



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**MEETING DATE** Jun 15 2016 10:15AM - Regular School Board Meeting

**Special Order Request**  
 Yes  No

**ITEM No.:**  
 FF-1.

**AGENDA ITEM** OPEN ITEMS

**Time**

**CATEGORY** FF. OFFICE OF ACADEMICS

**DEPARTMENT** Student Services

**Open Agenda**  
 Yes  No

**TITLE:**  
 Work Authorization #2 Under the current contract agreement between Broward County Behavioral Services and the School Board of Broward County, Florida, Agreement Number 16-CP-CSA-8267-02

**REQUESTED ACTION:**  
 Approve the increase of funds from Broward County Behavioral Services in the amount of \$100,000 for the Family Counseling Program.

**SUMMARY EXPLANATION AND BACKGROUND:**  
 On September 1, 2015, the Broward County Board of Commissioners approved funding recommendations made by the Broward County Community Partnerships Division (BCCPD) for the School Board of Broward County, Florida Family Counseling Program (FCP) to receive a grant in the amount of \$1,343,940 with a two-year renewal option. See supporting documents for current contract, approved by the School Board on October 20, 2015, and the current Work Authorization #2. The current item brought before the School Board for approval is regarding an increase in funding in the amount of \$100,000 for the remainder of the current fiscal year, which ends September 30, 2016.  
 This agreement has been reviewed and approved as to form and legal content by the Office of General Counsel.  
 This agreement will be executed by Broward County Behavioral Services after School Board approval.

**SCHOOL BOARD GOALS:**  
 Goal 1: High Quality Instruction  Goal 2: Continuous Improvement  Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
 The District provides a cash match of \$1,420,848, reserved in the District's budget to fund approved positions, based on proposed salary increases per the BTU Bargaining Unit. There is no additional financial impact to the District for the funds awarded herewith.

**EXHIBITS: (List)**  
 (1) Executive Summary (2) Work Authorization 2 (3) Current Agreement with Broward County

**BOARD ACTION:**  
**APPROVED**  
 (For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Michaelle Valbrun-pope	Phone: 754-321-1660
Name: Laurel E. Thompson	Phone: 754-321-1550

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**Senior Leader & Title**

Daniel Gohl - Chief Academics Officer

Approved In Open Board Meeting On: **JUN 15 2016**  
 By: *[Signature]*  
 School Board Chair

Signature  
 Daniel F. Gohl  
 Monday, June 06, 2016 9:55:04 AM

## **EXECUTIVE SUMMARY**

The Broward County Community Partnerships Division has awarded the Family Counseling Program additional funds in the amount of \$100,000 to be added to the existing contracted amount of \$1,343,940, Contract # 16-CP-CSA-8267-02. A request is made for approval of the ARF at the Regular School Board Meeting on June 14, 2016. These funds are effective for the County's FY16, which ends September 30, 2016.

**Work Authorization Number 2**  
**Under Agreement Number 16-CP-CSA-8267-02**  
**Between Broward County and School Board of Broward County, Florida**

**Change Type: Adjustment to Option Period Funding Pursuant to Article 4 of Agreement**

1. This Work Authorization is issued pursuant to the Agreement dated October 27, 2015 between Broward County (hereinafter referred to as "County") and School Board of Broward County, Florida (hereinafter referred to as "SBBC") for Behavioral Health: Family Counseling Program (hereinafter the "Agreement").
2. This Work Authorization authorizes SBBC to provide the services detailed in Attachment I to this Work Authorization. These services are authorized pursuant to Article 3, Scope of Services, of the Agreement.
3. Funding and Method of Payment shall be in accordance with the provisions of Article 4, Funding and Method of Payment, and Exhibit A, "Agreement Specifications," of this Agreement.
4. This Work Authorization shall be effective June 1, 2016.
5. The terms and conditions of the Agreement are hereby incorporated into this Work Authorization. Nothing contained in this Work Authorization shall alter, modify, or change in any way the terms and conditions of the parties' Agreement.

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IN WITNESS WHEREOF, the parties have made and executed this Work Authorization Number 2: Broward County, by and through its Human Services Director or Deputy Director, as authorized pursuant to Article 4 of the Agreement, and School Board of Broward County, Florida, signing by and through its Chair, duly authorized to execute same.

