereinafter referred to as the AGENCY, a not-for-particle of the AGENCY of th	rofit
corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is 65-0709	<u>274</u> .

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Agency: CareerSource Palm Beach County, Inc.

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

Service: Vocational Trades Training and Employment

Payments for services will be reimbursed for actual cost of services as evidenced in general ledger.

\$100,000

TOTAL S100,000

CERTIFICATE OF COVER	RAGE						
Certificate Holder and Loss Payee  PALM BEACH COUNTY  COMMUNITY SERVICES  810 DATURA STREET  WEST PALM BEACH, FL 33401			Administrator Issue Date 10/7/19 Florida League of Cities, Inc. Department of Insurance and Financial Services P.O. Box 530065 Orlando, Florida 32853-0065				
COVERAGES THIS IS TO CERTIFY THAT THE AGREEMENT BELOW HAS BEEN ISSUED TO THE DESIGNATED MEMBER FOR THE COVERAGE 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 COVERAGE AFFORDED BY THE AGREEMENT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH AGREEMENT							
COVERAGE PROVIDED BY: FLORIDA MUNICIPAL INSURANCE TRUST							
AGREEMENT NUMBER: FMIT 1230	COVERAGE PERIOD: FROM 10	0/1/19	COVERAGE PERIOD:	TO 10/	1/20 12:01 AM STANDARD TIME		
TYPE OF COVERAGE - LIABILITY		TYF	E OF COVERAGE - PROPER	TY			
General Liability			Buildings		Miscellaneous		
Comprehensive General Liability, Bo Personal Injury and Advertising Inju	dily Injury, Property Damage, ry		Basic Form Special Form		Inland Marine Electronic Data Processing		
Errors and Omissions Liability			Personal Property		Bond		
Employment Practices Liability			Basic Form				
Employee Benefits Program Adminis			Special Form				
Medical Attendants'/Medical Directo	rs' Malpractice Liability		Agreed Amount				
Broad Form Property Damage  Law Enforcement Liability			Deductible N/A				
Underground, Explosion & Collapse	Hazard		Coinsurance N/A				
Limits of Liability			Blanket Specific				
Limits of Lability			Replacement Cost				
			Actual Cash Value				
Automobile Liability		Limits of Liability on File with Administrator					
All owned Autos (Private Passenger	)	TURE OF COVERN CE. WARVERS COMPRISE TOW					
All owned Autos (Other than Private Passenger)			TYPE OF COVERAGE - WORKERS' COMPENSATION				
Hired Autos			Statutory Workers' Comper		OOD DOD Foods Analysis		
Non-Owned Autos		X	Employers Liability	and the same	,000,000 Each Accident ,000,000 By Disease		
Limits of Linbility					,000,000 Aggregate By Disease		
Limits of Liability			Deductible N/A				
			SIR Deductible N/A				
Automobile/Equipment - Deductible							
	Comprehensive - Auto	NA - Co	ollision - Auto	NA - M	liscellaneous Equipment		
Other							
our.							
Description of Operations/Locations/Vehicles/Special Items RE: Evidence of Insurance							
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE AGREEMENT ABOVE.							
Designated Member		Car	ncellations				
CareerSource Palm Bear 3400 Belvedere Road West Palm Beach FL 334		SHOULD ANY PART OF THE ABOVE DESCRIBED AGREEMENT BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE PROLIDER NAMED ABOVE, BUT PAULURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE PROGRAM, IT'S AGENTS OR REPRESENTATIVES.					
			CD.	1,	7 0		

FMIT-CERT (10/2011)