

PROFESSIONAL SERVICES AGREEMENT

Index Code 81714

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THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter "Agreement" or "Contract") is made and entered into by and between the **South Florida Workforce Investment Board** (hereinafter the "SFWIB") and **CMA Enterprise Incorporated** (hereinafter the "Contractor").

WITNESSETH:

WHEREAS, the SFWIB provides workforce development services in Workforce Area 23 (Area) of the State of Florida, which is comprised of Miami-Dade and Monroe Counties, and

WHEREAS, the SFWIB requires the services of a qualified contractor in the business of providing licensed dispute resolution expert (mediator or arbitrator) services to act as the Hearing Officer for the SFWIB adjudicating a single or multiple formal grievances filed by a workforce customer(s), and

WHEREAS, the Contractor is qualified and experienced to provide such licensed dispute resolution expert (mediator or arbitrator) services and is duly authorized to practice in the State of Florida,

THEREFORE, in consideration of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, the SFWIB and the Contractor agree as follows:

ARTICLE 1 EFFECTIVE TERM

The term of this Agreement shall commence upon **July 1, 2017** and terminate at the close of business on **June 30, 2018**.

The SFWIB may, in the SFWIB's sole discretion, renew this Agreement for up to one (1) additional one (1) year performance period contingent upon satisfactory performance and availability of funding to the SFWIB upon such terms and conditions as both parties agree to in writing.

ARTICLE 2 STATEMENT OF WORK

The Contractor shall perform all of the work set forth in **Exhibit A, Statement of Work**, attached hereto and incorporated herein by reference. No changes in the Statement of Work shall be made unless such changes are mutually agreed upon by both of the parties hereto in writing.

ARTICLE 3 COMPENSATION

The SFWIB agrees to compensate the Contractor for the costs associated with the provision of the services related to this Agreement and provided in accordance with **Exhibit A, Statement of Work**. **Maximum payment shall not exceed \$10,000.00 dollars in accordance with Exhibit B, Payment Provisions**, attached hereto and incorporated herein by reference.

ARTICLE 4 PRIOR AGREEMENTS

4.1 This document and the Attachments and Exhibits specified herein incorporate and include all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document and its Attachments and Exhibits. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

The following is a list of Attachments and Exhibits that are incorporated into this Agreement:

<u>Type</u>	<u>Number/Letter</u>	<u>Description</u>
Attachment	1	2012 Modifications to Workforce Florida, Inc. Contracting Policy
Attachment	2	Trafficking Victims Protection Act of 2000
Attachment	3	Assurances and Certifications
Attachment	4	Certification Regarding Environmental Tobacco Smoke
Attachment	5	Assurances-Non-Construction Programs
Attachment	6	Code of Business Ethics Affidavit
Attachment	7	Certification Regarding the Florida Clean Indoor Air Act
Exhibit	A	Statement of Work
Exhibit	B	Payment Provisions

- 4.2 The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Contractor and the SFWIB under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.

ARTICLE 5 CONDITIONS PRECEDENT

The Contractor shall provide to the SFWIB, prior to the execution of this Agreement, the following documentation:

1. Certificate of Corporate Status, if a Corporation. The Contractor shall submit to the SFWIB a certificate of status in the name of the Contractor, which certifies the following: that the Contractor is organized under the laws of the State of Florida or another state; that all fees and all penalties fees, related to filing of registration, re-instatement, renewal, etc., have been paid; that the Contractor's most recent annual report has been filed; that Contractor's status is active; and that the Contractor has not filed Articles of Dissolution with the State of Florida or another state.
2. Articles of Incorporation and Corporate By-Laws; or Corporate Internal Rules (If Applicable).
3. Board of Directors Requirements. The Contractor shall ensure that the Contractor's Board of Directors or governing body is apprised of the fiscal, administrative and contractual obligations of the services funded through the SFWIB by passage of a formal resolution authorizing execution of the Contract with the SFWIB, when required by the Contractor's Articles of Incorporation or Corporate By-Laws (If Applicable).
4. Limited Liability Company (LLC) Affidavit (If Applicable).
5. W-9 – Request for Taxpayer Identification Number and Certification. The Contractor shall ensure that a current form W-9 is provided to the SFWIB prior to the execution of this Agreement.

ARTICLE 6 INSURANCE

- 6.1 The Contractor shall provide the SFWIB, prior to the execution of this Agreement, Certificates of Insurance or written verification (binders) required under this section or as determined by the SFWIB. Such insurance policies shall be in the amounts indicated below:
- 6.1.1 Commercial General Liability Insurance \$1,000,000 aggregate; this insurance shall be secured on a comprehensive basis to include contingent liability in an amount that ensures that the Contractor is protected against any suits. The SFWIB shall be the **certificate holder** and also be named as an **additional party insured** with respect to this coverage.

- 6.1.2 Automobile Liability Insurance and Non-owners Auto Liability Insurance is required for all vehicles owned, leased, or hired by the Contractor, and any personal vehicles which are utilized by employees in connection with the services provided under the terms of this Contract.
- 6.1.3 Worker's Compensation Insurance coverage shall be secured for all persons employed by the Contractor in an amount that is consistent with Chapter 440 of the Florida Statutes.
- 6.1.4 Workers' Unemployment Compensation Insurance shall be secured for each person employed by the Contractor in a manner and amount which is in accordance with federal and state laws.
- 6.2 All insurance certificates and policies secured by the Contractor shall be issued by companies authorized to perform such functions under the laws of the State of Florida.
- 6.3 All insurance certificates shall list the SFWIB as "**Certificate Holder**" in the following manner:

South Florida Workforce Investment Board
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234
- 6.4 The Contractor shall be responsible for assuring that the insurance certificates required in conjunction with this Agreement remain in force for the duration of the effective term of this Agreement. If insurance certificates are scheduled to expire during the effective term, the Contractor shall be responsible for submitting new or renewed insurance certificates to the SFWIB prior to expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the effective term, the SFWIB may suspend the Agreement until such time as the new or renewed certificates are received by the SFWIB in the manner prescribed herein; provided, however, that this suspended period does not exceed ten (10) calendar days. Thereafter, the SFWIB may, in its sole discretion, terminate this Agreement.
- 6.5 Provision of insurance by the Contractor, in no instance, shall be deemed to be a release, limitation, or waiver of any claim, cause of action or assessment that the SFWIB may have against the Contractor for any liability of any nature or of any kind related to performance under this Contract or otherwise.

**ARTICLE 7
ASSURANCE OF COMPLIANCE**

The Contractor assures that Contractor is currently in compliance with, and shall maintain and ensure its compliance, as applicable, with federal, state, and local laws, which includes, but is not limited to, adherence to IRS rules and regulations requiring timely filing of tax returns and payment of payroll taxes, as applicable, throughout the term of this Agreement.

**ARTICLE 8
EMPLOYMENT ELIGIBILITY VERIFICATION**

- 8.1 Pursuant to Executive Order 11-116, signed May 27, 2011, by the Governor of Florida, the Contractor shall:
 - 8.1.1 Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the Contract term; and,
 - 8.1.2 Include in all subcontracts under this Contract, the requirement that subcontractors performing work or providing services pursuant to this Contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of the subcontract.
- 8.2 **E-Verify** is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States after the effective date of the required Memorandum of Understanding (MOU); the responsibilities and elections of federal contractors, however, may vary, as stated in Article II.D.1.c. of the MOU. Employers are not charged for using E-Verify.

8.3 The Department of Homeland Security's E-Verify system can be found at:
http://www.dhs.gov/files/programs/gc_1185221678150.shtm

8.4 If the Contractor does not have an E-Verify MOU in effect, the Contractor must **enroll in the E-Verify system prior to hiring any new employee** after the effective date of this Contract.

ARTICLE 9 IMMIGRATION REFORM AND CONTROL ACT

The Contractor shall comply with the requirements of the Immigration Reform and Control Act of 1986, which requires employment verification and retention of verification forms for any individuals hired who will perform any services under the contract.

ARTICLE 10 CONFLICTS

Neither the Contractor nor its employees shall have or hold any continuing or recurring employment and contractual relationship, or both, that is substantially antagonistic or incompatible with the Contractor's loyal and conscientious exercise of judgment related to the Contractor's performance under this Agreement.

ARTICLE 11 CODES OF CONDUCT

The Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her domestic partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. The Contractor agrees to comply with the Miami-Dade County, Conflict of Interest and Code of Ethics Ordinance codified at Section 2-11.1 et al. The Contractor shall set and/or adopt standards of conduct which describe obligations under Section 2-11.1 et al. and provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Contractor. The Contractor shall submit a **Code of Business Ethics Affidavit, Attachment 6**, attached hereto and incorporated herein by reference as if fully set forth herein.

ARTICLE 12 GRATUITIES

The Contractor agrees that the Contractor shall not accept a gift from, offer to give, or give any gift to any **SFWIB member, SFWIB employee, SFWIB approved Vendor**, or to any **family member** of an SFWIB member, SFWIB employee, or SFWIB approved Vendor.

The term "family member" includes, but is not limited to father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandfather, grandmother, grandson, or granddaughter, his or her domestic partner.

The term "gift" shall refer to the transfer of anything of economic value, whether in the form of money, service, loan, travel, food, beverage, entertainment, hospitality, item or promise, or in any other form, without adequate and lawful consideration.

Violation of this provision will constitute a breach of this Contract. In addition to any other remedies available to the SFWIB, any violation of this provision will result in referral of the Contractor's name and description of the violation of this term to the State of Florida, Department of Management Services for the potential inclusion of the Contractor's name on the suspended vendors list for an appropriate period. This provision will survive the Contract for a period of two (2) years.

**ARTICLE 13
ASSIGNMENT AND SUBCONTRACTING**

This Agreement shall not be assigned, transferred, or encumbered by either party hereto. Additionally, the Contractor shall not subcontract any portion of the work required by this Agreement unless agreed to in writing by the SFWIB.

**ARTICLE 14
APPLICABLE LAW AND VENUE**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any legal controversies or legal issues arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the state courts of the Eleventh Judicial Circuit of Miami-Dade County, Florida.

**ARTICLE 15
UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS
FOR FEDERAL AWARDS**

The Contractor shall comply with 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (superseded OMB Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133 – see, 78 FR 78590-01 (Dec. 26, 2013), as supplemented by 2 CFR Part 2900 (December 19, 2014).

**ARTICLE 16
TERMINATION**

- 16.1 Termination without Cause. The SFWIB may terminate this Contract without cause by providing thirty (30) days prior written notice to the Contractor. The Contractor shall be entitled to receive compensation for services performed in accordance with the conditions set forth herein through and including the date of termination. However, the SFWIB shall not be liable for any expenses incurred by the Contractor after the effective date of termination of this Contract. The Contractor shall not be entitled to recover any cancellation charges or lost profits incurred as a result of said termination.
- 16.2 Termination for Default and Circumstances Beyond the Contractor's Control. The SFWIB may terminate this Contract for default and circumstances beyond the Contractor's control including, but not limited to, labor disputes, strikes, fire, riot, war, terrorism, acts of God, or any other causes beyond the control of the parties. In the event of termination of this Contract under this provision, neither party will be responsible for failure or delay in performance of this Contract and the failure or delay in performance will not result in any additional charge or costs, under this Contract to either Party. The Party seeking termination of the Contract under this provision shall provide immediate notice of termination to the other Party. In no event shall notice not be provided later than thirty (30) days of the occurrence triggering termination.

