Agenda Item #: 3EE1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

MEETING DATE: November 17, 2026 **[X] Consent** **[ ] Regular**

[ ] Ordinance **[ ] Public Hearing**

Department: Equal Opportunity

Submitted By: Equal Opportunity

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A. Modification No. 45310026C0030P00003 to the contract with the U.S. Equal Employment Opportunity Commission (EEOC), deobligating $10,200 in FY 2026 funding and reducing the total contract amount from $45,000 to $34,800; and Modification No. 45310026C0030P00004, exercising Option Year 1 and extending the performance period through September 30, 2027, subject to availability of funds, without obligating additional funding.

B. A downward Budget Amendment of $10,200 in the General Fund for FY 2026 to reflect the reduction in EEOC contract funding.

Summary: On April 14, 2026, the Board of County Commissioners (BCC) approved EEOC Contract No. 45310026C0030 (R2026-0443). On July 7, 2026, the BCC approved Modification No. 45310026C0030P00001 (R2026-0836), correcting the initial supplies/services amounts. Modification No. 45310026C0030P00003 deobligates $10,200 in FY 2026 FEPA funding, reducing the contract total from $45,000 to $34,800. Modification No. 45310026C0030P00004 extends the period of performance from October 1, 2026, through September 30, 2027, without obligating additional funding. The FY 2026 General Fund budget is being amended downward by $10,200 to reflect the reduction in federal contract funding. No County matching funds are required. Countywide (JW).

Background and Justification: On August 15, 1995, the BCC enacted an Ordinance prohibiting discrimination in employment, granting the Office of Equal Opportunity (OEO) investigative and enforcement authority, and authorizing OEO to become a referral agency for the Federal Government. Execution of this Contract is necessary for OEO discrimination complaints that are filed under Federal Employment Discrimination statutes and Palm Beach County's Equal Employment Ordinance.

Attachments:
1. EEOC Amendment of Solicitation/Modification of Contracts (45310026C0030P00003) (45310026C0030P00004)
2. EEOC Award Contract (45310026C0030) R2026-0443 and Amendment of Solicitation/Modification of Contract (45310026C0030P00001) R2026-0836
3. Budget Amendment

Recommended by: _____ 11-2-26
Department Director **Date**

Approved by: _____ 10/4/26
Deputy County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2027	2028	2029	2030	2031
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income(County)					
In-Kind Match(County					
NET FISCAL IMPACT	0*				
#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 ____
Does this Item include the use of state funds? Yes ____ No X

Budget Account No.: Fund 0001 Department 400 Unit 4160 Object Various
RSRC 4900

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

The FY 2026 General Fund budget is being amended downward by $10,200 to reflect the EEOC contract funding reduction under Modification No. 45310026C0030P00003, reducing the total contract amount from $45,000 to $34,800. The five-year fiscal impact table begins with FY 2027 and therefore does not include the FY 2026 budget adjustment. Modification No. 45310026C0030P00004 extends the contract through September 30, 2027, but does not obligate additional federal funding. No County ad valorem funds are required.

*The $10,200 FY 2026 budget adjustment is reflected in the accompanying Budget Amendment and does not represent a new FY 2027 appropriation.

C. Departmental Fiscal Review:

_____

III. REVIEW COMMENTS:

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

11/2/26
OFMB DA 11/02

11/2/26
Contract Administration
ZH 11.2.26

B. Legal Sufficiency:

Jean-Adel Williams
Assistant County Attorney

C. Other Department Review:

_____
Department Director

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

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		2

2. AMENDMENT/MODIFICATION NUMBER	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUISITION NUMBER	5. PROJECT NUMBER *(If applicable)*
45310026C0030P00003	08/11/2026	FP260084	

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
EEOC Office of Field Programs - State and Local 131 M Street, N.E., 5th Floor Washington, DC, 20507, US	EE450	EEOC OCFO ASD 131 M Street, N.E., 4th Floor Washington, DC, 20507, US	453100

8. NAME AND ADDRESS OF CONTRACTOR *(Number, street, county, State and ZIP Code)*

COUNTY OF PALM BEACH
DBA: BOARD OF COMMISSIONS
301 N OLIVE AVE
WEST PALM BEACH, FL, 33401, US

CODE XL2DNFMPCR44 FACILITY CODE 1RFV4

(X)	
☐	9A. AMENDMENT OF SOLICITATION NUMBER
	9B. DATED *(SEE ITEM 11)*
☒	10A. MODIFICATION OF CONTRACT/ORDER NUMBER: 45310026C0030
	10B. DATED *(SEE ITEM 13)*: 04/22/2026

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

See Schedule

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
☒	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

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

MODIFICATION CONTROL NUMBER: 45310026C0030P00003

SUMMARY OF CHANGES: The above referenced order Is hereby modified to de-obligate FY26 FEPA funding from line 4 in the amount of -$10,200 under 45310026C0030. Reference Req. FP260284

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		Anderson, Radeshia Rashelle	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		R. Rashelle Anderson *(Signature of Contracting Officer)*	8/18/2026

Previous edition unusable

STANDARD FORM 30 (REV. 11/2016)
Prescribed by GSA FAR (48 CFR) 53.243

Approved as ~~to terms and conditions~~
Diane Andre, Director
Office of Equal Opportunity

Approved as to form and legal sufficiency
Sean-Adel Williams
County Attorney

Summary of Changes

Accounting and Appropriation Data Changes

Item Number:0004	-$10,200.00, 2026|0100B2626D|10SLPPS|FPSLP|NA|251010|999996|9999|SLADMN|NA|NA|NA

Header Information

Total Amount is decreased by $10,200.00 from $45,000.00 to $34,800.00.

