

Services Agreement

between

**North Florida Workforce Board, Inc. d/b/a CareerSource
North Florida**

and

Quality Labor Management, LLC & Affiliated Companies

This Contract is made and entered into by and between the **North Florida Workforce Board, Inc. d/b/a CareerSource North Florida** hereinafter referred to as "**CareerSource North Florida,**" and **Quality Labor Management, LLC & Affiliated Companies** hereinafter referred to as "**Contractor,**" for the purpose of providing a broad range of staffing services on an as-needed basis (hereinafter, the "Services").

In consideration of the mutual covenants and promises set forth herein, CareerSource North Florida and the Contractor agree as follows:

1. TERMS OF THE AGREEMENT

The parties hereto agree that each of them may execute this Contract on different dates, but hereby acknowledge that this Contract shall begin on July 1, 2021, and remain in full force and effect until June 30, 2022 (the "Contract Period") unless otherwise modified or terminated, regardless of the date of signature.

2. CONTRACT TYPE AND PAYMENT

This is an Indefinite Delivery/Indefinite Quantity Contract and is subject to available funding. The Federal awarding agencies and grant sources may include: Coronavirus AidRelief and Economic Security Act (CARES Act), U.S. Department of Labor (USDOL) Employment and Training Administration, CFDA Numbers 17.258; 17.259; 17.268; 17.278; 17.207; 17.225; and 17.277; USDOL Veterans Employment and Training, CFDA Numbers 17.801; and 17.804; U.S. Department of Agriculture Food and Nutrition Service, CFDA Number 10.561; U.S. Department of Health and Human Services Administration for Children and Families, CFDA Number 93.558 and WIOA National Dislocated Worker Grants/WIOA National Emergency Grants. This list is not exclusive as grant funding sources can change throughout the contract period.

- 2.1. Funding during the Contract Period may be adjusted at the sole and absolute discretion of CareerSource North Florida. Payment made by CareerSource North Florida to Contractor under this Contract will be cost reimbursement for actual costs expended during the Contract Period not to exceed the values identified in individual Work Experience Hire Request(s) plus Contractor burden and Administration and Profit as stated below.
- 2.2. When Workers' Compensation is covered by the State of FL in accordance with FL Statute 445.009(11) Contractor Administration and Profit shall not exceed 21% for any position sourced by CareerSource North Florida.
- 2.3. CareerSource North Florida will set the hourly wages paid for all positions unless otherwise stated. All other burden rates such as, Unemployment Compensation, FICA, Medicare, Workers' Compensation, etc. will be identified and agreed upon following identification of worker requirements by CareerSource North Florida. The Contractor will be reimbursed by CareerSource North Florida at the rate actually paid by the Contractor for background checks and drug tests.
- 2.4. Contractor's billable hourly rate for CARES Services described in Section 6 shall not exceed Fifty Dollars and 00/00 (\$50.00), plus Contractor Administration and Profit of 21% with state workers compensation coverage, and 23% without workers compensation coverage.
- 2.5. Contractor Temporary-to-hire fees described in Section 6 shall be as follows:

Temporary Employee working 0-520 hours for CareerSource North Florida: \$300 flat fee. Temporary Employee working 521 or more hours for CareerSource North Florida: no fee. Temporary Employees recruited by CareerSource North Florida: no fee.
- 2.6. Payment(s) of all fees for Services will be contingent upon demonstration that the negotiated performance deliverables have been successfully accomplished to CareerSource North Florida's satisfaction, and submittal of an invoice with acceptable supporting documentation.

3. SCOPE OF WORK

GENERAL

The Contractor acknowledges this contract does not preclude CareerSource North Florida at its sole and absolute discretion from seeking or hiring staff using its own resources. CareerSource North Florida has total discretion in selecting the appropriate contractor to provide the staffing required at the time needed.

Time is of the essence with respect to performance of the Services to be provided under this agreement. With respect to overall staffing Services provided, the Contractor shall:

- 3.1. Be licensed to conduct business in North Florida and maintain a full service office in or reasonable near North Florida for the duration of the contract period of performance. During a normal business week, Contractor staff shall be available for assistance between the hours 8:00 am and 5:00 pm Monday through Friday (minimum) with the ability to handle inquiries during those business hours (including lunch hour). During any emergency, or natural disaster (e.g. hurricane, flooding, etc.) the Contractor may be required to be available beyond these parameters.
- 3.2. Designate a primary point of contact that will be responsible for day-to-day management of the contract, supervising delivery of Services, coordinating with CareerSource North Florida staff, responding to CareerSource North Florida requirements, and contract reporting.
- 3.3. As requested, conduct a state level background check covering criminal; driving history where both parties agree it is applicable to the position; social security number verification, and sexual offender. Additionally, and as requested, provide for a Panel 5 or Panel 10 drug test on individuals employed under the contract. Designated CareerSource North Florida staff shall be notified of employment eligibility based on the results of these screenings. Specific documentation shall be retained by the Contractor. Regardless of the results or number of Panels requested, the Contractor will be reimbursed by CareerSource North Florida at the rate actually paid by the Contractor for these expenses.
 - 3.3.1. Criminal information must be obtained directly from the Florida Department of Law Enforcement.
 - 3.3.1.1. The criminal background check must, at a minimum, include an investigation for, and review of, any (i) state and federal felony convictions; (ii) misdemeanor convictions involving moral turpitude; (iii) any crimes in violation of the Violent Crime Act of 1974; and (iv) any pending deferred adjudications with respect to (i) or (ii).
 - 3.3.1.2. Employment of, or disputes by, participants with positive drug tests will be handled in accordance with Contractor policy.
 - 3.3.1.3. Per CareerSource North Florida's request, they will be notified of any findings. Contractor's Criminal Matrix applies to last 7 years, disqualification after 7 years is at CareerSource North Florida's discretion.
- 3.4. Maintain accurate auditable records, including, but not limited to, records, timesheets, activity logs, invoices, or other expense records, which are the

- basis of charges for any fees, expenses or other charges to CareerSource North Florida under the contract. State regulations require that all records attributable to the contract must be maintained for a minimum period of 5 fiscal years after all applicable audits have been released.
- 3.5. Have the availability of financial resources sufficient to sustain weekly payrolls and the associated time lag between payment and reimbursement (up to 60 days) between payment and reimbursement. (Note: Under some circumstances (e.g. emergency, natural disaster) weekly payrolls can average between \$75,000 and \$100,000).
 - 3.6. Have an accounting, payroll and reporting system in place that meets the needs of CareerSource North Florida requirements. Minimum requirements include the ability to segregate and track payroll costs between individuals by funding streams and/or program as directed by CareerSource North Florida, and provide weekly and cumulative hours worked and cost data per individual.
 - 3.7. The Contractor will be responsible for submitting properly documented invoices for Services rendered to CareerSource North Florida on a weekly basis to:

Diane Head
Executive Director,
CareerSource North Florida
705 East Base St.,
Madison, FL 32340

finance@CareerSourceNorthFlorida.com

 - 3.7.1. Weekly timekeeping records will be utilized for each temporary employee under the contract. Timekeeping shall be internet/web based with workers and supervisors having unique usernames and passwords. Time worked (daily, weekly, pay period) shall be entered by the employee electronically. Time worked and approved may be by electronic means only and no ink signatures will be required.
 - 3.7.1.1. Time and attendance records must be electronically approved by the designated worksite employer supervisor.
 - 3.7.1.2. All invoices must be supported with hard copies of internet/web based Time and Attendance records and applicable vendor invoices for background checks and drug screenings attached.
 - 3.7.2. Invoices or a supplied report also require an itemized payroll register to be attached or available that includes, at a minimum, the following information.

- 3.7.2.1. Employee name, ID number, hire date, job title, worksite
 - 3.7.2.2. Pay period, check date, and check number
 - 3.7.2.3. Hourly rate of pay
 - 3.7.2.4. Current week and year-to-date hours worked
 - 3.7.2.5. Current week and year-to-date gross earnings, deductions, and net pay
- 3.7.3. Invoices require a separate line item for each employee paid indicating hours worked, bill rate, and associated costs incurred for background check and/or drug screening.
- 3.7.4. Tracking of employees, work hours, rates, pay, and all other detailed financial data should be accumulated and reported in an Excel spreadsheet in the format shown in Attachment A, attached and hereby made a part of the Contract. This spreadsheet shall be submitted with Contractor's invoice and timesheets. This spreadsheet may be modified with CareerSource North Florida acceptance.
- 3.7.5. CareerSource North Florida retains the right to require Contractor to submit only weekly invoices and to seek clarification of costs or to request additional supporting documentation prior to approval of payment of the invoice. Failure to provide proper timesheets, proper spreadsheets, or if there is an inconsistency between timesheets, spreadsheets, and/or invoices will cause a delay in payment until corrections are made to the satisfaction of the CareerSource North Florida Program Project Manager.
- 3.8. The Contractor will be required to submit a pricing schedule summary to corroborate the bill rates for each employment position. This summary should be included as part of the spreadsheet.
- 3.9. The Contractor will be required to substantiate all expenses including, but not limited to; liability, unemployment and workers compensation experience rates, and benefits (if applicable), to CareerSource North Florida in July, equal to Contractor's workers compensation year and CareerSource North Florida's fiscal year, of each year of contract performance and within 30 days any time these costs change.
- 3.10. Perform all services in accordance with customary, reasonable, and prudent industry standards of care.