**ARTICLE 17
BREACH OF AGREEMENT**

- 17.1. A non-exhaustive list of breaches of this Agreement is as follows:
- 17.1.1 The Contractor fails, in whole or in part, to provide the goods or services set forth in the solicitation, **Statement of Work, Exhibit A**, or other attachments or Exhibits;
 - 17.1.2 The Contractor refuses to allow the SFWIB full access to records;
 - 17.1.3 The Contractor attempts to meet the Contractor's obligations under this Contract through fraud, misrepresentation or material misstatement;
 - 17.1.4 The Contractor fails to meet the terms and conditions of any obligation under any contract or otherwise or any repayment schedule to the SFWIB or any of its agencies or instrumentalities; and

- 17.1.5 The Contractor fails to fulfill in a timely and proper manner any and all of Contractor's obligations, covenants and agreements set forth in this Agreement.
- 17.2. Waiver of breach of any provisions of this Agreement by the SFWIB shall not be deemed to be a waiver of any other breach of any other provision and shall not be construed to be a modification of the terms of this Agreement.

ARTICLE 18
BREACH OF AGREEMENT: SFWIB'S REMEDIES

- 18.1 If the Contractor breaches this Agreement, the SFWIB may pursue any or all of the following remedies:
- 18.1.1. The SFWIB may terminate this Agreement by providing written notice to the Contractor of such termination and specifying the effective date thereof. In the event of termination, the SFWIB may: (a) request the return of all finished or unfinished documents, data studies, surveys and reports prepared or obtained by the Contractor with the SFWIB's funds under this Agreement; (b) seek reimbursement of SFWIB's funds awarded to the Contractor under this Agreement; and (c) terminate or cancel any other contracts entered into between the SFWIB and Contractor. The Contractor shall be responsible for all program and administrative costs associated with such termination, in addition to the SFWIB's attorneys' fees;
- 18.1.2. The SFWIB may suspend payment, in whole or in part, under this Agreement by providing written notice to the Contractor of such suspension and specifying the effective date thereof. All payments to the Contractor as of the effective date of suspension shall cease. On the effective date of suspension, if requested by the SFWIB, the Contractor shall immediately cease to provide services pursuant to this Agreement. If payments are suspended, the SFWIB shall specify in writing the actions that shall be taken by the Contractor as a condition precedent to resumption of payments and shall specify a date for compliance;
- The SFWIB may also suspend any payments, in whole or in part, under any other contracts entered into between the SFWIB and the Contractor. The Contractor shall be responsible for all program and administrative costs associated with such suspension, in addition to the SFWIB's attorneys' fees;
- 18.1.3. The SFWIB may seek enforcement of this Agreement by any action at law or equity available to the SFWIB, including, but not limited to, filing an action in a court of competent jurisdiction. The venue of any such action shall be in Miami-Dade County, Florida. The Contractor shall be responsible for all program and administrative costs of the SFWIB associated with such enforcement, in addition to the SFWIB's attorneys' fees through final resolution of the matter including appeal;
- 18.1.4. The SFWIB may debar the Contractor from future SFWIB contracting;
- 18.1.5. If, for any reason, the Contractor attempts to meet its obligations under this Agreement through fraud, misrepresentation or material misstatement, the SFWIB shall, whenever the SFWIB deems it to be in the SFWIB's best interest, terminate this Agreement by providing written notice to the Contractor of such termination and specifying the effective date thereof. In such case the SFWIB may terminate or cancel any other contracts the Contractor has with the SFWIB. The Contractor shall be responsible for all of the SFWIB's program and administrative costs associated with any such termination or cancellation, in addition to its attorney's fees. Any contractor who attempts to meet its contractual obligations with the SFWIB through fraud, misrepresentation or material misstatement may be debarred from SFWIB contracting for a period not to exceed five (5) years;
- 18.1.6. Any other remedy available at law or equity or administratively; and
- 18.1.7. All remedies provided herein and otherwise shall be deemed independent and cumulative.

**ARTICLE 19
NOTICES**

It is understood and agreed between the parties hereto that written notice shall be mailed or delivered to the addresses set forth below and same shall constitute sufficient written notice hereunder. The parties designate the following:

For South Florida Workforce Investment Board:

Rick Beasley
Executive Director
South Florida Workforce Investment Board
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

For CMA Enterprise Incorporated:

Gail Birks, President & CEO
CMA Enterprise Incorporated
207 Laurel Oak Ln, Suite B
Davie, Florida 33325

**ARTICLE 20
RECORDS**

20.1 Public Records

20.1.1 The Contractor shall allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, made or received by the Contractor in connection with this Contract, except that public records which are made exempt and/or confidential from public records disclosure by law must be protected from disclosure and includes, but is not limited to, criminal history information derived from the U.S. Department of Justice. Failure of the Contractor to allow such public access shall result in the immediate termination of this Contract or any renewal. The Contractor shall maintain public records stored in electronic record keeping systems in accordance with Chapter 119, Florida Statutes, and Rule IB-26.003 of the Florida Administrative Code.

20.1.2 Pursuant to section 119.0701 of the Florida Statutes, the Contractor shall:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service;
- (b) Upon request from the SFWIB's custodian of public records, provide the SFWIB 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 this chapter or as otherwise provided by law;
- (c) Ensure that public records that are exempt or confidential 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 contractor does not transfer the records to the SFWIB; and
- (d) Meet all requirements for retaining public records and transfer to the SFWIB, at no cost to the SFWIB, all public records created, received, maintained and/or directly related to the performance of this Agreement that are in possession of the Contractor upon termination of this Agreement. Upon termination of this Agreement, the Contractor shall destroy any duplicate public records that are exempt and/or confidential from public records disclosure requirements. All records stored electronically must be provided to the SFWIB in a format that is compatible with the SFWIB's information technology systems.

20.1.3 For purposes of this Article, the term "public records" shall mean all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of the SFWIB's official business.

20.1.4 **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Via e-mail: recordsrequest@careersourcesfl.com
Office of the Executive Director. Telephone: 305-929-1500
South Florida Workforce Investment Board
The Landing at MIA
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234**

20.1.5 In the event the Contractor does not comply with the public records disclosure requirement set forth in section 119.0701 of the Florida Statutes and this Article 20 of this Agreement, the SFWIB shall avail itself of the remedies set forth in Articles 16, 17, and 18 of this Agreement.

20.1.6 A Contractor who fails to provide the public records as required by law, within a reasonable time, may be subject to penalties under section 119.10 of the Florida Statutes.

20.2 Confidentiality of Records

20.2.1 The Contractor shall maintain the confidentiality of any information regarding program participants that identifies or may be used to identify program participants and which may be obtained through proposal forms, interviews, tests, reports from public agencies or counselors, or any other source. The Contractor shall not divulge such information without the written permission of the participant, or participant's responsible parent or guardian when authorized by law, if applicable, except that such information which is necessary, as determined by the SFWIB, for purposes related to the performance or evaluation of the Contract may be divulged to the SFWIB or such other persons as the SFWIB may designate who have responsibilities for monitoring or evaluating the services and performances under the Contract, or to governmental authorities to the extent necessary for the proper administration of the law and the provision of services. All releases of information shall be in accordance with applicable federal and state laws as well as the policies and procedures of the SFWIB. No release of information by the Contractor, if such release is required by federal or state law, shall be construed as a breach of this Contract.

ARTICLE 21 AUDIT, INSPECTION, ACCESS, AND RETENTION OF RECORDS

21.1 The Contractor shall permit the SFWIB or the SFWIB's designees, the State of Florida and the federal government or any other duly authorized agent of a governmental agency to audit, inspect, examine, excerpt, copy or transcribe the Contractor's books, records, and accounts that are related to this Agreement. The Contractor shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement where applicable, and includes, but shall not be limited to:

21.1.1 Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

21.1.2 The SFWIB may immediately terminate this Agreement or any renewal in the event that the Contractor refuses to allow public access to all documents, papers, letters, or other material made or received by the Contractor in connection with this Agreement, unless the records are exempt from S.24 (a) of Article I of the Florida Constitution and Chapter 119 of the Florida Statutes.

- 21.2 The Contractor shall preserve and make available, at reasonable times for examination and audit by the SFWIB or the SFWIB's designees, the State of Florida and the federal government or any other duly authorized agent of a governmental agency, all financial records, supporting documents, statistical records, and any other documents (including storage media) pertinent to this Agreement for the required retention period of the Florida Public Records Law (Chapter 119, Florida Statutes), if applicable, or, if the Florida Public Records Law is not applicable, for a minimum period of five (5) years after termination of this Agreement or any renewal. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or five (5) years, whichever is later, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Law is determined by the SFWIB to be applicable to the Contractor's records, the Contractor shall comply with all requirements thereof; however, the Contractor shall not violate confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for the SFWIB's disallowance and recovery of any payment based upon such entry.

ARTICLE 22
NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

- 22.1 As a condition of the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
- 22.1.1 Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, gender identity, gender expression or sex stereotyping (except as otherwise permitted under title IV of the Education Amendments of 1972), national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I - financially assisted program or activity;
 - 22.1.2 Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq.), as amended, which prohibits discrimination against qualified individuals on the basis of race, color and national origin;
 - 22.1.3 Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
 - 22.1.4 Title IX of the Education Amendments of 1972, (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
 - 22.1.5 The Age Discrimination Act of 1975, (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;
 - 22.1.6 Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
 - 22.1.7 Titles I (42 U.S.C. 12111 et seq.), II (42 U.S.C. 12131 et seq.) and III (42 U.S.C. 12181 et seq.) of the Americans with Disabilities Act of 1990, as amended, which prohibit discrimination on the basis of disability, respectively, by: (a) private employers, state and local governments, employment agencies and labor unions that employ 15 or more employees; (b) state and local government entities ("public entities") and requires public entities to provide persons with disabilities an equal opportunity to benefit from their programs, services and activities; and (3) places of public accommodations and mandates that places of public accommodations and commercial facilities be designed, constructed, and altered in compliance with specific accessibility standards;
 - 22.1.8 Executive Order (EO) No. 11246, "Equal Employment Opportunity," as amended by EO No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment

Opportunity, Department of Labor"; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;

22.1.9 Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and

22.1.10 Chapter 11A of the Code of Miami-Dade County, Florida which, among other things, prohibits discrimination in employment and places of public accommodations on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression or sexual orientation.

22.2 The Contractor also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I and TANF - financially assisted program or activity and to all agreements the Contractor makes to carry out the WIOA Title I and TANF - financially assisted program or activity. The Contractor understands the United States has the right to seek judicial enforcement of this assurance. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**.

ARTICLE 23 THIRD PARTY BENEFICIARIES

Neither the Contractor nor the SFWIB intend to directly or indirectly benefit any third party by entering into this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert any claim against either of the parties hereto based upon this Agreement. The parties expressly acknowledge that it is not their intent to create any rights or obligations as to any third person or entity.

ARTICLE 24 MATERIALITY

The SFWIB and the Contractor agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

ARTICLE 25 CONTINGENCY FEE

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement 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 Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For a breach or violation of this provision, the SFWIB shall have the right to terminate this Agreement immediately without liability, at its discretion, or to deduct from the cost of this Agreement or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

ARTICLE 26 COMPLIANCE WITH LAWS

The Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing the Contractor's duties, responsibilities, and obligations pursuant to this Agreement.

ARTICLE 27 SEVERABILITY

In the event any portion of this Agreement is determined by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless the SFWIB or the Contractor elect to terminate this Agreement without cause.

**ARTICLE 28
JOINT PREPARATION**

The parties hereto acknowledge that they have sought and received whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

**ARTICLE 29
PRIORITY OF PROVISIONS**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any Exhibit attached hereto or documents or events or incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in **Articles 1** through **63** of this Agreement shall prevail and be given effect.

**ARTICLE 30
MODIFICATIONS**

Any alterations, variations, modifications, extensions or waivers of provisions of this Contract shall only be valid when they have been reduced to writing, duly approved and signed by both parties hereto.