County

Broward County, by and through  
its Human Services Director/Deputy Director

By \_\_\_\_\_

\_\_\_\_ day of \_\_\_\_\_ 2016.

SBBC

School Board of Broward County, Florida

BY Rosalind Osgood  
Dr. Rosalind Osgood



ATTEST:

Robert W. Runcie

Robert W. Runcie  
Superintendent of Schools

Approved as to Form and Legal Content

Kathelyn Jacques-Adams

Digitally signed by Kathelyn Jacques-Adams  
DN: cn=Kathelyn Jacques-Adams, o=The School District of Broward  
County, Florida, ou=The Office of the General Counsel,  
email=kathelyn.jacques-adams@browardschools.com, c=US  
Date: 2016.06.01 19:56:05 -0400

Office of General Counsel

\_\_\_\_ day of \_\_\_\_\_ 2016.



**ATTACHMENT I TO WORK AUTHORIZATION NUMBER 2**

The Agreement is hereby modified as follows:

In order to facilitate maximum utilization of County funds, pursuant to Article 4, "Funding and Method of Payment, Exhibit A of Agreement Number 16-CP-CSA-8267-02, is hereby replaced with revised Exhibit A, attached hereto as Attachment II to Work Authorization Number 2 to reflect the total funding available for the Initial Term of the Agreement.

Exhibit A, "Agreement Specifications, Item VI.B., "Official Notification of Designations" is revised to reflect the correct mailing and email address for Superintendent Robert Runcie.

Exhibit D-1, "The Scope of Services", Section I.D. is revised to reflect the change in the number of Clients to be served as follows:

I. Scope of Services

...

B. A minimum of ~~2,832~~ 3,043 unduplicated Clients shall be provided services under this Agreement ~~annually~~ for the Initial Term of the Agreement. A minimum of 2,832 unduplicated Clients shall be provided services under this Agreement annually thereafter.

...

Exhibit D-1, "The Scope of Services", III B. is revised to reflect the change in the funding amount as referenced in the Initial Term as follows:

II. Maximum Number of Units to be Purchased/Maximum Dollar Amount:

...

B. \$ Amount of Initial Term of Agreement:	<del>\$1,343,940</del>	<u>\$1,443,940</u>
\$ Amount of Option Period 1, if exercised:	\$1,343,940	
\$ Amount of Option Period 2, if exercised:	\$1,343,940	

Except as expressly amended herein, all terms and conditions of the Agreement remain in full force and effect.

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**ATTACHMENT I TO WORK AUTHORIZATION NUMBER 2**  
**EXHIBIT A – AGREEMENT SPECIFICATIONS**  
(Revised-Effective June 1, 2016)

Agreement #: 16-CP-CSA-8267-02

- I. Administering Division: Community Partnerships
- II. Beginning and Ending Dates:
  - A. Initial Term: Commencing on October 1, 2015 and ending on September 30, 2016
  - B. Option Period 1: If exercised, commences on October 1, 2016 and ends on September 30, 2017
  - C. Option Period 2: If exercised, commences on October 1, 2017 and ends on September 30, 2018
- III. Maximum Funding Amounts:
  - A. Initial Term: ~~\$1,343,940~~ \$1,443,940
  - B. Option Period 1: \$ 1,343,940
  - C. Option Period 2: \$ 1,343,940
  - D. Extension: Equal to a pro rata amount of the then existing annual funding amount.
- IV. SBBC's Representative: Coordinator, Family Counseling Program
- V. Official Payee: School Board of Broward County, Florida  
600 SE 3rd Avenue, 7th Floor  
Fort Lauderdale, FL 33301  
(754) 321-8124  
Email: [Rosemary.Russo@browardschools.com](mailto:Rosemary.Russo@browardschools.com)
- VI. Official Notification Designations:
  - A. For County: Director, Community Partnerships Division  
115 South Andrews Avenue, Room A370  
Fort Lauderdale, Florida 33301
  - B. For Second Party: Superintendent, School Board of Broward County, Florida  
600 SE 3<sup>rd</sup> Avenue, 7<sup>th</sup> 10<sup>th</sup> Floor  
Fort Lauderdale, FL 33301  
(754) 321-2600  
Email: [Robert.Runcie@browardschools.com](mailto:Robert.Runcie@browardschools.com)  
[supt\\_runcie@browardschools.com](mailto:supt_runcie@browardschools.com)
- VII. Client Co-pay:  Required  Not required
- VIII. Match:  Required  Not required because enter reason not required.
- IX. Required Insurance Coverage (nongovernmental entities only):
  - A. Commercial or General Liability:  Required  Waived
  - B. Business Automobile Liability:  Required  Waived
  - C. Professional Liability:  Required  Waived
  - D. Workers' Compensation & Employer's Liability:  Required  Waived
  - E. Other: enter type  Required
- X. RFP/RLI/RFA Date: March 23, 2015 Published Title: Request for Proposals FY 2016 General Services