4. **SCOPE OF WORK**

EMPLOYER OF RECORD SERVICES - Temporary Staffing

The Contractor shall provide staffing Services as an Employer of Record for participants enrolled under certain funded programs who are referred to the Contractor through the CareerSource North Florida Career Centers (CareerSource North Florida CC).

Employer of Record Services are generally required under federal workforce programs or when CareerSource North Florida receives limited term grant funding under federal programs. Typically, under these programs, CareerSource North Florida-referred individuals employed by the Contractor are placed with a public or private sector CareerSource North Florida identified worksite employer. CareerSource North Florida may also be designated a worksite employer under certain circumstances. The assigned workers will work under the direction, control, and supervision of the worksite employer. The grants normally require a quick ramp up of personnel, particularly during an emergency recovery, and have specific employment eligibility requirements that must be met. Individuals classified by CareerSource North Florida as participants under specific grants may require Contractor to account for them accordingly. It should also be noted that grant periods of performance are not standardized and may result in varying start and ending dates for programs during the term of a contract. In addition to Section 3, "Scope of Work - General" above the following staffing Services are required:

- 4.1. It is CareerSource North Florida' intent to provide outreach, recruitment and enrollment for individuals into specific grant programs through the CareerSource North Florida Career Centers (CareerSource North Florida CC).
 - 4.1.1. CareerSource North Florida CC staff will determine and document program eligibility. Individuals will then be referred to the Contractor, as the employer of record, to complete employment requirements and documentation and place them with the identified worksite employer. Contractor may also assist with the CareerSource North Florida eligibility process and completion of CareerSource North Florida documentation.
- 4.2. Typical staffing requirements may include but are not limited to (1) Traditional (office/clerical/administrative/retail such as secretary, sales associate, general office assistant, social service aide, retail clerk as well as professional/skilled - IT/PC technician, accountant, graphic designer, paralegal, sales and managerial positions, etc.), (2) Direct Care Health (physical therapist, RN, dental hygienist, EMT, medical assistant and pharmacy technician, etc.), (3) Light Industrial (laborer, driver, groundskeeper, janitor, etc.), and (4) Heavy Industrial (heavy equipment

- operator, chainsaw operator).
- 4.3. Contractor shall acknowledge that any individual employed under the above circumstances is an employee of the Contractor and shall expressly inform all individuals of their status prior to commencement of their work assignment.
 - 4.4. In providing Employer of Record Services, the Contractor shall be an Equal Opportunity Employer and adhere to all federal, state and local laws in relation to its hiring process.
 - 4.5. Contractor shall pay individuals based on current market standards. Such rate of pay information will be provided to the Contractor by CareerSource North Florida or CareerSource North Florida CC.
 - 4.6. The capability for the employee and supervisor to directly enter their time and attendance data electronically is required. The ability for access to the time keeping process shall be provided to CareerSource North Florida as part of the oversight process.
 - 4.7. Individual employees may also be limited by program grant requirements to maximum work hours and wages and/or maximum length of time with one worksite employer. These limits will be conveyed in writing by CareerSource North Florida or CareerSource North Florida CC to the Contractor when applicable.
 - 4.7.1. The Contractor will be responsible for tracking the hours and wages and ensuring that the employee does not exceed the maximum level parameters.
 - 4.7.2. The Contractor is required to provide an advance notice to CareerSource North Florida when a grant program participant has reached 420 hours out of 500 hours for program.
 - 4.7.3. Any payments made to an employee in excess of allowable parameters by the Contractor shall be the responsibility of the Contractor and not subject to reimbursement by CareerSource North Florida.
 - 4.8. In some cases under certain grant programs, the work site employer has the option of offering the employee permanent employment. In the event this occurs, there will be no Contractor placement fee charged to the individual, the work site employer or CareerSource North Florida. In the event no offer of employment is made and the employee has not reached

the maximums set forth in the grant requirements, the employee may either be placed with another employer or terminated by the Contractor as directed by CareerSource North Florida.

- 4.9. Contractor will be required to conduct an orientation prior to an individual's assignment to a work site employer to include a review of the Contractor's policies and work site assignment requirements, including Contractor/ employee relationship; work standards and expectations; dress and business etiquette; and Contractor policies and procedures related to drug use and sexual harassment.

Grant specific requirements will also be incorporated in the orientation as directed by CareerSource North Florida.

