

81962
PY'22-23
PROFESSIONAL SERVICES AGREEMENT

AMENDMENT #5

THIS AMENDMENT #4, hereinafter referred to as the "AMENDMENT", entered into between **Alpha 1 Staffing/Search Firm LLC**, hereinafter referred to as the "CONTRACTOR", and the South Florida Workforce Investment Board, hereinafter referred to as the "SFWIB", amends the Professional Services Agreement entered between the parties on **June 1, 2020**. The Professional Services Agreement and this Amendment are hereinafter collectively referred to as the "AGREEMENT", between the SFWIB and the CONTRACTOR dated June 1, 2020 and expiring June 30, 2023 to provide recruiting and payroll services.

Exhibit A, Statement of Work is replaced in its entirety with Exhibit A-5, Modified Statement of Work.

Attachment 1, Job Descriptions, Exhibit A is replaced in its entirety with Attachment 1-B, Modified Job Descriptions, Exhibit A-5.

Attachment 2, Pay Rate Table, Exhibit A is replaced in its entirety with Attachment 2-B, Modified Pay Rate Table, Exhibit A-5.

All provisions in the AGREEMENT and any attachments thereto in conflict with this AMENDMENT shall be and hereby are changed to conform with this AMENDMENT.

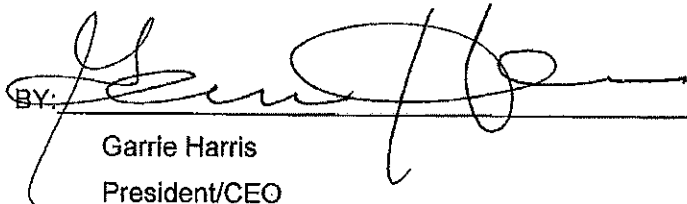
All other terms and conditions not in conflict with this AMENDMENT remain unchanged as agreed to in the original AGREEMENT.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

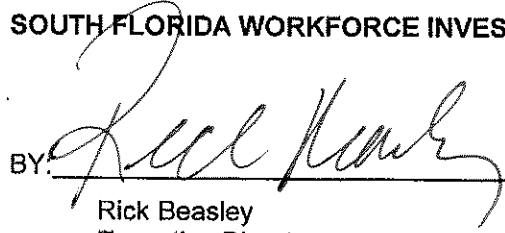
SIGNATORY FORM

THE PARTIES HERETO ARE DULY AUTHORIZED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE RESPECTIVE PARTIES:

AUTHORIZED SIGNATURE FOR: **Alpha 1 Staffing/Search Firm, LLC**
PROGRAM ENTITLED: **Staffing Services**
INDEX CODE: **81962**
CFDA: **WIOA NDWG 17.277**

BY:  _____ 1/4/2023
Date
Garrie Harris
President/CEO
Alpha 1 Staffing/Search Firm, LLC

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY:  _____ 1/6/23
Date
Rick Beasley
Executive Director
South Florida Workforce Investment Board

JOB DESCRIPTIONS

Job Description (1) Admin Officer 2

Duties and Responsibilities

- Act as the local liaison for the Reemployment and Emergency Assistance Coordination Team (REACT).
- Offer pre-layoff services to employers in an attempt to avert layoffs.
- Execute the core functions in response to dislocation events notices received from the State REACT Unit and by researching the media and the unemployment new-claims statistics to identify dislocation events.
- Establish contact and conduct site visits to "Businesses in Transition" to provide employers and workers with critical information, guidance, and assistance to access resources available under the REACT program, the Workers Adjustment and Retraining Act (WARN), and Rapid Response services.
- Assess each potential dislocation and collect and analyze Worker Survey Data to tailor the response to match the needs of the displaced workers, develop customized Transition Plans for each business and coordinate the Rapid Response Team according to businesses' and workers' needs, including determining the need to file the Trade Adjustment Act (TAA) petitions.
- Plan, develop and conduct information sessions and Rapid Response Orientations for affected workers, unions, businesses, and other organizations on the resources and assistance available through the SFW.
- Disseminate information on SFWIB programs, Unemployment Compensation Benefits, and other programs such as financial planning assistance, food programs, cash assistance program, foreclosure prevention, and health care alternatives.
- Develop customized contingency plans to address dislocations cases which do not conform to the standard modes of response. Ensure services and strategies are consistent with Federal REACT mandates.
- Grow and develop Rapid Response infrastructure; build and maintain relationships with stakeholders, gather pertinent information, and promote the effectiveness of Rapid Response and the local workforce board services.
- Represent SFW at meetings to plan and organize the execution of special projects and events involving a variety of community organizations offering programs to assist job seekers.
- Research, design and develop solutions and improvements to increase the efficiency and effectiveness of the REACT program and coordinate work with community-based organizations.
- Prepare reports detailing site visits, and monthly and quarterly reports summarizing all statistics for the State REACT Unit in Tallahassee.
- Develop and conduct customized SFW trainings on all SFW programs and services, including region-wide systems, policies and procedures, new employee orientation, customer service, employer services and job seeker services.
- Participate in committees to identify improvement needs and recommend solutions. Conduct field monitoring and observation for implementation and compliance of policies and guidelines. Provide on-site Technical Assistance to SFW partners.