**ARTICLE 31
AUTONOMY**

Both parties agree that this Contract recognizes their independence and autonomy and implies no affiliation of any kind between the contracting parties. The Contractor is an independent contractor in all respects under this Contract. It is expressly understood, agreed and intended that the Contractor is only a recipient of funding from the SFWIB and is not an agency or instrumentality of any kind of the SFWIB. Furthermore, the Contractor's, officers, agents, servants, and employees are not officers, agents, servants, or employees of the SFWIB or any of the SFWIB's agencies or instrumentalities.

**ARTICLE 32
INDEMNIFICATION**

- 32.1 All Entities Which are Not Florida Governmental Entities. The Contractor shall indemnify and hold harmless the SFWIB, and its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the SFWIB and its officers, employees, agents, servants, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or the Contractor's officers, employees, agents, servants, partners, principals or subcontractors or any other individual performing work on the Contractor's behalf under this Contract. The Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the SFWIB, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. The Contractor expressly understands and agrees that any insurance policies required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the SFWIB and its officers, employees, agents, servants, agencies and instrumentalities as herein provided.
- 32.2 Term of Indemnification. The provisions of this indemnification shall survive the expiration of this Agreement and shall terminate upon the expiration of the applicable statute of limitation.

**ARTICLE 33
COPYRIGHT, PATENTS, RIGHT TO DATA**

- 33.1 Except for the Contractor's own internal use, the Contractor shall not publish or reproduce any data or information in whole or in part that is recorded in any form or medium whatsoever and that is delivered or specified to be delivered under this Agreement, nor may the Contractor authorize or permit others to do so without the written consent of the federal government, through the State of Florida, until such time as the federal government may have released such data or information to the public.
- 33.2 As authorized by 49 CFR 18.34, the federal government, through the State of Florida, reserves a royalty free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize the State of Florida to use:
- 33.2.1 Any work developed under this Agreement irrespective of whether it is copyrighted.
- 33.2.2 Any rights of copyright to which the Contractor purchases ownership with funds provided under this Agreement.

**ARTICLE 34
RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the federal government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Non-profit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

**ARTICLE 35
INTELLECTUAL PROPERTY RIGHTS**

The federal government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: (i) The copyright in all products developed under the grant, including a sub-grant or contract under the grant or subgrant; and (ii) any rights of copyright to which the grantee, sub-grantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities (2 CFR §215.36).

If applicable, grantees must include the following language on all products developed in whole or in part with grant funds:

"This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner."

**ARTICLE 36
PUBLIC ANNOUNCEMENTS AND ADVERTISING**

The Contractor may not undertake any publicity or publish for public consumption information about Contractor's programs or program participants without prior review and written approval by the SFWIB.

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, Contractor shall clearly state (1) the percentage of the total costs of the program or project that will be financed with the federal money; (2) the dollar amount of federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

ARTICLE 37
DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689)

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**.

ARTICLE 38
GOVERNMENT-WIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE

The Contractor shall comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 29 CFR part 94. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**.

ARTICLE 39
CERTIFICATION REGARDING FLORIDA CLEAN INDOOR AIR ACT

The purpose of the Florida Clean Indoor Air Act is to protect people from the health hazards of second hand tobacco smoke and to implement the Florida Health initiative in Section 20, Article X of the State Constitution. However, the intent of this legislation is not to inhibit, or otherwise obstruct, medical or scientific research or smoking-cessation programs approved by the Department of Health. The Contractor shall provide a completed **Certification Regarding the Florida Clean Indoor Air Act, Attachment 7**.

ARTICLE 40
ENVIRONMENTAL TOBACCO SMOKE

In accordance with Part C of P.L. 103-227, the "Pro-Children Act of 1994", smoking is prohibited in any portion of any indoor facility owned or leased or contracted by an entity and used regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs whether directly or through state or local governments. Federal programs include grants, cooperative agreements, loans, and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. The Contractor shall provide a completed **Certification Regarding Environmental Tobacco Smoke, Attachment 4**.

ARTICLE 41
PUBLIC ENTITY CRIMES (§287.133, FLORIDA STATUTES)

The Contractor shall comply with the Public Entity Crimes Act (§ 287.133, Florida Statutes) and the Contractor certifies that neither it, nor any person or affiliate of Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list. The Contractor understands and agrees that the Contractor is required to immediately inform the SFWIB upon any change of circumstances regarding this status. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**.

ARTICLE 42
SARBANES-OXLEY ACT 2002

42.1 The Contractor assures that it shall comply with the two provisions of the Sarbanes-Oxley Act (SOX) that apply to all corporate entities, including non-profit organizations. These two provisions are as follows:

- 42.1.1 It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, section 1102, section 1512 of Title 18, USC).
- 42.1.2 It is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, section 1107, section 1513 of Title 18, USC).

42.2 The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**.

**ARTICLE 43
COMPLIANCE WITH ENERGY EFFICIENCY PROVISION**

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

**ARTICLE 44
COMPLIANCE WITH SECTION 6002 OF THE SOLID WASTE DISPOSAL ACT, AS AMENDED BY THE
RESOURCE CONSERVATION AND RECOVERY ACT FOR THE PROCUREMENT OF
RECOVERED MATERIALS**

The requirements of section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. The Contractor shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the RCRA.

**ARTICLE 45
ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING
RESTRICTIONS ASSURANCE (PUB. L. 111-117)**

As a condition of the Contract, the Contractor assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act of 2010, Division E, section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**.

**ARTICLE 46
SCRUTINIZED COMPANIES LIST**

The Contractor agrees to refrain from any of the prohibited business activities with the Governments of Sudan and Iran as described in section 219.473, Florida Statutes. Pursuant to section 287.135(5), Florida Statutes, the SFWIB may immediately terminate this Contract for cause if the Contractor is found to have submitted a false certification or if the Contractor is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List during the term of the contract. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3 (Applicable if Contract is over \$1,000,000)**.

**ARTICLE 47
DISCRIMINATORY VENDORS**

- 47.1 The Contractor shall disclose to the SFWIB if the Contractor appears on the discriminatory vendor list. An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, Florida Statutes may not:
 - 47.1.1 Submit a bid on a contract to provide any goods or services to a public entity;
 - 47.1.2 Submit a bid on a contract with a public entity for the construction or repair of a public building or public work;

- 47.1.3 Submit bids on leases of real property to a public entity; or
- 47.1.4 Be awarded or perform as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or transact business with any public entity.

47.2 The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**.

ARTICLE 48

INCORPORATION OF COMPLIANCE WITH SPECIFIC APPROPRIATION 2006 OF THE 2011 GENERAL APPROPRIATIONS ACT PROVISIO AND 2011 APPROPRIATIONS IMPLEMENTING BILL REQUIREMENTS BY REFERENCE

The requirements of “the Specific Appropriation 2006, and associated proviso, of the 2011 General Appropriation Act, section 445.007, Florida Statutes” set forth in **Attachment 1 (2012 Modifications to Workforce Florida, Inc. Contracting Policy)** attached hereto are incorporated herein by this reference and Contractor agrees to comply with same. The Contractor shall provide a completed **Contractor Disclosure and Certification (Applicable for contracts exceeding \$25,000)**.

ARTICLE 49

TRAFFICKING VICTIMS PROTECTION ACT OF 2000

The Contractor shall comply with the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104(g)). The full text of **2 CFR 175.15, Award Term**, is provided as **Attachment 2**.

ARTICLE 50

PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS

The Contractor assures that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act (P.L. 113-128 S. 502) will be American-made.

ARTICLE 51

EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits any state or local government receiving funds under any Department program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization’s religious character or affiliation.

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance.

Equal Treatment For Faith Based Organizations, 45 CFR 87 prohibits an organization that participates in programs funded by direct financial assistance from the Department, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

ARTICLE 52

CHARITABLE CHOICE (45 CFR § 260.34)

A State or local government in its use of federal TANF or State Maintenance of Effort (MOE) funds shall not, in the selection of service providers, discriminate for or against an organization that applies to provide, or provides TANF services or benefits on the basis of the organization’s religious character or affiliation.

No federal TANF or State MOE funds provided directly to participating organizations may be expended for inherently religious activities, such as worship, religious instruction, or proselytization.

A religious organization that receives federal TANF or State MOE funds shall not, in providing program services or

benefits, discriminate against a TANF applicant or recipient on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice.

If an otherwise eligible TANF applicant or recipient objects to the religious character of a TANF service provider, the recipient is entitled to receive services from an alternative provider to which the individual has no religious objection.

If a non-governmental intermediate organization, acting under a contract or other agreement with a state or local government, is given the authority under the contract or agreement to select non-governmental organizations to provide federal TANF or MOE funded services, the intermediate organization must ensure that there is compliance with the Charitable Choice statutory provisions and these regulations (45 CFR §260.34).

**ARTICLE 53
VETERAN'S PRIORITY PROVISIONS**

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), P.L. 107-288. The JVA provides priority of services to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. To obtain priority service, a person must meet the program's eligibility requirements. 20 CFR Part 1010 provides general guidance on the scope of the veteran's priority statute.

**ARTICLE 54
INTERGOVERNMENTAL PERSONNEL ACT**

The Contractor shall comply with the requirements of the Intergovernmental Personnel Act (42 USC §4701).

**ARTICLE 55
ADMINISTRATIVE PROVISIONS UNDER TITLE I OF THE WORKFORCE INNOVATION AND
OPPORTUNITY ACT ADMINISTRATIVE RULES, COSTS AND LIMITATIONS**

The Contractor shall comply with the requirements of the Administrative Provisions under Title I of the Workforce Innovation and Opportunity Act Administrative Rules, Costs and Limitations (20 CFR Part 683, Subpart B).

**ARTICLE 56
UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND AGREEMENTS WITH
INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, AND OTHER NON-PROFIT ORGANIZATIONS**

The Contractor shall comply with the Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (2 CFR §215.48).

**ARTICLE 57
CLEAN AIR ACT (42 U.S.C. §7401 et seq.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33
U.S.C. §1251 et seq.), AS AMENDED**

The Contractor agrees that if this is an Agreement for more than \$150,000, then Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, (42 U.S.C. §7401 et seq.), and the federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.). Violations shall be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**ARTICLE 58
BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. §1352)**

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose any lobbying with non-federal funds that takes

place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient. See 29 CFR part 93. The Contractor shall provide a completed **Assurances and Certifications, Attachment 3**.

ARTICLE 59
ASSURANCES – NON-CONSTRUCTION PROGRAMS

The Contractor shall provide a completed **Assurances - Non-Construction Programs, Attachment 5**.

ARTICLE 60
WHISTLEBLOWER'S ACT

In accordance with subsection 112.3187(2), Florida Statutes, the Contractor shall not retaliate against an employee for reporting violations of law, rule, or regulation that creates substantial and specific danger to the public's health, safety, or welfare to an appropriate agency. Furthermore, agencies or independent contractors shall not retaliate against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee. The Contractor shall inform its employees that they and other persons may file a complaint with the Office of Chief Inspector General, Agency Inspector General, the Florida Commission of Human Relations or the Whistle-blower's Hotline number at 1-800-543-5353.

ARTICLE 61
ADHERENCE TO THE TERMS AND CONDITIONS OF FORMAL SOLICITATION

The Contractor understands and agrees to adhere to the standards and requirements established under the SFWIB's formal solicitation for this Contract and Contractor's proposal pursuant to which this Contract was awarded and funded and said formal solicitation and Contractor's proposal are both incorporated herein by reference as if fully set forth in their entirety. In the event Contractor's proposal conflicts with the terms and conditions set forth in this Contract then the terms and conditions in this Contract shall prevail and control.

