



May 22, 2023

Ms. Terrie Ard
President
Moore Communications Group, Inc
2011 Delta Boulevard
Tallahassee, FL 32303

Subject: **Professional Services Agreement Amendment PY23-24**

Dear Ms. Ard:

Attached please find the **Professional Services Agreement Amendment #1** between the **South Florida Workforce Investment Board (SFWIB)** and **Moore Communications Group, Inc** to provide Public Relations services during **PY23-24**.

Please sign and date the Agreement and return scanned to the attention of Dania Roque, Contracts Officer.

Once the Agreement is executed, we will return the executed scanned original to you. Should you have any questions, please contact Ms. Roque at (305) 929-1626.

Sincerely,

Yian Perrin

Assistant Director, SFWIB Administration
South Florida Workforce Investment Board
d/b/a CareerSource South Florida

Attachments

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

**82376
PY'23-24
PROFESSIONAL SERVICES AGREEMENT**

AMENDMENT #1

THIS AMENDMENT #1, hereinafter referred to as the "AMENDMENT", entered into between **Moore Communications Group, Inc.**, 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 **July 1, 2022**. The Professional Services Agreement and this Amendment are hereinafter collectively referred to as the "AGREEMENT", between the SFWIB and the CONTRACTOR dated July 1, 2022 and expiring **June 30, 2024** Public Relations Services.

Article I, Effective Term, is deleted in its entirety and replaced with the following language:

This Agreement shall commence upon July 1, **2022**, irrespective of the date of execution, and terminate at the close of business on **June 30, 2024**, unless earlier terminated as provided below.

Article 2, Statement of Work, is deleted in its entirety and replaced with the following language:

The Contractor shall perform all of the work set forth in **Exhibit A, Statement of Work and Exhibit A-1, PY'23-24 Statement of Work**, attached hereto and incorporated herein. No changes in the Statement of Work shall be made unless such changes are mutually agreed upon by the Parties in writing.

Article 3, Compensation, is deleted in its entirety and replaced with the following language:

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**, and **Exhibit A-1, PY'23-24 Statement of Work**. Maximum payment for PY'22-23 shall not exceed **\$10,000.00** and maximum payment for PY'23-24 shall not exceed **\$10,000.00** in accordance with **Exhibit B, Payment Provisions** and **Exhibit B-1, PY'23-24'** attached hereto and incorporated herein by reference.

Article 4, Prior Agreements, is amended to include:

<u>Type</u>	<u>Number/Letter</u>	<u>Description</u>
Exhibit	A-1	PY'23-24 Statement of Work
Exhibit	B-1	PY'23-24 Payment Provisions

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: **Moore Communications Group, Inc.**
PROGRAM ENTITLED: **Public Relations Services**
INDEX CODE: **82376**
CFDA: **WIOA AD 17.258; WIOA DW 17.278; WIOA RR:17.278; TANF 93.558; FSET: 10.561; UC/REA/RESEA 17.225; 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; WIOA Incentives 17.258, 17.259, 17.278**

BY: *Terrie Ard* 07/14/2023
Terrie Ard Date
President
Moore Group Communications, Inc.

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD

BY: *Rick Beasley* 9/11/23
Rick Beasley Date
Executive Director
South Florida Workforce Investment Board

**STATEMENT OF WORK
MOORE COMMUNICATIONS GROUP
PUBLIC RELATIONS SERVICES**

Statement of Work

Provide expert counsel to the SFWIB with regard to the organization's public response to a emergency/crisis to include determining the appropriateness of the information to be shared during and immediately after the emergency/crisis, collaborating with the SFWIB senior team to produce internal and external communication.

Emergency/Crisis Communication. The firm shall assist the SFWIB and board members with high level reputation management during crisis situations. The firm shall have the responsibility, but is not limited, to:

- Develop and spearhead the organization's response
- Speechwriting for the Executive Director
- Prepare media responses
- Consult with the board members and executive team
- Draft internal and external communications

Media Relations. The firm shall assist the SFWIB and board members to manage messaging and relationships with media professionals. The firm shall have the responsibility, but is not limited, to:

- Plan and provide strategic counsel and guidance for all communications with media professionals
- Draft internal and external communications regarding media inquiries
- Field media calls and inquiries

Additional Services. The firm shall assist the SFWIB to manage relationships with external stakeholders. The firm shall have the responsibility, but is not limited, to:

- Be available to attend outside meetings
- Provide strategic communications guidance to executive team
- Collaborate with staff to prepare speeches, presentations, and PowerPoints

**PAYMENT PROVISIONS
MOORE COMMUNICATIONS GROUP
PUBLIC RELATIONS SERVICES**

The SFWIB shall pay the Contractor upon completion of a response to an emergency/crisis for services as set forth in **Exhibit A-Statement of Work**.

I. COMPENSATION

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.

The SFWIB shall pay the Contractor based upon a fixed hourly rate of \$135.00. Payments are not to exceed **\$10,000.00**.

Services	Rate
Public Relations Services	\$135.00/hour

II. INVOICES

- A.** The Contractor shall submit monthly timely invoices to the SFWIB for services provided under this Agreement. The invoice shall include a brief narrative of work performed in each of the service categories.
- B.** The Contractor shall complete an **original** invoice itemizing services rendered, per category, for each payment requested.
- C.**
- D.** The invoice shall be signed by the Chief Executive Officer/Financial Officer of the Contractor.
- E.** The Contractor shall mail to the SFWIB the completed **original signed invoice** to the address set forth in **Article 19 (Notices) of the Agreement** and labeled: Attention: Finance Department.
- F.** The SFWIB must receive the original signed invoice(s) no later than thirty (30) calendar days following the day that services were provided.
- G.** 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 **Moore Communications Group**.
- H.** If the quality of work is unsatisfactory for a particular service or period of time by Contractor, a holdback of payment for said service or period shall occur until performance is deemed satisfactory by the SFWIB.
- I.** 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.
- J.** If any portion of the invoice is disputed, the SFWIB shall pay the undisputed portion.
- K.** 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.

II. ADDITIONAL SERVICES

Any additional services must have the prior written approval of the SFWIB and shall require a modification to this Agreement as specified in **Article 30 (Modifications)** of the Agreement.