Section B - Supplies or Services and Prices/Costs

Line Item Details:

The following changes are made to line item: 0004

Unit Price is decreased by $10,200.00 from $35,000.00 to $24,800.00.
Extended Price is decreased by $10,200.00 from $35,000.00 to $24,800.00.

Line Items Added:

Line Item 0007 is added as follows:

Item Number	Base Item Number	Supplies/Services	
0007		DOWNWARD MODIFICATION TO CONTRACT 45310026C0030 - DEOBLIGATE $10,200 FROM CLIN 0004 FOR FY 2026	
	Description:		
Purchase Requisitions			

Section G - Contract Administration Data

Distribution Details:

The following changes are made to the distribution 1 of shipment 1 of line item 0004:

Amount Funded is decreased by $10,200.00 from $35,000.00 to $24,800.00.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		2

2. AMENDMENT/MODIFICATION NUMBER	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUISITION NUMBER	5. PROJECT NUMBER *(If applicable)*
45310026C0030P00004	10/01/2026	FP260313	

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
EEOC OCFO ASD 131 M Street, N.E., 4th Floor Washington, DC, 20507, US	453100	EEOC Miami District Office Miami Tower, 100 SE 2nd Street Fl 15 Miami, FL, 33131, US	EE465

8. NAME AND ADDRESS OF CONTRACTOR *(Number, street, county, State and ZIP Code)*

COUNTY OF PALM BEACH
DBA: BOARD OF COMMISSIONS
301 N OLIVE AVE
WEST PALM BEACH, FL, 33401, US

CODE XL2DNFMPCR44 FACILITY CODE 1RFV4

(X)

☐ 9A. AMENDMENT OF SOLICITATION NUMBER

9B. DATED *(SEE ITEM 11)*

☒ 10A. MODIFICATION OF CONTRACT/ORDER NUMBER
45310026C0030

10B. DATED *(SEE ITEM 13)*
04/22/2026

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☒	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Section I, 52.217-9 Option to Extend the Term of the Contract
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

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

MODIFICATION CONTROL NUMBER: 45310026C0030P00004

SUMMARY OF CHANGES: THE ABOVE REFERENCED CONTRACT IS HEREBY MODIFIED AS MUTUALLY AGREED UPON BY BOTH PARTIES AS FOLLOW: TO EXERCISE OPTION YEAR 1 PURSUANT TO SECTION I, 52.217-9 ENTITLED "OPTION TO EXTEND THE TERM OF THE CONTRACT" TO EXTEND CONTRACT PERFORMANCE FOR A PERIOD OF TWELVE (12) MONTHS COMMENCING ON OCTOBER 1, 2026, THROUGH SEPTEMBER 30, 2027.

The execution of this contract extension is Subject to Availability of Funds. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made.

This contract modification does not obligate funding but will ensure continuity of your contract with the EEOC. The EEOC cannot approve any requests for credit received before written notification is provided to FEPAs that appropriated funds are available. Therefore, please do not submit any credit requests in ARC or via the Gateway until the EEOC has notified you that funding is available.

No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives written notice of such availability.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
	Anderson, Radeshia Rashelle

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		R. Rashelle Anderson (Signature of Contracting Officer)	

Previous edition unusable

STANDARD FORM 30 (REV. 11/2016)
Prescribed by GSA FAR (48 CFR) 53.243

Approved as to terms and conditions

Diane Andre, Director
Office of Equal Opportunity

Approved as to form and legal sufficiency
Jean-Adel Williams
County Attorney

Summary of Changes

Section F - Delivery or Performance

Delivery or Performance Details:

The following changes are made to line item 0001, shipment 1:
Period Of Performance Start Date is changed from 01-OCT-2025 to 01-OCT-2026.
Period Of Performance End Date is changed from 30-SEP-2026 to 30-SEP-2027.

The following changes are made to line item 0004, shipment 1:
Period Of Performance Start Date is changed from 01-OCT-2025 to 01-OCT-2026.
Period Of Performance End Date is changed from 30-SEP-2026 to 30-SEP-2027.

26-1083

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGRV 102626*60

BGEX 102626*278

FUND 0001 - General Fund - Office of Equal Opportunity

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 10/26/26	REMAINING BALANCE
REVENUES									
400-4160-4900	Charges For Services-Other	Equal Employment	49,375	45,000	0	10,200	34,800		
	Total Fund Revenues		**2,470,492,867**	**2,580,984,714**	**0**	**10,200**	**2,580,974,514**		
EXPENDITURES									
400-4160-3401	Other Contractual Services	Equal Employment	5,000	625	0	625	0	0	0
400-4160-4001	Travel And Per Diem	Equal Employment	3,650	3,650		2,295	1,355	1,355	0
400-4160-4811	Promotional Items	Equal Employment	5,000	5,000		5,000	0	0	0
400-4160-4941	Registration Fees	Equal Employment	1,500	1,500		805	695	695	0
400-4160-5101	Office Supplies	Equal Employment	2,000	2,000		535	1,465	1,465	0
400-4160-5401	Books, Publicatns & Subscrptns	Equal Employment	8,000	8,000		940	7,060	5,821	1,239
	Total Fund Expenditures		**2,470,492,867**	**2,580,984,714**	**0**	**10,200**	**2,580,974,514**		

SIGNATURES **DATES**

10-28-28
Initiating Department/Division

11/2/20
Administration/Budget Department Approval

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: November 17, 2026

Deputy Clerk to the
Board of County Commissioners

Updated by OFMB 10/01/2025