- 4.9.1. Contractor shall ensure that the employee reports, ready to work, at the time and place specified by the worksite employer , with the worksite employer reserving the right to reject or stop time on any employee who fails to:
- 4.9.1.1. Perform assigned duties satisfactorily;
 - 4.9.1.2. . Violates attendance policies;
 - 4.9.1.3. Dress appropriately for an assignment;
 - 4.9.1.4. Comply with any federal, state or local regulations;
 - 4.9.1.5. Perform without disruption the activities of the worksite employer to which the temporary employee is assigned; and
 - 4.9.1.6 . Perform in an acceptable manner in the judgment of the worksite employer.

- 4.10. At the termination of an assignment, the Contractor will be responsible for notifying the employee in a timely manner of assignment conclusion and completing all necessary termination documentation. Documentation includes, but is not limited to, an employee-signed statement acknowledging the actual date of termination. The Contractor is required to notify CareerSource North Florida within 24 hours of participant termination.

- 4.11. The Contractor is responsible for completion of all federal and state required employment and tax forms. The Contractor will be solely responsible for the timely payment of all compensation for all individuals hired by the Contractor for temporary employment under the contract and be responsible for filing and payment of applicable state and federal taxes, workers compensation, unemployment insurance, payroll processing, and COBRA deadlines.

- 4.11.1. Under certain grant requirements when Workers' Compensation is covered by the State of FL in accordance with FL Statute 445.009(11)

the Contractor shall be informed by CareerSource North Florida and employees shall be deemed an employee of the state for purposes of workers' compensation coverage and is subject to the requirements of the drug- free workplace program.

4.11.1.1. All work related injuries or illnesses are to be immediately reported by the Contractor to AmeriSys at the toll-free number:1-800-427-3590. If possible the employee is to be present for the call so the employee's injuries may be triaged and the appropriate medical care is provided. NOTE: If it is an emergency, Contractor is to call 911 first then call AmeriSys to report the incident.

4.12. The Contractor will be responsible for personnel matters such as distribution of pay checks and, in coordination with CareerSource North Florida designated staff, dealing with participants concerning their performance while on assignment to the work site employer.

4.13. To ensure program compliance, CareerSource North Florida designated staff may provide oversight of the employee and work site employer at regular intervals.

4.14. The Contractor will work with CareerSource North Florida CC staff to obtain all documentation necessary from a work site employer to meet reporting and reimbursement requirements.

4.15. In the event CareerSource North Florida notifies the Contractor of an employee claiming to have not received the appropriate compensation, the Contractor will promptly contact said participant and attempt to settle any dispute(s) in good faith.

4.15.1. In the event the Contractor is unable to promptly resolve any compensation dispute with any of the above described individual(s), the Contractor shall provide a written explanation to CareerSource North Florida of the dispute and the steps taken by the Contractor to resolve same.

4.16. At certain times, CareerSource North Florida may require the Contractor to provide on-site staffing Services at one or more of the CareerSource North Florida Career Centers which are currently located in Madison, FL. Under these circumstances the on-site Services would be temporary, and typical office space will be provided with desk, Wi-Fi accessibility and limited access to phone, fax and copy equipment.

- 4.17. In some cases, and in particular during national emergencies, the Contractor may be requested to provide outreach and recruitment. Contractor-recruited individuals would be validated by CareerSource North Florida for eligibility prior to being employed by the Contractor under the program. Additional NDWG staffing and administrative requirements are stated below.

5. NATIONAL DISLOCATED WORKERS GRANT (NDWG) SPECIFIC REQUIREMENTS

If applicable, the Contractor shall provide employer of record temporary staffing Services for clean-up, restoration, and humanitarian assistance to NDWG designated communities in North Florida County affected by an emergency or major disaster, such as a hurricane. Temporary jobs are limited to public and private non-profit agencies. Workers hired under an NDWG funded project are subject to the governing rules and regulations at the time. Individuals must be paid the prevailing wage for the type of work in that labor market. Wage limitations are subject to change based on the circumstances and regulations at the time and shall be conveyed to the Contractor in writing.

Cleanup includes demolition, cleaning, repair, renovation, and reconstruction of damaged and destroyed public and not-for-profit structures located within the disaster area. Humanitarian assistance includes distribution of food, clothing, and other assistance to disaster victims. Humanitarian assistance may be provided through temporary workers assigned to community-based and faith-based organizations as well as public agencies.

- 5.1. Typical staffing requirements may include but are not limited to (1) Traditional (office/clerical/administrative/retail such as secretary, sales associate, general office assistant, social service aide, retail clerk as well as professional/skilled - IT/PC technician, accountant, graphic designer, paralegal, sales and managerial positions, etc.), (2) Direct Care Health (physical therapist, RN, dental hygienist, EMT, medical assistant and pharmacy technician, etc.), (3) Light Industrial (laborer, driver, groundskeeper, janitor, etc.), and (4) Heavy Industrial (heavy equipment operator, chainsaw operator).