# **Current Agreement**

## **Approved: FF-3 10/20/15**

**WORK AUTHORIZATION NUMBER 1**  
**Under Agreement Number 16-CP-CSA-8267-02**  
**Between Broward County and School Board of Broward County, Florida**

1. This Work Authorization is issued pursuant to an Agreement between Broward County (hereinafter referred to as "County") and School Board of Broward County, Florida (hereinafter referred to as "SBBC") for Behavioral Health: Family Counseling Services (hereinafter the "Agreement").
2. This Work Authorization authorizes SBBC to provide the services detailed in Attachment I to this Work Authorization. These services are authorized pursuant to Article 3 of the Agreement.
3. Funding and Method of Payment shall be in accordance with the provisions of Article 4 and Exhibit A, "Agreement Specifications," of the Agreement.
4. This Work Authorization shall be effective October 1, 2015.
5. The terms and conditions of the Agreement are hereby incorporated into this Work Authorization. Nothing contained in this Work Authorization shall alter, modify, or change in any way the terms and conditions of the parties' Agreement.

**(Remainder of Page Intentionally Left Blank)**

IN WITNESS WHEREOF, the parties have made and executed this Work Authorization Number 1: Broward County, by and through its Human Services Director or Deputy Director, as authorized pursuant to Article 4 of the Agreement, and School Board of Broward County, Florida, signing by and through its Chair, duly authorized to execute same.

County

Broward County, by and through its Human Services Director/Deputy Director

By Yvonne Campbell

4 day of November 2015

WITNESS:

[Signature]

Witness

[Signature]

SBBC

The School Board of Broward County, Florida

[Signature] For Donna K  
Donna P. Korn

ATTEST:

[Signature]

Robert W. Runcie,  
Superintendent of Schools

Approved as to Form and Legal Content

[Signature] 10-6-15  
Office of General Counsel

20<sup>th</sup> day of October 2015

(SEAL)





## ATTACHMENT I TO WORK AUTHORIZATION NUMBER 1

SBBC is authorized to commence activities outlined in the Agreement and herein.

### SCOPE OF SERVICES

#### I. Standards:

A. SBBC shall use Brief Strategic Family Therapy (BSFT) as the Evidence-Based Practice (EBP) chosen for delivering program services to Clients. SBBC shall deliver BSFT as specified in the Provider Handbook, including the range of sessions indicated. Refer to Provider Handbook for additional model description and detail.

In addition to services using BSFT, SBBC's Family Counseling Program (FCP) may also provide Brief Intervention services designed to stabilize a Client experiencing a personal crisis that is interfering with his/her functioning, whether in school, at home, or in the community. In such instances, SBBC shall assess the Client and provide up to three counseling sessions to help the Client address the current crisis.

B. SBBC's fidelity to BSFT shall be maintained through supervisory review of Client clinical progress notes to assess utilization of appropriate BSFT techniques with the clinical coordinator as well as monthly peer case consultation. SBBC shall provide any new staff hired with a manual for the BSFT model and shall orient them to the policies and procedures of the program as well as assign them to work with experienced staff who shall serve as mentors to them in applying BSFT.