ARTICLE 62
ASSURANCES

- 62.1 The Contractor assures that Contractor is not currently in violation of any regulatory rules that may have an impact on the Contractor's operations.
- 62.2 The Contractor assures that Contractor is not involved in any current litigation with Miami-Dade County.

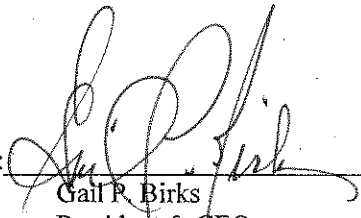
ARTICLE 63
AUTHORITY TO EXECUTE AGREEMENT

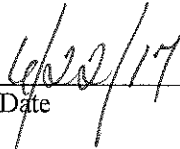
Each person signing this Agreement represents and warrants that he or she is duly authorized and has full legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the other party and enforceable in accordance with its terms.

SIGNATORY FORM


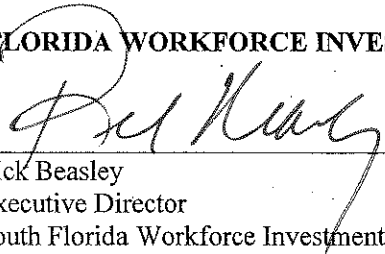
IN WITNESS HEREOF THE PARTIES HERETO HAVE CAUSED TO BE EXECUTED BELOW THE SIGNATURES OF THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO WHO ARE FULLY AND DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES HERETO:

AUTHORIZED SIGNATURE FOR: CMA Enterprise Incorporated
PROGRAM ENTITLED: Licensed Dispute Resolution (Grievance Hearing Officer) Services
INDEX CODE: 81714
CFDA: WIOA AD 17.258; WIOA DW 17.278; WIOA RR: 17.278; TANF 93.558; FSET: 10.561; UC/REA/RESEA 17.225; RET 93.584; VET DVOP 17.801; VET LVER 17.801; TAA 17.245; Wagner Peyser 17.207; Wagner Peyser Incentives 17.207; Military Family Employment Program 17.207; WIA Incentives 17.258, 17.259, 17.278

BY: 
Gail P. Birks
President & CEO
CMA Enterprise Incorporated


Date

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

 BY: 
Rick Beasley
Executive Director
South Florida Workforce Investment Board


Date

**2012 MODIFICATIONS TO
WORKFORCE FLORIDA, INC. CONTRACTING POLICY**

BACKGROUND:

The following policy was established in accordance with proviso language for Specific Appropriation 2214 of the 2010 General Appropriations Act and the 2010 Appropriations Implementation Bill and continued in accordance with Specific Appropriation 2006 of the 2011 General Appropriations Act.

The proviso language for Specific Appropriation 2006 prohibited the use of state or federal funds by a regional workforce board “for any contract exceeding \$25,000 between a regional workforce board and a member of that board that has any relationship with the contracting vendor, unless the contract has been reviewed by the Agency for Workforce Innovation and Workforce Florida, Inc.” The proviso language was incorporated into and made a part of this policy.

The policy was modified in 2011 to prohibit a contract between the board and a board member or other person or entity who may benefit financially from a contract (as defined in paragraph I(g) below), providing four exemptions to the prohibition to allow the workforce boards to provide statutorily-mandated services.

The current modifications result from the Legislature’s adoption of Chapter 2012-29, Laws of Florida, requiring contracts under \$25,000 to be reported to Workforce Florida, Inc. and requiring that contracts with workforce board employees’ relatives be approved by a 2/3 vote and go through the review and approval process.

POLICY:

D) Definitions.

For the purposes of this policy, the following definitions apply:

- a) “Board” means one of Florida’s twenty-four regional workforce boards or Workforce Florida, Inc.
- b) “Contract” means a written agreement funded by state or federal funds, to which a regional workforce board or Workforce Florida, Inc. (“WFI”) is one of the parties. It includes the initial contract and all amendments, renewals or extensions. For purposes of this policy, “contract” includes the proposed contract. This term does not include:
 - i) retail purchases for which no written contract is executed;
 - ii) the purchase of utility services for use by a board;
 - iii) staff employment contracts (other than contracts with members of the board or relatives of board members); and
 - iv) membership fees and sponsorships to professional organizations.
- c) “Entire board” means the complete membership of the board at the time a contract is submitted to a vote. It includes the board member who has a relationship with the contracting vendor and who therefore must abstain on the vote on the contract. Membership of the board includes non-voting members.
- d) “Quorum” means that minimum number of members of the board required to be present in order for the board to transact business as established by the board’s bylaws (or, in the absence of bylaws, as has otherwise been established by the board.).
- e) “When a quorum has been established” means the contemporaneous meeting of a sufficient number of members to constitute a quorum, in person and/or through accepted electronic means.
- f) “has any relationship with the contracting vendor” means the member is an owner or a principal of the vendor, or a principal of the vendor has retained the member, or the parent organization or

subsidiary of a corporate principal of the vendor has retained the member or a member's known relative or member's business associate is an owner of the vendor. For purposes of this policy, vendor, contractor and subrecipient are the same.

- g) "benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relative or business associate or to a board employee or a board employee's relative and such benefit is not remote or speculative. "Personally benefit financially" means a special private financial gain to a member only.
- h) "Owner" means any ownership interest in a privately owned contracting entity or a majority interest in a publicly held contracting entity.
- i) "Principal of a contractor" means an owner or high level management employee with decision making authority.
- j) "Employee" means a person employed full-time by a regional workforce board working in a managerial or supervisory capacity or who has direct contract management or direct fiscal involvement with the contract being voted on by the board.
- k) "Relative" means father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. § 112.3143(1)(b), Fla. Stat.
- l) "Utility services" include telephone, cable, electricity, water, gas, waste and sewage services and other similar services.
- m) "federal, state or other governmental workforce programs" means Incumbent Worker Training (s. 445.003(3)(a)(3), F.S.), Quick Response Training (s. 288.047, F.S.), Employed Worker Training, On the Job Training, customized training and other One-Stop training provider services.

II) Prohibition Against A Board Contracting With Its Board Member

No workforce board (Workforce Florida, Inc. or a regional workforce board) shall enter into a contract with one of its own board members, with an organization represented by its own board member or with any entity where a board member has any relationship with the contracting vendor.

At a board's discretion, the following may be exempted from the above paragraph:

- a) A contract with an agency (as defined in s. 112.312(2), including, but not limited to, those statutorily required to be board members) when said agency is represented by a board member and said member does not personally benefit financially from such contracts;
- b) A contract with a board member or a vendor (when a board member has any relationship with the contracting vendor) when the contract relates to the member's appointment to the board under Pub. L. No. 105-220, ("Workforce Investment Act") Title I, s. 117(b)(2)(A)(vi) ["representatives of the one-stop partners];
- c) A contract with a member receiving a grant for workforce services under federal, state or other governmental workforce programs; and
- d) A contract between a board and a board member which is not exempted under paragraphs II(a), II(b) or II(c) where the board documents exceptional circumstances and/or need and the board member does not personally benefit financially from the contract. Based upon criteria developed by WFI, DEO shall review the board's documentation and assure compliance.

Each contract which is exempted from the general prohibition in paragraph II must meet the requirements set forth in paragraph III below, including, but not limited to, the requirements of the Workforce Investment Act of 1998 "conflict of interest" provisions. However, since the proviso language for Specific Appropriation 2006 requires WFI to perform the review and approval process pertaining to regional workforce board

contracts, WFI contracts shall not be subject those provisions of this policy pertaining to review and approval processes.

III) Requirements of Section 445.007.

A board must comply with all requirements of section 445.007 prior to contracting with a board member or other person or entity who could benefit financially from a contract (as defined in paragraph I(g) above). These requirements are:

- a) All contracts between the board and a board member or other person or entity who may benefit financially from a contract (as defined in paragraph I(g) above) must be approved by a two-thirds vote of the board when a quorum has been established and the approval of such contracts shall not be delegated to staff or committees.
- b) The fact that a board member or other person or entity could benefit financially from the contract (as defined in paragraph I(g) above) must be disclosed in the meeting, and made part of the minutes of the meeting before the vote is taken. The board member's absence from the meeting does not relieve the board from the disclosure and 2/3 vote requirements. All other known conflicts must be disclosed before the vote. If a board member or employee discovers a conflict of interest after the vote, then the conflict must be disclosed in a procedure consistent with s. 112.3143(4)(b). Board members who could benefit financially from the contract or who have any relationship with the contracting vendor (as defined in paragraph I(f) above) must abstain from voting on the contract. A board member's designee cannot vote in the place of a board member who is required to abstain.
- c) Board contracts equal to or greater than \$25,000 shall not be executed prior to the written approval of WFI.
- d) The board must submit all contracts equal to or greater than \$25,000 with board members or other persons or entities who could benefit financially from the contract to the Department of Economic Opportunity ("DEO") along with documentation, as specified by this policy, demonstrating compliance with section 445.007.
- e) A contract under \$25,000 between a regional workforce board and a member of that board or between a relative of a board member or of an employee of the board is not required to have the prior approval of Workforce Florida, Inc. but must be approved by a two-thirds vote of the board, a quorum having been established, after full disclosure with the member's abstention and must be reported to DEO and WFI within 30 days after approval.
- f) Contracts with a board member or other persons or entities who could benefit financially from the contract (as defined in paragraph I(g) above) in which the board is receiving monies or other compensation (such as a board member paying rent to the board or paying for board services) are exempt from this policy.
- g) The term "contract" includes the initial contract and all amendments, renewals, or extensions. Renewals or extensions of contracts with a board member or persons or entities who could benefit financially from the contract must be approved under the same procedure as if the renewal or extension were an original contract. Any amendments to a contract which could benefit financially a board member or another person or entity (as defined in paragraph I(g) above) must be approved under the same procedure as if the amendment were an original contract. Any amendments which do not benefit financially a board member or other person or entity (as defined in paragraph I(g) above) may be approved by a regular majority vote where there is a quorum according to board rules and/or bylaws.

- h) All other requirements of section 445.007(1) must be met. For example, a board member must continue to disclose any conflict of interest in a manner that is consistent with the procedures outlined in s. 112.3143.
- i) In order to comply with the requirements of section 445.007, a board's policy shall advise and require board employees to disclose known conflicts of interest and notify the board of any contracts which may benefit them personally or their relatives. In order to comply with the requirements of section 445.007, a board's policy shall advise and require all parties to a contract to disclose all known conflicts of interest and notify the board of all board members or other persons or entities known to benefit financially from the contract (as defined in paragraph I(g) above).
- j) A contract which is initially subject to the requirements of s. 445.007 due to a board member's, an employee's, an employee's relative's or another person's or an entity's conflicts of interest at the time of approving the contract is not subject to these procedures after the departure of the member from the board membership, the departure of the employee from the board's employ or other actions has removed the conflicts of interest.
- k) The above requirements do not eliminate or diminish the board's obligations to comply with section 117(g) of the Workforce Investment Act of 1998 (Public Law 105-220) ("WIA") "Conflict of Interest" procedures.

IV) Review criteria.

Contracts equal to or greater than \$25,000 with a board member or other person or entity who could benefit financially from the contract (as defined in paragraph I(g) above) must be reviewed by DEO to ensure that these requirements have been met:

- a) The contract met one or more of the exemptions to the prohibition under Paragraph II;
- b) The board approved the contract with a two-thirds vote of the board after a quorum had been established;
- c) Board members who could benefit financially from the contract or board members who have any relationship with the contracting vendor disclosed any such conflicts prior to the board vote on the contract; and
- d) Board members who could benefit financially from the contract or board members who have any relationship with the contracting vendor abstained from voting.