In addition to the above stated requirements for employer of record Services in Section 4 above, the following Services are NDWG specific and will be required to be provided by the Contractor as determined necessary by CareerSource North Florida.

- 5.2. Identify, procure, and issue necessary equipment including safety equipment and communication devices (i.e. cell phones) needed for employees to do their job. Billable hours for this task are considered a reimbursable expense. Billable hourly rates are as stated in Section 2 above.
 - 5.2.1. All equipment determined necessary is a reimbursable expense at actual cost incurred. Receipts for any purchases are required and the Contractor is also required to maintain a log of all items issued and individuals receiving the items.
- 5.3. Conduct safety training for all hired workers. Maintain a certified safety professional on staff to conduct bi-weekly safety inspections of the worksites. Billable hours for this task are considered a reimbursable expense at the hourly rate stated in Section 2 above.
- 5.4. Under certain circumstances during national emergencies Contractor may be required to provide unique and extraordinary Services to meet the CareerSource North Florida mission and goals. These Services will be identified and agreed upon following identification of CareerSource North Florida requirements. Billable hours for these Services are considered a reimbursable expense at the hourly rate stated in Section 2 above.
- 5.5. Reimburse workers for directly related travel mileage, not to exceed current State of Florida rates. CareerSource North Florida will reimburse the Contractor for this expense if properly documented.
 - 5.5.1. Documentation shall include, but is not limited to, a form with employee name, date of each trip, purpose of each trip, from and to location addresses, and mileage for each trip.
 - 5.5.2. Forms must be individual by employee. The form must be signed by the employee.
- 5.6. Payroll documentation must be submitted in Microsoft Excel format as directed by CareerSource North Florida. Format similar to Attachment A, attached here.

6. SCOPE OF WORK

CareerSource North Florida Temporary Staffing and Direct Hire - Permanent Staff

- 6.1. The Contractor shall provide staffing Services, as requested, to fill CareerSource North Florida permanent-staff vacancies due to Board staff retirement, termination, increased workloads, etc. Under these circumstances, CareerSource North Florida would provide the Contractor the job description and salary range. Typical recruitment needs would

include exempt-level professionals and managers.

6.1.1. The Contractor will be required to provide candidates, for CareerSource North Florida consideration, who are properly trained individuals with the skill sets and experience that meet or exceed the specified qualifications of the job description. Placement fees for direct hire employees shall be as stated in Section 2 above.

6.2. The Contractor shall also provide staffing Services for CareerSource North Florida short term temporary staffing needs, as requested, to supplement CareerSource North Florida permanent workforce due to Board staff absences, special projects, etc.

6.2.1. Contractor recruited individuals would be sent directly to CareerSource North Florida corporate offices for consideration. Typical staffing requirements may include but are not limited to (1) Traditional as described above. Under some circumstances CareerSource North Florida may elect to hire the temporary employee. Temporary-to-hire fees shall be as stated in Section 2 above.

6.3. CareerSource North Florida reserves the right at its sole and absolute discretion to recruit staff using whatever resources it deems to be in the best interest of the company.

7. EMPLOYEE AT WILL

All employees hired pursuant to this contract are intended by the parties to be an employee-at-will. Nothing in this contract is intended to create a contractual relationship between either CareerSource North Florida and the employees or Contractor and the employees. The employees are neither intended nor incidental third party beneficiaries to this contract.

8. INSURANCE

The Contractor shall, at its sole expense, maintain the following insurance. A certificate of insurance satisfactory to CareerSource North Florida and evidencing the coverage must be presented to CareerSource North Florida prior to commencement of Services. All policies of insurance referenced herein will be primary and will include CareerSource North Florida as an additional insured with the exception of Workers' Compensation. All policies will include provisions that the insurers waive the rights of recovery or subrogation against CareerSource North Florida. CareerSource North Florida shall be exempt from, and in no way liable for, any sum of money which may represent a deductible in any of the aforementioned insurance policies. The payment of such deductible shall be the sole responsibility of the Contractor.