C. Staff to Client ratio shall be an average of 1:25

D. SBBC shall deliver services in accordance with the System of Care Values indicated in the Provider Handbook.

#### II. Other Requirements:

A. Due to special circumstances, SBBC may extend services beyond time frames noted in I.A. Extension of treatment shall be documented in the Client's file and include the following information: reason for the extension request, including a brief history of response to the program to this point in addition to the current situation; how the extension will affect the implementation of the EBP; original treatment/discharge plan and the new treatment plan to include clinical rationale for the number of additional sessions; frequency of review periods; assessment tools to be used to determine course of treatment; explanation for extending treatment versus referral if the Client has had only limited or no progress in this program to date; contingencies for alternative treatment or referral if needed; evidence of review by the clinical treatment team and signature of extension approval by the treatment director. Extensions shall not exceed six (6) additional sessions per Client. The total number of extensions shall not exceed 20% of the total number of Clients served under this Agreement.

B. SBBC shall not bill for indirect services such as staff training, staff meetings, administrative activities, supervisory conferences, travel time or other activities not specific to a program Client(s).

C. SBBC shall accept referrals from a variety of sources including teachers, guidance counselors, administrators, nurses and attendance personnel who most often identify

family and emotional problems. Additionally, Clients may be self-referred or referred by outside agencies. Services shall be available Countywide.

**III. Unit Definition(s):**

**A. Family Counseling (RF-2000):** One hour session, including a minimum of 45 minutes face-to-face, per Client and family.

**B. Individual Counseling (RF-3300):** One hour session, including a minimum of 45 minutes face-to-face per Client.

**C. Group Counseling (RF-2500):** One hour session, including a minimum of 45 minutes face-to-face per group of three to ten Clients.

In special situations, Individual Counseling services may be delivered in 30 minute increments if the Client is unable to be released from class for a longer period or has other documented limitations. Progress notes must document this situation and billing must be restricted to face-to-face time only without additional time allowed for documentation.

**(Remainder of Page Intentionally Left Blank)**

**AGREEMENT BETWEEN BROWARD COUNTY AND SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
FOR ENTER FAMILY COUNSELING PROGRAM  
Agreement Number: 16-CP-CSA-8267-02**

This Agreement ("Agreement") is made and entered into by and between Broward County, a political subdivision of the state of Florida ("County"), and The School Board of Broward County, Florida, a school board ("SBBC"). County and SBBC are collectively referred to as the "Parties."

WHEREAS, this Agreement will enable SBBC to provide services that would not otherwise be funded by another public funding source; and

WHEREAS, funding given to SBBC has been found and declared to be for a County and public purpose by the Board of County Commissioners of Broward County, NOW, THEREFORE,

IN CONSIDERATION of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, the Parties agree as follows:

**ARTICLE 1. DEFINITIONS AND IDENTIFICATIONS**

The following definitions apply unless the context in which the word or phrase is used requires a different definition:

- 1.1 **Agreement** - The Agreement includes Articles 1 through 15 inclusive, the "Whereas" clauses recited above, and all exhibits, addenda, and attachments that are expressly incorporated herein by reference.
- 1.2 **Board** - The Board of County Commissioners of Broward County, Florida.
- 1.3 **Clients** - Individuals served under this Agreement as described in Exhibit D-1, "Scope of Services."
- 1.4 **Contract Administrator** - The Broward County Administrator, the Director or Deputy Director of the Broward County Human Services Department, or the Director of the division administering the Agreement, as specified in Exhibit A, "Agreement Specifications." The Parties may rely on the instructions or determinations made by the Contract Administrator in the administration of this Agreement; however, the Scope of Services may not be changed via such instructions and determinations except as otherwise provided herein.
- 1.5 **Contract Manager** - The Human Services Department division staff person who coordinates and communicates with SBBC and who manages and supervises execution and completion of the Scope of Services and the terms and conditions of this Agreement as set forth herein. The Parties may also rely on the instructions or determinations made by the Contract Manager in the administration of this Agreement; however, the Scope of Services may not be changed via such instructions and determinations except as otherwise provided herein.
- 1.6 **County Attorney** - The chief legal counsel for County appointed by the Board.
- 1.7 **County Business Enterprise or "CBE"** - A small business certified as meeting the requirements of Broward County's CBE Program.
- 1.8 **HSD** - The Broward County Human Services Department.
- 1.9 **HSSS** - The Human Services Software System. The Client Services Management System and/or any other participant information collection and data exchange system(s) designated by County.