- Perform related work as required.

Required Training and Experience

- Bachelor's degree from an accredited college or university and one (1) year of professional experience in planning and conducting outreach to employers, workers, or job seekers to include experience in workforce programs and services.
- Experience with One Stop Center service delivery system.
- Experience conducting presentations or training.
- Supervisory experience 1s desired.
- Excellent oral and written communication and presentation skills
- Bilingual communication skills desired.
- Experience working with community services and organizations. Considerable independent judgment, critical thinking, visioning and management of resources.
- Basic Interpreter Certificate a plus.

MODIFIED STATEMENT OF WORK**ALPHA1 STAFFING/SEARCH FIRM, LLC
TEMPORARY STAFFING/PAYROLL SERVICES
HUMANITARIAN AID (DISLOCATED WORKER GRANT)****1. Introduction:**

The Contractor shall provide Temporary Staffing Services on an as needed basis to the South Florida Workforce Investment Board ("SFWIB") d/b/a CareerSource South Florida (CSSF) as described herein.

2. Services to be Rendered:

The Contractor shall: (1) perform the services under this Agreement in a good workmanlike and professional manner; (2) conform to generally prevailing industry standards and practices; and (3) conform to the SFWIB's expressed requirements set forth herein, including, but not limited to, the following:

A. On-board Processing

1. Upon request of the SFWIB, the hiring process shall include drug and alcohol testing. The SFWIB shall be billed and agrees to reimburse Contractor for all costs associated with drug and alcohol testing within 30 days of receipt of invoice.

B. Job Descriptions

1. Contractor shall hire individuals described in **Exhibit A-5, Attachment 1-B, Modified Job Descriptions** attached hereto and incorporated by reference as if fully set forth herein, under the SFWIB's supervision at any location the SFWIB designates.
2. The SFWIB may add or delete Job Descriptions at the option of the SFWIB. Any additions or deletions will be agreed to through an amendment to the original Agreement, which shall be executed by the SFWIB and the Contractor.

C. Payroll Services

1. Contractor shall designate sufficient resources to ensure payroll services are seamless, accurate and process timely.
2. Contractor shall work in conjunction with the needs of the SFWIB to process the payroll on a bi-weekly or weekly basis.
3. Contractor shall offer direct deposit and ensure direct deposits are posted to bank on pay date.
4. Contractor shall offer efficient payroll processing alternatives such as, paperless time reporting and pay cards.

D. Reporting Requirements

1. Contractor shall submit invoices that include supporting documentation that validates all wage payments, benefits, and withholdings for the payroll for which reimbursement is requested.
2. Contractor shall prepare payroll reports and provide to the SFWIB on a bi-weekly basis.
3. Contractor shall prepare, in a timely manner, all year-end payroll and tax processing report(s).
4. Contractor shall remit all payroll taxes to federal and state agencies on bi-weekly basis.
5. Contract shall handle unemployment and workers' compensation claims involving Assigned Employees.

E. Technical Assistance

1. Contractor shall identify a Project lead to work with the SFWIB's designated team member on projects.
2. Contract shall provide training, either on-site or tele-conference, at the request of the SFWIB.

F. Timeframes

1. Contractor shall work and cooperate with the SFWIB to ensure on-boarding process coincides within the fifteen (15) to twenty (20) day timeframe established by the SFWIB.

G. Holidays

1. The Contractor shall not require employees to perform services to the SFWIB on holidays officially observed by Miami-Dade County (County), unless such services are approved in writing by the SFWIB. If such services are required on official holidays observed by the County, the SFWIB will notify the Contractor in advance.
2. Holidays shall be billed at the regular non-holiday billing rates for the specified positions as set forth in **Exhibit A-5, Attachment 2-B, Modified Pay Rate Table**. No additional allowances will be given for Holidays worked.

H. Overtime

1. Overtime may be billed to the SFWIB only if the overtime hours were previously approved in writing by the SFWIB and after the Assigned Employee has worked forty (40) hours in a week.