- 8.1. Liability Insurance: A standard general liability insurance policy in the single limit amount of at least \$1,000,000 per occurrence and \$2,000,000 as an aggregate amount and general liability insurance in an amount not less than \$100,000 per person and \$200,000 per occurrence.
- 8.2. Worker's Compensation: Workers' Compensation or similar insurance which provides coverage to all temporary staff in at least the minimum statutory limits required by the state of Florida. Under some grant provisions, workers' compensation for temporary staff is covered by the State. CareerSource North Florida would inform the Contractor in the event such a grant was awarded and applicable to this contract.
- 8.3. Employee Fidelity Bond: A company-wide blanket Employee Fidelity Bond intended to cover every officer, director, agent, subcontractor, or employee authorized to receive or deposit funds under the contract, or issue financial documents, checks, or other instruments of payment of program costs. This bond shall be in the amount of \$100,000 or the highest planned single payment by CareerSource North Florida during the contract period, whichever is more.
- 8.4. Motor Vehicle Insurance: When using motorized vehicles in performance of actions authorized by this contract, the Contractor agrees to obtain Motor Vehicle Insurance coverage in the amounts of not less than \$500,000 property damage, and \$1,000,000 per person, per occurrence.

9. LAWS AND REGULATIONS

The Contractor does hereby agree to comply with all applicable Federal, State and local laws, regulations and requirements which are in effect at the inception of this contract or as may be promulgated or amended during same.

10. CONTRACT PROVISIONS INCORPORATED BY REFERENCE

This Contract incorporates one or more provisions by reference, with the same force and effect as if they were given in full text. The full text of the provision may be accessed electronically at the following addresses. This address list is not inclusive and it remains the responsibility of the Contractor to research the related laws and regulations of prevailing legislation and policy.

United States Code (USC):

<http://uscodehouse.aov/download/download.shtml> **Code of Federal**

Regulations (CFR): <http://www.access.gpo.gov/nara/cfr/waisidx/Federal>

Register (FR): <http://www.gpoaccess.gov/fr/index.html>

Florida Statutes (FS): <http://www.leg.state.fl.us/statutes/>

State Workforce Board Guidance, Policy, Memoranda, Communiques, Monitoring Tools, etc. (Department of Economic Opportunity [DEO]):
<http://www.floridajobs.org/workforce-board-resources/oolicv-and-guidance/guidance-Q.5Qers>

Executive Orders (EO): <http://www.archives.gov/federal-register/executive-orders/disposition.html>

Office of Management and Budget (OMB):
<http://www.whitehouse.gov/omb/circulars/index.html>

Federal Information Processing Standards (FIPS):
<http://csrc.nist.gov/publications/PubsFIPS.html>

Workforce Innovation and Opportunity Act: <http://www.doleta.gov/wioa/>

2 CFR, Chapter II, Part 200, and approved exceptions for DOL at 2 CFR Part 2900, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Workforce Innovation and Opportunity Act of 2014 (WIOA) - Public Law 113- 128 and implementing rulemaking at 20 CFR § 603, 651, 653, 654, 658, 675, and 679 - 680

Effect of Judgment Lien on Eligibility for Federal Grants, Loans or Programs (28USC §3201(e))

New Restrictions on Lobbying (31 USC §1352, 29 CFR part 94 and 45 CFR 93)

Subpart C of 2 CFR Part 1326, "Governmentwide Debarment and Suspension(Nonprocurement)."

29 CFR 98, 45 CFR 74 and EO 12549 and 12689, "Debarment and Suspension"5 USC App.3 § 1 et seq (as amended) "Inspector General Act of 1978"

Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Sec. 5153, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41

U.S.C. § 702; 29 CFR 94 and 45 CFR 82)

Contract Work Hours and Safety Standards (40 USC 3801-3708 as supplemented by USDOL regulations (29 CFR Part 5)

Program Fraud Civil Remedies Act (31 U.S.C. §§ 3801-3812)False statements (18 U.S.C. §§ 287 and 1001)

False Claims Act (31 U.S.C. 3729 et seq.) FS 287.133 Public Entity Crimes

Executive Order 11246, "Equal Employment Opportunity" as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

29 CFR, Part 37 Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998

45 CFR Part 80, Nondiscrimination under programs receiving federal assistance through the department of Health and Human Services effectuation of Title VI of the Civil Rights Act of 1964

42 USC 9849 - Prohibition of discrimination based on race, creed, color, etc., as basis for denial of financial assistance

42 U.S.C. 6101, et seq. The Age Discrimination Act of 1975 as amended, Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C.9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

42 USC, 126 and 47 USC, 5, and Public Law 101-336 American with Disabilities Act of 1990, as amended.

Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq. and 42 U.S.C. sections 3601 et seq.

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973 as amended

20 U.S.C. 1681 et. seq Title IX of the Education Amendments of 1972 as amended 20 U.S.C. 6083 and Public Law 103277 Pro-Children Act. Clean Air Act (42 U.S.C. §§ 7401 et seq.)

Clean Water Act (33 U.S.C. §§1251 et seq.)