V) Required Documentation.

For each contract equal to or greater than \$25,000, the board must electronically submit after the board's approval of the contract a completed contract information form certified by the board chair as correct and true to workforcecontract.review@deo.myflorida.com containing the following information:

- a) Identification of all parties to the contract.
- b) Description of goods and services to be procured.
- c) Value of the contract, contract renewal or contract extension.
- d) Contract term.
- e) Contract number or identifying information, if any.
- f) Identification of board member or employee whose conflict of interest required the board's approval of the contract by 2/3 vote.
- g) The nature of the conflict of interest in the contract.

- h) A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting and for those in attendance, the affirmative and negative votes and abstentions for each member.
- i) Dated and executed conflict of interest forms, which are consistent with the procedures outlined in s. 112.3143, submitted at or before the board meeting, for board members who have any relationship with the contracting vendor (as defined in paragraph I(f) above).
- j) Other information as specified on the contract information form.

DEO and WFI will review this documentation to ensure compliance with the statutory requirements listed in paragraph III above. Failure to timely provide all required documentation or failure to complete the form shall result in immediate disapproval of the contract and require resubmission of documentation and form. DEO will electronically submit in writing to WFI, within five (5) business days of receiving all of the required documentation, its recommendation whether the statutory requirements were met. WFI will then electronically transmit, in writing within three (3) business days after receipt of the DEO's written recommendation, its approval or disapproval. The board may not execute the contract until WFI approves the contract.

VI) Request for Review When Contract Approval Is Denied.

A party to the contract may request a review of WFI's disapproval of a contract. Strict compliance with the following procedures is required.

- k) The request for review must be in writing, state specific grounds for review, and provide all information required for review of the stated grounds. Failure to state specific grounds may be cause for denial of the request without further review.
- l) The request for review must be received by WFI not later than ten (10) calendar days from the date of WFI's denial and may be submitted electronically to JBarber@careersourceflorida.com or by any other means of delivery, i.e. mail service, hand delivery or facsimile. Any request for review that is not received by WFI within this timeframe will be rejected without further consideration.
- m) Within seven (7) calendar days of receipt, the WFI President or designee will issue a final decision on the request for review. The Chair of Workforce Florida or its Board of Directors may direct the President to present such reviews to the Executive Committee. No review under this policy will be presented to the WFI Board of Directors unless, at the discretion of the Chair, such full board review is deemed to be necessary.

VII) Effective Dates of Policy

- a) These modifications shall be in effect upon WFI's adoption at its May 24, 2012 Board of Directors meeting.

CONTRACT INFORMATION FORM

Attachment 1

This form is to seek approval of a contract valued at \$25,000 or more involving a conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, _____, hereby certify the following information regarding a contract that came before the _____ (Regional Workforce Board).

a. Identification of all parties to the contract: _____

b. Description of goods and services to be procured: _____

c. Value of the contract/renewal/extension: _____

d. Contract term: _____

e. Contract number or other identifying information, if any: _____

f. Identification of board member or employee whose conflict of interest required the board's approval of the contract by 2/3 vote.

g. The nature of the conflicting interest in the contract: _____

h. The board member with the conflict of interest was/was not present when the board voted to approve the contract.

i. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting and for those in attendance, the affirmative and negative votes and abstentions for each member.

j. Dated and executed conflict of interest forms, which are consistent with the procedures outlined in s. 112.3143, submitted at or before the board meeting, for board members who have any relationship with the contracting vendor (as defined in paragraph I(f) of the Workforce Florida, Inc. contracting policy.)

I certify that the information above is true and correct.

Date filed

Signature of Board Chair*
or designee of the Board

* Must be certified and attested to by the Board Chair or designee of the Board.

**DISCLOSURE OF BOARD MEMBER'S OR EMPLOYEE'S
CONFLICT OF INTEREST IN THE CONTRACT**

I, _____, am a board member / an employee of the board (circle one). I hereby disclose that:

I could benefit financially from the following contract (provide name of parties to contract and description of the contract):

I could benefit financially from the contract in the following manner:

“Benefit financially from a contract” means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member’s relative or business associate or to a board employee and such benefit is not remote or speculative.

Date filed

Signature of Board Member/Employee

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD’S VOTING TO APPROVE THE CONTRACT; BOARD MEMBERS WHO BENEFIT FINANCIALLY OR WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM THE VOTE, AND THE CONTRACT MUST BE APPROVED BY A 2/3 VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERCEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLA. STAT. OR SECTION 117(g), WIA.

CONTRACTOR DISCLOSURE AND CERTIFICATION

For purposes of the contract between SSWIB (Regional Workforce Board) and CMC ENTERPRISE INCORP (contractor), the following disclosure is made:

The principals* and owners** of the contracting entity:

have no relative who is a member of the board;

have a relative who is a member of the board, whose name is _____

There is is not (circle one) a principal or owner who is a member of the board. If applicable, the principal's or owner's name is _____

There is is not (circle one) a principal or owner who is an employee of the board. If applicable, the principal's or owner's name is _____

* "Principal" means an owner or high level management employee with decision-making authority.

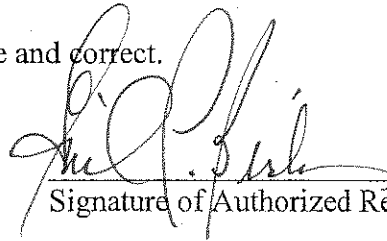
** "Owner" means a person having any ownership interest in the contractor.

I hereby certify that the information above is true and correct.

Date filed

6/22/14

Signature of Authorized Representative



Printed Name

MARK P. BIRKS

Title

PRESIDENT/CEO

Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104(g))
2 CFR § 175.15, Award Term

I. Trafficking in persons.

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, sub-recipients under this award, and sub-recipients' employees may not--
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or sub-awards under the award.
2. The Department of Labor, Federal awarding agency, may unilaterally terminate this award, without penalty, if you or a sub-recipient that is a private entity--
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either--
 - A. Associated with performance under this award; or
 - B. Imputed to you or the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 2 CFR part 376.

b. Provisions applicable to a recipient other than a private entity. The Department of Labor may unilaterally terminate this award, without penalty, if a sub-recipient that is a private entity--

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either--
 - i. Associated with performance under this award; or
 - ii. Imputed to the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 2 CFR part 376.

c. Provisions applicable to any recipient.

1. You must inform the Department of Labor immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally, which is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to the Department of Labor under this award.
3. You must include the requirements of paragraph a.1 of this award term in any sub-award you make to a private entity.

d. Definitions. For purposes of this award term:

1. "Employee" means either:
 - i. An individual employed by you or a sub-recipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subsection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR § 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than on included in the definition of Indian tribe at 2 CFR § 175.25(b).
 - B. A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

ASSURANCES AND CERTIFICATIONS

The South Florida Workforce Investment Board (SFWIB) will not award funds where the Contractor has failed to accept the **ASSURANCES AND CERTIFICATIONS** contained in this section. In performing its responsibilities under this agreement, the Contractor hereby certifies and assures that it will fully comply with the following:

- A. Certification Regarding Debarment, Suspension and Other Responsibility Matters (29 CFR Part 98)
- B. Certification Regarding Lobbying (29 CFR Part 93)
- C. Certification Regarding Drug-Free Workplace Requirements (29 CFR Part 94)
- D. Non-discrimination and Equal Opportunity Assurances (29 CFR Part 37)
- E. Certification Regarding Public Entity Crimes (section 287.133, Florida Statutes)
- F. Sarbanes-Oxley Act of 2002
- G. Association of Community Organizations for Reform Now (ACORN) Funding Restrictions Assurance (Pub. L. 111-117)
- H. Scrutinized Companies Lists Certification (section 287.135, Florida Statutes)
- I. Discriminatory Vendors (section 287.134, Florida Statutes)

By signing the agreement, the Contractor is providing the above assurances and certifications as detailed below:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION

As required by the regulation implementing Executive Orders No. 12549 and 12689, Debarment and Suspension, 29 CFR 98, the Contractor certifies to the best of the Contractor's knowledge and belief, to the following:

1. The Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department, agency or subcontractor;
2. The Contractor has not, within a three-year period preceding this application/proposal/contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or Agreement under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. The Contractor is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph A.2 of this certification; and
4. The Contractor has not, within three-year period preceding this application/proposal/contract, had one or more public transactions (federal, state, or local) terminated for cause or default.

The Contractor shall comply with the language of the certification with regards to the Contractor's subcontractors. The Contractor shall ensure and require the same certification from its subcontractor(s), which shall be forwarded to the SFWIB along with the request to subcontract as required by this solicitation/Contract.

Where the Contractor is unable to certify to any of the statements in this certification, such Contractor shall submit an explanation to the SFWIB attached to this form.

B. CERTIFICATION REGARDING LOBBYING

The Contractor certifies, to the best of the Contractor's knowledge and belief, 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 a Contractor, 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 Contractor shall require that the language of this certification be included in the award documents for "all" sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose the same 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 the Byrd Anti-Lobbying Amendment section 1352, Title 31, U.S. Code. 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.

C. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Contractor assures and guarantees that the Contractor shall comply with the federal Drug Free Workplace Act of 1988, its implementing regulations codified at 29 CFR 94, subpart F, and the Drug-Free Workplace Rules established by the Florida Worker's Compensation Commission.

D. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES

As a condition of the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, gender identity, gender expression or sex stereotyping (except as otherwise permitted under title IV of the Education Amendments of 1972), national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I - financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as amended, which prohibits discrimination against qualified individuals on the basis of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
4. Title IX of the Education Amendments of 1972, (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
5. The Age Discrimination Act of 1975, (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;
6. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
7. Titles I (42 U.S.C. 12111 et seq.), II (42 U.S.C. 12131 et seq.) and III (42 U.S.C. 12181 et seq.) of the Americans with Disabilities Act of 1990, as amended, which prohibit discrimination on the basis of disability, respectively, by: (a) private employers, state and local governments, employment agencies and labor unions that employ 15 or more employees; (b) state and local government entities ("public entities") and requires public entities to provide persons with disabilities an equal opportunity to benefit from their programs, services and activities; and (3) places of public accommodations and

mandates that places of public accommodations and commercial facilities be designed, constructed, and altered in compliance with specific accessibility standards;

8. Executive Order (EO) No. 11246, "Equal Employment Opportunity" as amended by EO No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor"; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;
9. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
10. Chapter 11A of the Code of Miami-Dade County, Florida, which prohibits discrimination in employment on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression or sexual orientation.

The Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I and TANF - financially assisted program or activity and to all agreements the Contractor makes to carry out the WIOA Title I and TANF - financially assisted program or activity. The Contractor understands the United States has the right to seek judicial enforcement of this assurance.

E. CERTIFICATION REGARDING PUBLIC ENTITY CRIMES, SECTION 287.133, FLORIDA STATUTES

The Contractor hereby certifies that neither the Contractor, nor any person or affiliate of the Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list.

The Contractor understands and agrees that the Contractor is required to inform the SFWIB immediately upon any change in circumstances regarding this status.

F. SARBANES-OXLEY ACT OF 2002

It is the policy of the SFWIB to comply with the requirements of the Sarbanes-Oxley Act of 2002, sections 1102 and 1107, set forth by the Act, the United States Code Title 18, sections 1512 and 1513, as amended, and the requirements of the Workforce Board. By signing below, the Contractor assures that the Contractor will comply with the Sarbanes-Oxley Act provisions as set forth below:

Provisions of the Act -- Title XI -- Corporate Fraud Accountability

Section 1102 -- Tampering with a record or otherwise impeding an official proceeding -- "Whoever corruptly: 1) alters, destroys, mutilates, or conceals a record, document or other object, or attempts to do so, with the intent to impair the object's integrity or availability for use in an official proceeding 2) otherwise obstructs, influences, or impedes any official proceeding, or attempts to do so, shall be fined under this title or imprisoned not more than 20 years, or both".