I. No Supervision By Contractor of Assigned Employees

1. Accept that Assigned Employees referred by the Contractor to the SFWIB will work at SFWIB's office or at any location the SFWIB designates. Although the Assigned Employees are employees of the Contractor, it is understood and agreed that the Contractor is not engaged in the preparation or review of the Assigned Employee's work product or performance in any circumstances. Accordingly, the Contractor will not control, direct or supervise the activities (including, without the limitation, the work schedules) of any Assigned Employee that the Contractor provides, and the Contractor does not participate in, has no knowledge of and assumes no responsibility for reviewing, examining or verifying either the assignment or performance of the Assigned Employees.

Alpha1 Staffing/Search Firm, LLC

PY' 19-23 Modified Pay Rate Table

	Group A		Hourly Pay Rate Range		Mark-up Rate	Bill Rates			
	Job Title	Minimum	Maximum	Minimum		Overtime	Maximum	Overtime	
1	C & R Cook 1	\$14.00	\$24.00	40%	\$19.60	\$29.40	\$33.60	\$50.40	
2	C & R Cook 2	\$16.00	\$26.00	40%	\$22.40	\$33.60	\$36.40	\$54.60	
3	Custodial Worker 1	\$10.00	\$15.00	40%	\$14.00	\$21.00	\$21.00	\$31.50	
4	Custodial Worker 2	\$11.00	\$17.00	40%	\$15.40	\$23.11	\$23.80	\$35.70	
5	Debris/Clean-up Workers	\$15.00	\$20.00	40%	\$21.00	\$31.50	\$28.00	\$42.00	
6	Driver	\$16.00	\$22.00	40%	\$22.40	\$33.60	\$30.80	\$46.20	
7	Fisherman	\$10.00	\$30.00	40%	\$14.00	\$21.00	\$42.00	\$63.00	
8	Food Service Worker 1	\$10.00	\$16.00	40%	\$14.00	\$21.00	\$22.40	\$33.60	
9	Food Service Worker 2	\$11.00	\$18.00	40%	\$15.40	\$23.00	\$25.20	\$37.80	
10	General Laborer	\$15.00	\$20.00	40%	\$21.00	\$31.50	\$28.00	\$42.00	
11	General Maintenance Worker/Repairer	\$14.00	\$25.00	40%	\$19.60	\$29.40	\$35.00	\$52.50	
12	Line Cook/Food Preparation Worker	\$16.00	\$25.00	40%	\$20.40	\$30.60	\$35.00	\$52.50	
13	Litter Removal	\$14.00	\$22.00	40%	\$19.60	\$29.40	\$30.80	\$46.20	
14	Maintenance Repairer 1	\$14.00	\$20.00	40%	\$19.60	\$29.40	\$28.00	\$42.00	
15	Sanitation/Janitorial Worker	\$14.00	\$20.00	40%	\$19.60	\$29.40	\$28.00	\$42.00	
16	Warehouse Worker/Clerk	\$16.00	\$22.00	40%	\$22.40	\$33.60	\$30.80	\$46.20	
17	Mobile Career Assistance Centert OP	\$15.83	\$0.00	40%	\$22.16	\$33.24	\$0.00	\$0.00	

	Group A		Hourly Pay Rate Range		Mark-up Rate	Bill Rates			
	Job Title	Minimum	Maximum	Minimum		Overtime	Maximum	Overtime	
1	Account Clerk	\$14.00	\$23.00	29.50%	\$18.06	\$27.09	\$29.79	\$44.68	
2	Accountant	\$18.00	\$30.00	29.50%	\$23.22	\$34.83	\$38.85	\$58.28	
3	Customer Service Representative (DWG)	\$15.00	\$20.00	29.50%	\$19.42	\$29.13	\$25.90	\$38.85	
4	Eligibility Specialist (Disaster/DWG)	\$12.00	\$20.00	29.50%	\$15.54	\$23.31	\$25.90	\$38.85	
5	Grant Writer	\$20.00	\$45.00	29.50%	\$25.80	\$38.70	\$58.28	\$87.41	
6	Regional Community Services Advocate	\$15.00	\$25.00	29.50%	\$19.42	\$29.13	\$32.38	\$48.56	
7	Special Projects Administrator	\$19.00	\$35.00	29.50%	\$24.60	\$36.90	\$45.33	\$67.99	
8	Violence Prevention Community Advocate	\$17.00	\$30.00	29.50%	\$22.01	\$33.02	\$38.85	\$58.28	
9	Eligibility Worker	\$15.00	\$25.00	29.50%	\$19.42	\$29.13	\$32.38	\$48.56	
10	Senior Meal Program Resolution Worker	\$15.00	\$25.00	29.50%	\$19.42	\$29.13	\$32.38	\$48.56	
11	Telephone Reassurance Worker	\$15.00	\$25.00	29.50%	\$19.42	\$29.13	\$32.38	\$48.56	
12	Adm Officer 2	\$19.00	\$35.00	29.50%	\$24.60	\$36.90	\$45.33	\$67.99	