Safe Drinking Water Act, as amended (PL 93-253

40 CFR part 15 Environmental Protection Agency regulations

PL 91-190 and EO 11514 National Environmental Policy Act; (EO 11738, EO 11988, 16 USC 1451 et seq. Coastal Zone Management Act; PL 94-163 Energy Policy and Conservation Act, Energy Efficiency; Endangered Species Act PL 93-205): 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 Act

11. RELIGIOUS OR POLITICAL ACTIVITY AND NEPOTISM

- 11.1. Political Activity: The Contractor shall ensure that no funds appropriated under this Contract are used for political, lobbying, legislative, or union-

organizing activities.

- 11.2. Nepotism: The Contractor shall comply with Florida Statutes, if applicable, by ensuring that no officer, employee, or member of the Contractor's governing body shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person.
- 11.3. Religious Activity: The Contractor shall ensure compliance with all laws relating to the use of funds as they pertain to any legal prohibition against the support of any religious activity and agrees not to use funds in violation of any legal prohibition regarding religious activity.

12. INTERRELATIONSHIPS OF CONTRACTORS

CareerSource North Florida may enter into other related contracts separate from the work to be performed under this Contract yet having links and interfaces to this Contract. The Contractor may be required to coordinate with other such contractor(s) through CareerSource North Florida and/or designated representatives. The Contractor acknowledges that it is essential that all Services be coordinated and shall provide all Services necessary to facilitate the orderly progress of Services, including attending meetings either in person or via teleconference, communicating with others as appropriate, and issuing reports that may be required through the term of this Contract.

13. COMPLETION OF PERFORMANCE

Notwithstanding any termination of this contract, and unless otherwise agreed to in writing, Contractor's obligations shall continue with respect to any Work Experience Hire Requests (WEHR) entered into with CareerSource North Florida for the term of those WEHRs. The rights and obligations of the Contractor and CareerSource North Florida respecting those WEHRs shall be governed by the terms of this contract as if such WEHRs had been completed during the effective term of this contract.

14. DISPUTE RESOLUTION

This Agreement is governed and construed according to the laws of the State of Florida, and the parties expressly submit to its jurisdiction and to the jurisdiction and venue of the Circuit Court of North Florida County, Florida. The parties will use best efforts to negotiate to resolve all differences. Each party shall provide written notice to the other party of any dispute regarding this agreement. The receiving party must in turn respond in writing no later than 15 days from the date of receipt.

15. NON-DISCLOSURE

Contractor shall not at any time or in any manner, either directly or indirectly, disclose, publish or otherwise reveal information obtained by Contractor

pursuant to this Contract to any other party without the prior approval of CareerSource North Florida.

16. AUDITS AND MONITORING

Program specific monitoring and compliance audits shall be provided under circumstances and conditions required by laws or regulations that are applicable to the Terms and Conditions of this Contract. CareerSource North Florida, USDOL, the Comptroller General of the United States, the State of Florida, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to a specific program under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. Audits shall be conducted in accordance with generally accepted auditing standards and shall be an independent certified audit only if required. Both parties agree to fully cooperate in all auditing and monitoring efforts and pay any reasonable amounts determined due under this Contract. Each party shall be entitled to contest any audit findings.

17. ASSIGNMENT AND SUBCONTRACTS

Contractor shall not assign or subcontract any of its duties or responsibilities beyond those identified in its proposal without the express written consent of CareerSource North Florida. Subcontractors and/or suppliers are to be considered a direct expense payable by the Contractor. The Contractor shall be fully responsible for contract performance, regardless of any arrangement between the Contractor and its subcontractors and/or suppliers.

In the event that a majority of the shares of stock of Contractor are sold, assigned or conveyed, or that control of Contractor is otherwise transferred to an entity other than Contractor's current shareholder, CareerSource North Florida shall have the right, in its sole and absolute discretion, to terminate this Contract.

18. TERMINATION

18.1. Termination at Will: CareerSource North Florida may terminate this Contract by giving fifteen (15) days written notice to the Contractor with or without cause.

18.2. Termination for Breach: Upon breach by the Contractor, CareerSource North Florida may terminate this Contract by giving written notice to the Contractor. This written notice of termination shall be sent via certified mail, return receipt requested.

18.2.1. CareerSource North Florida reserves the right to grant the Contractor the opportunity to rectify the breach. CareerSource North Florida may send a suspension notice and give the Contractor a specific time to respond with a corrective plan.

Failure of the Contractor to respond with a corrective plan acceptable to CareerSource North Florida may result in a termination notice to the Contractor effective from the time of the original suspension.

18.2.2. Waiver of a breach of any provision shall not be deemed a waiver of any other breach, and no waiver shall be construed to be a modification to any of the terms or conditions of this Contract.

18.3. Termination Payment Provisions: In the event of termination, CareerSource North Florida shall be liable for payment only for Services rendered or goods delivered prior to the effective date of termination and determined allowable under this Contract. Final billing for payment must be received by CareerSource North Florida within fifteen (15) days of the termination date.