Section 1107 -- Retaliation against Informants -- "Whoever knowingly, with the intent to retaliate, takes any action harmful to any person, including interference with the lawful employment or livelihood of any person, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any federal offense, shall be fined under this title or imprisoned not more than 10 years, or both".

G. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE (PUB. L. 111-117)

As a condition of a contract, the Contractor assures that the Contractor will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act, 2010, Division E, section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

H. SCRUTINIZED COMPANIES LISTS CERTIFICATION, SECTION 287.135, FLORIDA STATUTES

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified in the section entitled "Contractor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

I. DISCRIMINATORY VENDORS, ECTION 287.134, FLORIDA STATUTES

The Contractor shall disclose to the SFWIB if the Contractor appears on the discriminatory vendor list. An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, Florida Statutes may not:

- (a) Submit a bid on a contract to provide any goods or services to a public entity;
- (b) Submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- (c) Submit bids on leases of real property to a public entity; or
- (d) Be awarded or perform as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or transact business with any public entity.

BY SIGNING BELOW, THE CONTRACTOR CERTIFIES AND ASSURES THAT THE CONTRACTOR WILL FULLY COMPLY WITH THE APPLICABLE ASSURANCE OUTLINED IN PARTS A THROUGH I, ABOVE.

CMA ENTERPRISES INCORPORATED
Contractor Name

ERIC P. BIRKS, PRESIDENT/CEO
*Name and Title of Authorized Representative

[Signature]
Signature of Authorized Representative

6/22/17
Date

*The signatory should be fully and duly authorized to execute agreements on behalf of the Contractor named above.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

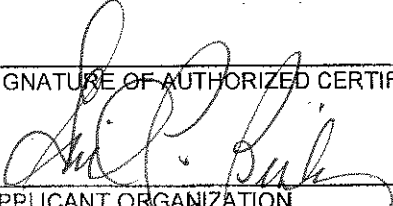
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-546) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President/CEO
APPLICANT ORGANIZATION CMP Enterprise Incorporated	DATE SUBMITTED 6/22/17

CODE OF BUSINESS ETHICS AFFIDAVIT

Code of Miami-Dade County Section 2-8.1(i)

I, being duly sworn, hereby state and certify that this firm has adopted a Code of Business Ethics that is fully compliant with the requirements of Section 2-8.1(i) of the Code of Miami-Dade County as amended. I further acknowledge that failure to comply with the adopted Code of Business Ethics shall render any contract with Miami-Dade County voidable, and subject this firm to debarment from County work pursuant to Section 10-38(h)(2) of the Code of Miami-Dade County as amended. I further acknowledge that failure to submit this affidavit shall render this firm ineligible for contract award.

By: [Signature] 6/23/ 20 17
 Signature of Affiant Date

GAIL T. BIRKS, PRESIDENT 615-01210161516101
 Printed Name of Affiant and Title Federal Employer Identification Number

CMA ENTERPRISE INCORPORATED
 Printed Name of Firm

207 LAUREL OAK LANE STE B DAVIS FL 33125
 Address of Firm

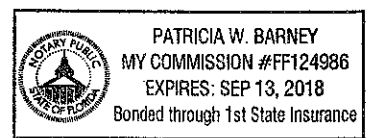
SUBSCRIBED AND SWORN TO (or affirmed) before me this 23 day of June, 20 17
FL DL

He/She is personally known to me or has presented 13620280607870 as identification.
 Type of identification

[Signature] FF124986
 Signature of Notary Serial Number

Patricia W. Barney 9-13-2018
 Print or Stamp Name of Notary Expiration Date

Notary Public – State of FL.



Notary Seal

FLORIDA CLEAN INDOOR AIR ACT

The purpose of the **Florida Clean Indoor Air Act (FCIAA)** is to protect people from the health hazards of second hand tobacco smoke and to implement the Florida Health initiative in section 20, Article X of the State Constitution. However, the intent of this legislation is not to inhibit, or otherwise obstruct, medical or scientific research or smoking-cessation programs approved by the Department of Health.

FCIAA Provisions

- ❖ **Prohibition** – A person may not smoke in an enclosed indoor workplace, except as specified below (s.386.204, F.S.).

Enclosed, indoor workplace means – Any place where one or more persons engages in work, and which place is predominantly or totally bounded on all sides and above by physical barriers, regardless of whether such barriers consist of or includes, without limitation, uncovered openings; screened or otherwise partially covered openings; or open or closed windows, jalousies, doors, or the like.

The Department of Health considers enclosed indoor workplace to include, but not limited to the following:

- ◆ Public and private workplaces
 - ◆ Restaurants
 - ◆ Bowling centers
 - ◆ Private country clubs
 - ◆ Hotels/motels (excluding guest rooms)
 - ◆ Beauty/barber salons
 - ◆ Libraries
 - ◆ Auditoriums/theaters
 - ◆ Nursing homes/health care facilities
 - ◆ Educational facilities (private or public)
- ❖ **Penalties** – Any person who violates s. 386.204, F.S., commits a non-criminal violation as defined in s. 775.08(3), F.S., punishable by a fine of not more than \$100 for the first violation and not more than \$500 for each subsequent violation. Jurisdiction shall be with the appropriate county court (s. 386.208, F.S.).
 - ❖ **Specific exceptions** – Smoking is permitted in the following indoor locations (s.386.2045, F.S.):
 - ◆ Customs Smoking Room – s. 386.205, F.S.
 - ◆ Private Residence – as defined in s. 386.203(1), F.S.
 - ◆ Stand-Alone Bar – as defined in s. 386.203(11), F.S.
 - ◆ Retail Tobacco Store – as defined in s. 386.203(8), F.S.
 - ◆ Designated Smoking Guest Rooms at Public Lodging Establishments – as defined in s. 386.203(4), F.S.
 - ◆ Smoking Cessation Program, Medical or Scientific Research – s. 386.204(5), F.S.
 - ◆ Membership Association – as defined in s. 386.203(13), F.S., and provided that noncommercial activities are performed by members of the membership association.

Key Points of the Law

- ❖ **Posting of signs; requiring policies** – The person in charge of an enclosed indoor workplace that prior to adoption of s.20, Art. X, Florida Constitution was required to post signs stating that smoking was permitted. Until July 1, 2005, must continue to post signs stating that smoking is NOT permitted in the enclosed indoor workplace (s. 386.206, F.S.).
 - ◆ The proprietor or other person in charge of an enclosed indoor workplace must develop and implement a policy regarding smoking prohibitions.

The following places are required to post signs if smoking is permitted:

 - ◆ A licensed stand-alone bar (at entrance),
 - ◆ A customs smoking room (airport in-transit lounge),
 - ◆ A smoking cessation program where tobacco smoking is an integral part of the cessation program approved by the Department of Health, and
 - ◆ Where scientific or medical research is being conducted and tobacco smoking is an integral part of the research.
- ❖ **Public announcement in mass transportation terminals** – Terminals of public transportation carries located in standard metropolitan statistical areas with populations over 230,000 are required to announce over public address systems every 30 minutes, in appropriate languages, that Florida is a clean indoor air state and that smoking is not allowed except in a customs smoking room in an in-transit lounge (s. 386.211, F.S.).
- ❖ **Smoking prohibiting near school property; penalty** – Smoking is prohibited for any person under 18 years of age in, on, or within 1,000 feet of the real property comprising a public or private elementary, middle, or secondary school. The law provides for penalties (s. 386.212, F.S.).

Administration & Enforcement

The Department of Health shall enforce the FCIAA in workplaces not regulated by the Department of Business and Professional Regulation.

Enterprise Incorporated
Respondent

PAUL P. BIRKS, PRESIDENT/CEO
Name and Title of Certifying Representative

Paul P. Birks
Signature of Certifying Representative

6/22/14
Date

**STATEMENT OF WORK
CMA ENTERPRISE INCORPORATED
LICENSED DISPUTE RESOLUTION EXPERT (MEDIATOR OR ARBITRATOR)**

I. Introduction

The Florida Department of Economic Opportunity's (DEO) regulations mandate that complaint/grievance and hearing procedures be in place for complaints under the Welfare Transition, Workforce Innovation and Opportunity Act and/or Wagner-Peyser Programs.

Participants/customers/applicants have the right to file a complaint or grievance if they believe that they have been treated unfairly in connection with any workforce program overseen by the South Florida Workforce Investment Board ("SFWIB") d/b/a CareerSource South Florida (CSSF).

The Contractor does hereby agree to provide Licensed Dispute Resolution Expert (Mediator or Arbitrator) services for the SFWIB as described below, in compliance with the conditions herein stated.

II. Services to be rendered

The Contractor shall, upon the request of the SFWIB, perform Licensed Dispute Resolution Expert (Mediator or Arbitrator) services for the SFWIB as set forth below:

- A. The Contractor shall serve as the Hearing Officer for the SFWIB and, to ensure objectivity, shall provide grievance resolution services as an independent agent.
- B. The Contractor shall adjudicate a single or multiple formal grievances filed by a workforce customer(s) in accordance with the SFWIB's **Grievance Procedures, Attachment 1A**.
- C. The Contractor shall conduct the hearings informally, and will render a written decision to the grievant and the SFWIB's Equal Opportunity Officer (EOO) within ten (10) calendar days from the date of the hearing based on the facts and evidence as presented.
- D. The Contractor shall provide the grievant with a neutral venue to present arguments and evidence.
- E. The Contractor shall have the right to dismiss the grievance if the grievant or his/her representative fails to appear for the hearing without good cause.
- F. The Contractor shall decide on the admissibility of testimony or evidence in accordance with the Florida Rules of Civil Procedures.
- G. The Contractor shall render a decision based on fact or law of the arguments and evidence presented.
- H. The Contractor shall issue a written decision to the grievant and the SFWIB's EOO within ten (10) days from the date the formal hearing is held, and not to exceed sixty (60) days from which the formal hearing request was received by the SFWIB's Customer Service Unit.
- I. The Contractor shall apply Rule 60BB-1.005, Florida Administrative Code, the SFWIB's Grievance Policies and Procedures and 20 Code of Federal Regulations section 652.9 in adjudicating the grievance.

III. Definition

The terms customer, applicant, participant, or interested party refers to the person who has sought access to any workforce program overseen by the SFWIB.

IV. Request for Services:

All services request will be made by the SFWIB on an as-needed basis.



CareerSource South Florida Grievance Procedures and Statewide Discrimination-Complaint Processing Information

Introduction to Complaints and Grievances

In accordance with 20 CFR 667.600, each local area, state and direct recipient of funds under Title I of WIA must establish and maintain a procedure for grievances and complaints. The Department of Economic Opportunity (DEO) is responsible for implementing policy in the areas of workforce development, welfare transition, unemployment compensation, labor market information, early learning and school readiness. The Florida Administrative Code, Chapter 60BB-1, mandates that grievance and hearing procedures be in place for grievances under the Welfare Transition (WT), Workforce Investment Act (WIA), the Trade Adjustment Assistance (TAA) Program, Supplemental Nutrition Assistance Program (SNAP) Program and/or Wagner-Peyser (WP), which allege a violation of participants' rights.

As a customer/applicant/participant/interested party you have the right to file a grievance or discrimination complaint if you feel you have been treated unfairly in connection with any workforce program overseen by CSSF. You are being given a copy of these Grievance Procedures and informed how to obtain a copy of the Statewide Discrimination Complaint Processing Procedures. You are also asked to sign an Acknowledgement of Receipt of the Grievance Procedures (Attachment 2)

Please note that the term "grievance" and these procedures do not apply in cases involving possible discrimination. For a description of the procedures that apply to discrimination complaints, see Section VI, below.

