

July 10, 2023

Mr. Gale Nelson
President & CEO
Big Brothers Big Sisters of Miami, Inc.
550 NW 42nd Avenue
Miami, Florida 33126

SUBJECT: Letter of Intent

Dear Mr. Gale Nelson:

This Letter of Intent is to notify you that the **South Florida Workforce Investment Board (SFWIB)** approved Big Brothers Big Sisters of Miami, Inc for the Take Stock in Children Scholarship Program Administration. Your agency was awarded a total of Temporary Assistance to Needy Families (TANF) funding up to \$300,000.00 to serve as the Administrative entity and fiscal agent for the Miami Dade Take Stock in Children Program. The effective period for the funding allocation is beginning **July 1, 2023 through June 30, 2024** pursuant to the terms contained herein.

The Contractor agrees to render services in a manner deemed satisfactory to the SFWIB, in its sole discretion, and in accordance with the Statement of Work, attached hereto and incorporated herein, as Exhibit A.

Modifications to Exhibit A, Statement of Work, shall not be effective until approved, in writing, by the SFWIB.

The Contractor agrees to accept the funding identified herein, pursuant to the terms and conditions included in Exhibit A, Statement of Work.

The Contractor and the SFWIB agree this Letter of Intent will be replaced by a duly executed contract within 90 calendar days from the date of transmittal. Failure to submit documents identified below within the specified timeframe may result in a disallowance of the expenditure made and/or cost incurred by the Contractor, which shall be determined by the SFWIB in its sole discretion.

- Signed contract, annual certificate and organizational responsibilities forms, budgets, and indirect cost rate proposal within 90 calendar days.

info@careersourcesfl.com

7300 Corporate Center Drive, Suite 500
Miami, Florida 33126

p: 305-594-7615 | f: 305-470-5629

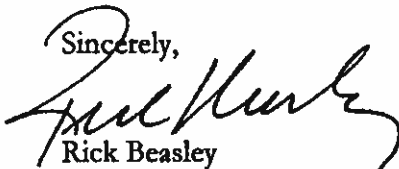
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Please submit the following to Fernando Odio, Contracts Officer, within ten (10) days from the date of transmittal:

- E-mail budget for the amount awarded (In no event shall the budget(s) for administrative costs exceed ten percent (10%) or the Indirect Cost Rate, whichever is less).

The Contract for **Big Brothers Big Sisters of Miami, Inc.** is forthcoming for your signature. Once executed, we will return one (1) scanned original to you. Should you have any questions or concerns, please contact the SFWIB Contracts Officer identified above.

Congratulations, on your selection to receive the funding award and we look forward to working with you to accomplish the important mission of CareerSource South Florida. Please acknowledge your acceptance of this award by signing below and returning a copy of this letter, with your signature to the Executive Office c/o Rick Beasley, Executive Director, 7300 Corporate Center Drive, Suite 500, Miami, FL 33126.

Sincerely,

Rick Beasley
Executive Director
South Florida Workforce Investment Board
d/b/a CareerSource South Florida

CONTRACTOR'S REPRESENTATIVE

Signature: _____

PRINTED NAME: Gale Nelson

TITLE: President & CEO

DATE: _____

7/12/23

Attachments

Pc: Robert Smith, Special Projects Administrator II, SFWIB/CSSF
Renee Bennett, Assistant Director, SFWIB Finance
Central File, SFWIB/CSSF

ANNUAL CERTIFICATION

Cole Nelson, on behalf of BBBS of Miami, certifies and assures that all certifications and assurances on file with the Agreement are current. This certification is incorporated and made a part of the Agreement Index Code # _____.

By: [Signature] 7-17-2023
Signature of Affiant Date

Cole S. Nelson, CEO/President
Printed Name of Affiant and Title

BBBS Miami
Printed Name of Firm

550 NW 42 Ave Miami FL 33126
Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this 17th day of July, 2023

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

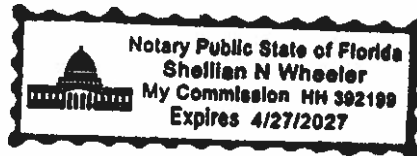
[Signature]
Signature of Notary

HH 392199
Serial Number

Shellian N Wheeler
Print or Stamp Name of Notary

4/27/2027
Expiration Date

Notary Public – State of Florida



AGENCY: Big Brother Big Sisters Miami DATE: 7/17/23
Take Stock in Children Miami
ORGANIZATIONAL RESPONSIBILITIES

Provide the names(s) and telephone number of the person(s) who has been designated the responsibility within the following areas:

POSITION	NAME	TELEPHONE NUMBER & E-MAIL
Chairman of the Board	<u>Allan Prindle</u>	<u>305-258-1000</u> <u>aprindle@powerfi.org</u>
Chief Executive*	<u>Gale Nelson</u>	<u>(305)644-7072</u> <u>gnelson@bbbsmiami.org</u>
Project Director	<u>Vanessa Lopez</u>	<u>vlopez@bbbsmiami.org</u> <u>7764386313</u>
Affirmative Action Officer		
Personnel Officer	<u>Fawad Mallick</u>	<u>305-644-7053</u> <u>fmallick@bbbsmiami.org</u>
Fiscal Management Officer	<u>Richard Perez</u>	<u>rperez@bbbsmiami.org</u> <u>3056447074</u>

- Person Authorized to Sign Contract(s) according to Corporate/ Board Resolution

	Name	Signature
	<u>Gale Nelson</u>	<u>[Signature]</u>
- Persons Authorized to Sign Invoicing Packages and Procurement Requests (Finance Manager or above)

	Name	E-mail
	<u>Richard Perez</u>	<u>rperez@bbbsmiami.org</u>
- Persons Authorized to Pick Up Emergency Payments/Checks

	Name	E-mail
	<u>Vanessa Lopez</u>	<u>vlopez@bbbsmiami.org</u>
- Person(s) Authorized to Sign and/or Pick Up Other Relevant Documents

	Name	E-mail
	<u>Vanessa Lopez</u>	<u>vlopez@bbbsmiami.org</u>

*Specify Title: President, CEO, Mayor, City Manager, Superintendent, etc. as applicable

• FASCIMILE SIGNATURES REQUIRED: **MUST BE BONDED**