19. The provisions within this Contract do not limit CareerSource North Florida' remedies at law or in equity. NOTICES AND COMMUNICATION

The aforesaid termination notice, as well as all other notices, modifications, finance/invoice matters required herein, shall be considered *received* when delivered to:

Contractor

Michael Stanley
CFO & Vice-
President4035
W. 1st Street
Sanford, FL
32771
Phone: 407-936-3666
Fax: 407-936-2176
Email:
mstanlev@mvlm.com

CareerSource North Florida

Diane Head, Executive Director
705 E. Base St.
Madison, FL
Phone: 850-973-9675
Fax: 850-973-6497
Email:
Diane.Head@CareerSourceNorthFlorida.com

19.1. The Contractor shall notify CareerSource North Florida in writing of any material change in its financial condition, which could significantly affect the Contractor's ability to perform or comply with the provisions of this Contract, within three (3) business days. Notification may be made verbally only if followed by a written notification within five (5) business days of the Contractor's learning of the material change. Material changes include, but are not limited to the following:

- 19.1.1. Bankruptcy of the Contractor,
- 19.1.2. Resignation or transfer of key staff members,
- 19.1.3. Lawsuits or other legal action that may materially impact the financial viability of Contractor,
- 19.1.4. Official investigations of fraud or abuse on the part of Contractor's staff, officers, or directors, and/or
- 19.1.5. Theft or loss of funds or equipment that support the contracted activities.

20. MODIFICATIONS

This Contract may be modified at any time upon mutual agreement of the parties. The parties agree to modify or amend the Contract as necessary to comply with legislation, regulations, and policy directives; manage funding; and meet the needs of customers.

CareerSource North Florida reserves the right to issue general notices unilaterally amending this Contract if it does not substantially, nor significantly, modify the scope and intent of work. Such notices will be accomplished by written communication amending the Contract or Contract modification.

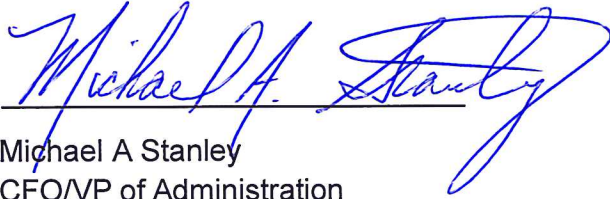
21. INTERPRETATION

This Contract incorporates Contractor's Proposal and all Attachments and will be interpreted collectively with no sections taken separately and apart.

22. AGREEMENT

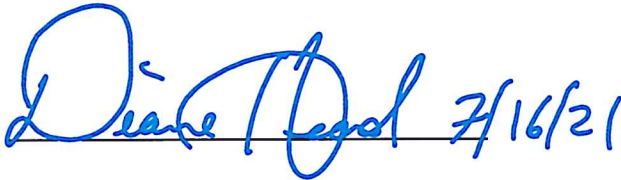
The persons below attest authority to bind their respective party in a contractual agreement, and indicate agreement with the terms and conditions of this Contract by their signatures hereto.

QUALITY LABOR MANAGEMENT, LLC and Affiliates



Michael A Stanley
CFO/VP of Administration

CAREERSOURCE NORTH FLORIDA



Diane Head
Executive Director

Contract No. C2021-QLM

MODIFICATION No. 1

SERVICES AGREEMENT

Between

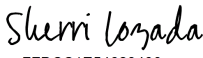
North Florida Workforce Board, Inc. d/b/a CareerSource North Florida
and
Quality Labor Management, LLC & Affiliated Companies

This Modification of Contract, hereinafter referred to as Modification is made effective and provided by and between the North Florida Workforce Board, Inc. d/b/a CareerSource North Florida and Quality Labor Management, LLC and Affiliated Companies hereinafter referred to as Contractor.

Both parties agree to the following modification applied to Contract No. CSC 2021-QLM

1. The term of this Contract is hereby extended to June 30, 2024.
2. This modification is effective July 1, 2022, regardless of the date of signatures. All other Agreement Terms and Conditions remain unchanged.

The signatures below indicate agreement with the terms and conditions of this Modification of Contract.

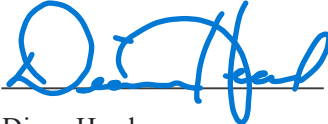
DocuSigned by:

7FDCC4E54620490...

Sherri Lozada, CFO

6/2/2022

Date

Quality Labor Management LLC
4035 W 1st Street
Sanford, FL 32771



Diane Head

6/30/22

Date

Executive Director,
CareerSource North Florida
705 East Base St.,
Madison, FL 32340