PROCEDURES

The CareerSource South Florida's Grievance Procedures shall be made readily and visibly available at the front desk of each Center for all customers visiting the Center.

CSSF serves as the administrative and fiscal entity for the WIA, TAA, SNAP and WT programs. If you have a grievance arising out of a program provided by a CSSF service partner, CSSF will try to resolve the matter informally. If the matter cannot be resolved, the following procedures have been adopted to provide you with a mechanism to address your grievance. The **FIRST** step is to try to settle your grievance with your Career Advisor, Counselor or their immediate supervisor(s). If you are not satisfied with the results, you may contact the Customer Service Unit at (305) 594-7615 (voice) or (305) 470-5529 TTY/TDD.

This section provides standard procedures for the filing and processing of grievances against an employee, policy, WT, SNAP, TAA or the WIA Title I program administered by the CSSF. It is the responsibility of all WT, TAA and/or WIA Title I Program Partners and Service Partners to establish a climate in which an employee's, job seeker's, customers, applicants or interested party's problem may be promptly presented, discussed and given fair and timely consideration. These procedures provide for prompt and equitable resolution of such grievances. The confidentiality of the grievance and any actions resulting from it are to be safeguarded.

I. Grievances Covered by These Procedures

A. These procedures cover the CSSF applicants/customers/participants/interested parties listed below:

1. Job Seekers who have been denied access to a WIA intensive or training service for reasons other than unlawful discrimination.
2. WT Program participants who have been denied an education, training or support service, or whose request for same has been delayed, or whose education, training or support service has been changed, reduced, or terminated, for reasons other than unlawful discrimination. WT Program participants whose request for an extension or deferral or hardship exemption from the time limits prescribed by law has been denied for reasons other than unlawful discrimination.
3. Refugee Employment & Training Program (RETP) participants who have been denied an education, support training or employment opportunity for reasons other than unlawful discrimination.
4. SNAP support service recipients who have been denied their reimbursement for support services for reasons other than unlawful discrimination.
5. Any interested party adversely affected by a decision or action by the CSSF System, including decisions by Service Partners, in connection with the WT, TAA or the WIA Title I program administered by CSSF, for reasons other than unlawful discrimination.

CSSF provides job seekers with access to programs and services operated and administered by other State, local agencies and organizations. If you have a grievance about the programs or services of one of the co-located partners (such as DEO, Department of Children & Families, Job Corps, Unemployment Compensation, Veterans, etc.), you may need to process your grievance in accordance with the rules and procedures in place for that organization or entity. You should approach the manager for the partner program against which you would like to lodge a grievance or ask your Career Advisor to identify the correct program partner.

B. You may file a grievance if:

1. You have a grievance regarding the programs operated by CSSF if you feel your rights have been violated or you believe you have been adversely affected with regard to a program operated by CSSF for reasons other than unlawful discrimination.
2. You are registered or enrolled in a program under the WIA or WT and have asked for a program service or benefit and have been denied the service or benefit in whole or in part, whether by written denial notice or not, for reasons other than unlawful discrimination.
3. You are an On the Job Training, Paid Work Experience (PWE), Customized Training, or other Training Partner (pursuant to WIA Title I or the TAA) customer whose eligibility has been wrongfully denied or terminated by a Center Operator for reasons other than unlawful discrimination.
4. You are a participant (pursuant to WIA Title I or the TAA) and have been sanctioned for use of a controlled substance for reasons other than unlawful discrimination.
5. You are a regular employee or a WIA, TAA, WT or SNAP program participant who has been displaced by a WIA, TAA, WT or SNAP program participant for reasons other than unlawful discrimination.

6. You are a Center partner or service partner under WIA, TAA, WT and you have been adversely affected by the CSSF Center system for reasons other than unlawful discrimination.
7. You are a WT participant who has been wrongfully sanctioned for non-compliance with work activities for reasons other than unlawful discrimination.
8. Whenever CSSF, or a service partner CSSF oversees, makes a decision that affects your support services, education, training, or work activity assignment, you may grieve the decision through the informal and/or formal processes outlined below.

II. Grievances Not Covered by These Procedures

A. The WIA, TAA, SNAP and WT programs are not entitlement programs. This means that even if you fit the description of individuals who may be eligible to receive services under those programs you still may be denied access to the program or denied a specific service allowable under the program rules. This is not considered a violation of the law. This may happen because:

1. The Region may not have sufficient funds to enroll you or any other participant into a program or provide you or any other participant with a service at the time that you apply or need the service. If a freeze in funding for the program or service at issue is imposed by the Regional Board, the State of Florida or the Federal government, there would be no grounds upon which to file a formal grievance. You may obtain a copy of the applicable local, state or federal action freezing such funds upon request.
2. Local areas have the flexibility to decide the types and mix of services to offer in their localities. These decisions are made locally by the governing boards for CSSF. The governing boards for the CSSF may have decided not to offer a particular benefit or service. In such instances there would be no grounds upon which to file a formal grievance. You may obtain a copy of the applicable policy upon request.
3. Under the WIA there are eligibility requirements and prioritization criteria. Individuals who are seeking services, but who do not meet the eligibility or prioritization criteria, cannot be served with these funds. The priority criteria can be provided to you upon request. If you do not dispute the fact that you do not meet the eligibility or prioritization criteria, you do not have grounds for a formal grievance. If you wish to show that you do meet the applicable criteria, you may file a formal grievance.
4. Local Workforce Boards have the flexibility to impose requirements or to develop policies and procedures applicable to the programs and services. A policy that has been adopted may restrict access to a program or service or may limit the availability of the program or service. In such instances, there would be no grounds upon which to file a formal grievance. You may obtain a copy of the applicable policy upon request.

Note: If you are denied services for one of these enumerated reasons, you may still follow the informal grievance procedures prescribed, but may not be entitled to a hearing before a Hearing Officer.

B. 20 CFR 667.630 describes the process for reporting complaints and/or reports of criminal fraud and abuse. Complaints/reports must be reported immediately to the USDOL (U.S. Department of Labor) Office of Inspector General, Office of Investigations, Room S5514, 200 Constitution Avenue NW, Washington, D. C. 20210.

The complaints or report may also be mailed to:

USDOL South East Regional Inspector General for Investigations, Office of Investigations, Sam Nunn Atlanta Federal Center, 61 Forsyth Street, SW, Suite 6T1, Atlanta, Georgia 30303 with a copy simultaneously provided to the Employment and Training Administration.

Reports or complaints alleging criminal fraud and abuse may also be reported through USDOL's Hotline at 1-800-347-3756 (voice) or 800-877-8339 (Federal Relay Service -- for TTY/TDD).

- C. If you are a Welfare Transition participant and your TANF cash assistance eligibility or cash benefit of food stamps or Medicaid has been reduced or terminated, and you disagree with the action taken against you, but do not believe the action was taken for reasons of unlawful discrimination, you must file a grievance with the local Department of Children and Families Office. Your Case Manager can help to direct you to the right agency and can supply you with the address and phone number.
- D. If you are a SNAP participant and your food stamp eligibility or benefit entitlement has been reduced or terminated, and you disagree with the action taken against you, but do not believe the action was taken for reasons of unlawful discrimination, you may file a grievance with the local Department of Children and Family Services. Your Case Manager can help to direct you to the right agency and can supply you with the address and phone number.
- E. If you have been adversely affected by a decision or action made by the DEO or a State administrative entity as a result of your participation in WT Program, or the WIA Title I program administered by the CSSF, but do not believe the decision or action was taken for reasons of unlawful discrimination, you must file your grievance at the State level. If you file your grievance with CSSF, the agency will forward your grievance to the appropriate entity for action. The entity shall have sixty (60) days to handle the grievance. The sixty (60) day time period will begin to run upon receipt of the grievance.
- F. If you are a WT Program participant and you have a grievance related to service delivery of TANF-funded work activities, Alternate Plan Requirements, support services, diversion programs and other workforce functions provided under WIA, but do not believe the action was taken for reasons of unlawful discrimination, you must file your grievance with DEO.
- G. CSSF does not hear complaints related to discrimination, and health and safety. For information on what to do if you believe you have a complaint in relation to discrimination, and/or health and safety, please refer Article VII below.

III. Informal Resolution Procedures

- A. This is generally the most expedient way to obtain a remedy. It is recommended that you attempt to resolve your grievance informally, first. The informal process is composed of four (4) steps. However, if at any time during this process, you believe that you have not attained a satisfactory remedy, then you may request a formal hearing.
- B. If you are a participant and want to pursue the informal grievance process, then proceed as follows:
 - 1. Address the issue with your Case/Career Manager.
 - 2. If the problem is not resolved, you may request a meeting with the Lead Case Manager. The Lead Case Manager must meet with you within twenty-four (24) hours or the next business day, if there is an intervening weekend or holiday.

CareerSource South Florida is an equal opportunity employer / program. Auxiliary aids & services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

3. If the meeting with the Lead Case Manager does not result in a satisfactory remedy, you may request a meeting with the Center Manager. This meeting will be set or held within three (3) working days of the receipt of your request to meet with the Center Manager. The Lead Case Manager will schedule this meeting.
 4. If the issue is still not resolved, or if you wish to skip Steps 1, 2 and 3, then you may proceed to file a request to meet with a representative from the CSSF's Customer Service Unit by completing the Written Grievance Form.
- C. In order to file a written request for an Informal Resolution Meeting Form, please complete the **Written Grievance Form, Attachment 1**. Be sure to complete as much of the information requested, including the contact information so that you can be reached to set up the meeting. The form can also be obtained from the CareerSource South Florida's Executive Offices at 7300 Corporate Center Drive, Suite 500, Miami, Florida 33126-1234 or at any of the Centers in Miami-Dade and Monroe counties listed at the CareerSource South Florida website at www.careersourcesfl.com or you may use a plain sheet of 8 ½ x 11 letter size paper and include as much of the information listed below as you possibly can:
1. All grievances must be put in writing.
 2. All grievances should be signed and dated.
 3. All grievances should include your name, a contact address, and a contact telephone number.
 4. The request submitted should be signed by the person filing the grievance or his/her representative and should be an original if possible. If you are faxing your grievance, make sure to mail the original within five (5) days of the fax.
 5. All grievances should include a statement regarding the law you think was violated and/or the reason you think you are entitled to the service or benefit which has been denied, delayed, reduced, changed, or terminated.
 6. Your grievance should state the remedy you are seeking.
 7. Grievances should be no longer than five (5) pages, not including any exhibits or attachments you want the Hearing Officer to review.
 8. If you have a disability which requires an accommodation, or if you are a non-English speaker and require an interpreter, include a statement in writing of the accommodation needed, along with the grievance. CSSF will attempt to make the reasonable accommodations.

You may hand deliver the Written Grievance Form, fax or mail it to:

CareerSource South Florida
Attn: Customer Service Unit
7300 Corporate Center Drive, Suite 500
Miami, FL 33126-1234
Fax: (305) 470-5519

Note: Please do not phone-in your request. All Formal Grievances must be submitted in writing. A decision must be made within sixty (60) days of the filing of your Written Grievance.

An Informal meeting with the Customer Service Unit will be set or held three (3) business days from the time of receipt of the Written Grievance Form, or if the agency is unable to contact you, three (3) business days from the date you are located.

If the issue(s) are resolved during any stage of the informal meeting with the Customer Service Unit, a written agreement will be generated and everyone will be asked to sign it. This will formally bring closure to your grievance.

IV. Formal Grievance Procedures

If the problem is not resolved through the informal meetings with the Customer Service Unit and you still want to pursue your grievance, you will be asked to sign a request for a formal hearing by the Customer Service Unit.

A. When you sign a request for formal hearing:

1. The Customer Service Unit will immediately date stamp the signed formal-hearing request form, and forward it to CSSF's Equal Opportunity Officer (EOO). The EOO proceeds to select a Hearing Officer, schedule the date and time of the formal hearing proceedings, and notify all pertinent parties via a written notice.
2. You and your representative, if you have one, will be sent a written notification informing you of your hearing date, as well as the time and location of the hearing. The hearing will be held at the CSSF Executive Offices unless you request, in writing, that the hearing be held at your Center.
3. A written decision will be issued within thirty-five (35) days of the date the request for hearing is received by the Hearings Officer.
4. The notice of hearing will be sent by certified mail, return receipt, at least fifteen (15) calendar days prior to the date of the hearing.
5. If you are participating in a program at the time of the filing of your grievance, your receipt of services will not be affected by the filing of a grievance.

B. Your notice will advise you of the following:

1. The date, time and place of the hearing and instructions as to how you may request needed accommodations, including an interpreter, at no cost to you;
2. The pertinent sections of the WIA, TAA, WT or SNAP or any other federal regulations, program law, rule, or policies involved;
3. Your right to present witnesses and to ask that the staff, your counselor, case manager and/ or the supervisor or other CSSF's contractor or staff whom you would like to question or whose testimony you would like the hearing officer to listen to appear at the hearing. CSSF will do its best to assure that the contractor or staff whom you request be present at the hearing appear on the appointed date. However, witnesses, staff, your counselor, case manager and/or supervisor need not be present for the Hearing Officer to render a decision.
4. Your right to have someone else, an attorney or another representative which you designate, to represent you at the hearing or to speak for you at the hearing including the questioning of the staff involved in the adverse decision affecting you;

5. Your right to obtain, free of charge, a copy of your file or other related documents that you think might help your case. CSSF will not provide copies of the law but will provide you with a copy of the CSSF or contractor policy which is the subject of the dispute if you so request and have not already received a copy;
6. Your right to present documentary evidence, testimony, and arguments to support your position at the hearing as well as to cross examine witnesses;
7. The Hearing Officer's right to dismiss the grievance if you or your representative fail to appear for the hearing without good cause;
8. That the Hearing Officer will conduct the hearing informally, and will make a decision based on the facts and evidence as presented.
9. The Hearing Officer will decide on the admissibility of testimony or evidence ;
10. That a written decision will be rendered within sixty (60) calendar days of receipt of your written grievance;
11. Where and how you can appeal the decision if you do not agree with the outcome;
12. That the parties (you and CSSF) can agree to an extension of the sixty (60) day time period if either party needs more time and the other party agrees;
13. That CSSF will make arrangements in advance to record, transcribe, or otherwise preserve the hearing proceedings and that you will be provided with a copy of the recording (tape) at no charge upon a showing of indigence for a transcript of the hearing. Each party desiring a copy of the transcript must pay for the transcript. Indigent persons may follow the procedures set forth in F.A.C Section 60BB-1007 (4) and (5) to obtain a transcript at no cost; and
14. That if you allege a labor standard violation, you may submit your grievance for binding arbitration if the relevant collective bargaining agreement allows for the use of that procedure.

V. Hearing Appeals

- A. You may file an appeal with DEO if:
 1. A hearing has been conducted and either party is dissatisfied or has been adversely affected by the Hearing Officer's decision;
 2. If a hearing was not conducted within sixty (60) calendar days from receipt of the grievance; or
 3. If a hearing was conducted, but a decision was not issued within the mandated sixty (60) calendar days' time period.
- B. The appeal should be concise (if possible, not to exceed five (5) pages which does not include exhibits and attachments) and shall be sent by certified mail, return receipt to the DEO Office of General Counsel, Caldwell Building, MSC 110, 107 East Madison Street, Tallahassee, FL 32399-4128.

- C. To the extent possible, the appeal request shall state the facts, laws, procedures, etc. that the grievant believes to be relevant for review. The appeal must be filed with DEO within thirty (30) calendar days of receipt of the Hearing Officer decision or within thirty (30) calendar days after the required 60-calendar day timeframe for CSSF to act has elapsed. The request shall include the grievants' address where official notices will be mailed.
- D. The state can remand the grievance back to CSSF to hold a hearing or impose other remedies to resolve the grievance.
- E. Under WIA regulations, 20 CFR Section 667.610, if the RWB or the State has not issued a decision on a case that does not deal with allegations of unlawful discrimination within the required 60 calendar-day timeframe, the grievant can file an appeal to the USDOL. The appeal must be filed with the USDOL no later than 120 calendar days of the filing of the grievance with the State, or the filing of the appeal of a local grievance with the State. A copy of the appeal must be simultaneously provided to the appropriate Regional Administrator and the opposing party. The Request for Review/Appeal must be submitted by certified mail, return receipt to: Secretary, U.S. Department of Labor, Washington, D.C. 20210, Attention ASET.

VI. Complaints Related to Discrimination or Health and Safety

A. Discrimination

The complaint procedures for charges of discrimination are separate and distinct from the grievance procedures outlined elsewhere in this document. A complaint of alleged discrimination may be filed by any person, including (but not limited to) any employee, applicant for employment, or customer of a Center, Center operator, training provider, or other program or activity that is offered through the Center system, who feels he or she, or any specific "class of individuals" (group of people), has been subjected to unlawful discrimination by a program or activity offered through the Center system, or by the DEO or CSSE. Discrimination on the basis of race, color, disability, religion, sex, national origin, age, marital status, political affiliation or belief, participation in any WIA Title I financially assisted program or activity, or on the basis of citizenship or status as a lawfully admitted immigrant authorized to work in the United States is prohibited under federal and/or state laws.

CSSF does not hear complaints of discrimination at the local level. If you believe that you have, or someone you know has, been subjected to unlawful discrimination, please refer to the Statewide Discrimination Complaint Processing Procedures. Said procedures may be obtained at the DEO website at:

http://www.floridajobs.org/civilrights/ocr_complaint.htm

Further information regarding your rights and responsibilities related to nondiscrimination and equal opportunity can also be accessed through the DEO website listed above.

Remember, your CSSF Career Advisor can assist you in identifying the correct agency or department to direct your inquiries and complaints regarding discrimination matters.

B. Health and Safety Issues

Health and safety standards which have been established under both Federal and/or State law which apply to the working conditions of employees are also applicable to participants of programs and activities under WIA Title I and participants in employment activities. **CSSF does not hear complaints related to health and safety.** If you have a complaint related to a health or safety matter, you may file the complaint with:

Department of Economic Opportunity
Office of General Counsel
Caldwell Building, MSC 110
107 East Madison Street
Tallahassee, Florida 32399-4128
(850) 245-7150
Florida Relay Service: 711

You may also file a health and safety complaint with:

U.S. Department of Labor
Occupational Safety and Health Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210

<http://www.osha.gov/as/opa/worker/index.html>
1-800-321-OSHA (6742) (voice) or
TTY 1-877-889-5627

IMPORTANT: If you file your health and safety complaint with the U.S. Department of Labor, you must also send a copy of the complaint to DEO at the above address.

For more information regarding health and safety issues you may go to the Occupational Safety and Health Administration's Website at <http://www.osha.gov> or the Florida Department of Health Website at <http://www.doh.state.fl.us>.

Forms attached



Written Grievance Form

- Check only one: Workforce Investment Act (WIA)
 Welfare Transition Program
 Refugee Employment and Training Program
 Other (describe): _____

Participant Information		
Last Name		First Name
Social Security Number <i>See the note at the bottom of this form.</i>	Address	City/Zip
Telephone ()	Other Telephone ()	
Center/Agency/Organization:	Center/Agency Address:	
Telephone: ()	Case/Career Advisor:	
Please explain why you would like an Informal Resolution Meeting		
Mail Form To:		
CareerSource South Florida (CSSF) 7300 Corporate Center Drive, Suite 500 Attention: Customer Service Unit Miami, FL 33126-1234		
If you have any questions or would like to speak with a Customer Service Representative, please call (305) 594-7615 (voice) or (305) 470-5529 (TTY/TDD).		
FOR OFFICE USE ONLY		
Customer Service Representative (Print Name):	Date Informal Resolution Meeting Request Received: / /	
Signature	Informal Resolution Meeting Held? Y N	
PARTICIPANT		
This Informal Resolution Meeting HAS resolved my issues: Y N		
This Informal Resolution Meeting HAS NOT resolved my issue(s), and I request a FORMAL Hearing: Y N		
Participant Signature/Date:	Customer Service Rep Signature/Date:	
Date Forwarded to E.O. Officer:		/ /

Note:

Privacy Act Statement: Disclosure of your social security number is voluntary. It is requested pursuant to section 119.071(5)(a)2, Florida Statutes. Your social security number will be used for customer identification only.

CareerSource South Florida is an equal opportunity employer / program. Auxiliary aids & services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.



ATTACHMENT 2

Acknowledgement of Receipt of the Grievance Procedures

Note to: CareerSource South Florida (CSSF) Service Partner Case Manager.

Please complete this form together with your participant. Place the original in the participant's file. You may give a copy to the participant.

I certify that I have received a copy of the CareerSource South Florida's Grievance Procedures.

Participant's Name (Print)

Participant's Signature

Date

**PAYMENT PROVISIONS
CMA ENTERPRISE INCORPORATED
LICENSED DISPUTE RESOLUTION EXPERT (MEDIATOR OR ARBITRATOR)**

The SFWIB shall pay the Contractor upon completion of the Licensed Dispute Resolution Expert (Mediator or Arbitrator) service as set forth in **Exhibit A - Statement of Work**.

I. COMPENSATION

Upon receipt of invoices, the Contractor shall receive payments not to exceed **\$10,000.00**.

The hourly and daily rate amount payable per for Licensed Dispute Resolution Expert (Mediator or Arbitrator) services rendered is as follows:

Hourly Rate	\$250.00
Daily Rate (all inclusive)	\$2,000.00

These payments represent an all-inclusive fee. No other payments by the SFWIB to the Contractor for any materials of any kind whatsoever, including, but not limited to, charges or expenses for travel, copying, courier, postage, or personal expenses shall be made and the Contractor shall be solely responsible for any such goods or expenses, incurred by the Contractor.

II. INVOICES

- A. The Contractor shall submit timely invoices to the SFWIB for services provided under this Agreement.
- B. The Contractor shall complete an **original** invoice itemizing services rendered for each payment being requested. The invoice shall include: date of service, type of service rendered and billable hours.
- C. The Contractor shall mail to the SFWIB the completed **original signed invoice** to the address set forth in **Article 19 of the Agreement** and labeled: Attention: Finance Department.
- D. The SFWIB must receive the original signed invoice(s) not later than thirty (30) calendar days following the day in which services were provided.
- E. Upon receipt of the invoice(s), after confirming the conditions set forth in **Exhibit A, Statement of Work** are met, the SFWIB shall make payment(s) to **CMA Enterprise Incorporated**.
- F. The parties agree that the processing of an original signed invoice submitted by the Contractor shall be completed within thirty (30) calendar days or less after receipt of the invoice by the SFWIB.
- G. If any portion of the invoice is disputed, the SFWIB shall pay the undisputed portion.
- H. If the quality of work is unsatisfactory for a particular service or period of time by the Contractor, a holdback of payment for said service or period shall occur until the quality of the work is deemed satisfactory by the SFWIB.
- I. The SFWIB, as a governmental entity, shall not be responsible for federal, state, and local taxes levied or assessed in connection with the performance of service by the Contractor under this Agreement.