- 1.10 **Initial Term** - The initial contracted period as specified in Exhibit A, "Agreement Specifications."
- 1.11 **Option Period** - A contract renewal period, usually concurrent with a single County fiscal year, as specified in Exhibit A, "Agreement Specifications."
- 1.12 **Program** - The services described in Article 3 and in Exhibit D-1 of this Agreement.
- 1.13 **Provider Handbook** - County's Human Services Department manual for providers of services that contains standard forms, performance measures, and other documents and standard practices, as same may be amended from time to time by County, which Handbook is incorporated herein by reference.
- 1.14 **Repository** - County's Human Services Department Repository, under the Office of Evaluation and Planning. The Repository address is identified in the Provider Handbook.

## **ARTICLE 2. TERM OF AGREEMENT**

- 2.1 **TERM:** The term of this Agreement shall begin and end on the dates ("Agreement Term") specified in Exhibit A, "Agreement Specifications." This Agreement may be renewed by the County's Contract Administrator for up to two (2) additional one-year Option Periods, as specified in Exhibit A. The Contract Administrator shall notify SBBC of renewal, in writing, no less than five (5) business days prior to the expiration of the then-current term of this Agreement.
- 2.2 **CONTINUITY OF SERVICES:** In the event that unusual or exceptional circumstances, as determined in the sole discretion of the Contract Administrator, render the exercise of an Option Period not possible, or if no Option Period is available, and it would result in a gap in the provision of services under this Agreement, then upon approval of funds by the Board, the term of this Agreement may be extended by the HSD Director or Deputy Director and SBBC, via a Work Authorization, for a period not to exceed six (6) months.
- 2.3 County's decision to exercise either Option Period shall be contingent upon, but not limited to, the following:
- A. Continued demonstrated and documented need for the services or priority area of funding;
  - B. Satisfactory contract compliance, program performance, and utilization by SBBC, as determined by the Contract Administrator;
  - C. Demonstrated financial stability by SBBC;
  - D. The availability of funds from County in accordance with Chapter 129, Florida Statutes, as amended; and
  - E. Appropriation of funds by the Board.

The Contract Administrator, in his or her sole discretion, shall determine whether the contingencies listed above have been fulfilled prior to the Contract Administrator exercising County's option to renew or extend this Agreement for any subsequent renewal or extension period.

- 2.4 This Agreement may be terminated in accordance with the provisions contained in the "TERMINATION" section herein.

## **ARTICLE 3. SCOPE OF SERVICES**

- 3.1 SBBC shall provide the services set forth in each Exhibit D-1, "Scope of Services," and further detailed in the applicable Work Authorization(s), incorporated by reference, for each service category funded by this Agreement, and shall meet the outcomes set forth in Exhibit D-2 and applicable Work

Authorization(s). The Scope of Services is a description of SBBC's obligations and responsibilities and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by SBBC impractical, illogical, or unconscionable.

3.2 If applicable, SBBC shall notify County in writing prior to the proposed opening, closing, or relocating of a service site listed in Exhibit D-1 or applicable Work Authorization no less than thirty (30) calendar days prior to such change in accordance with the "NOTICES" section of this Agreement. No such opening, closing, or relocation shall occur without County's prior written consent, which consent shall not be unreasonably withheld.

3.3 **Organizational Profile:** The Organizational Profile for SBBC is a component of the Coordinating Council of Broward's community assessment process to support coordinated health, education, and human services planning in Broward County. It is used for collecting data for countywide resource inventory. This Profile is due from SBBC upon oral or written request by the Contract Administrator.

#### **ARTICLE 4. FUNDING AND METHOD OF PAYMENT**

4.1 **MAXIMUM FUNDING:** County will pay SBBC an amount not to exceed the amount specified in Exhibit A, "Agreement Specifications," for work actually performed and completed pursuant to this Agreement, which amount shall be accepted by SBBC as full compensation for all such work. SBBC acknowledges that this amount is the maximum payable and constitutes a limitation upon County's obligation to compensate SBBC for its services related to this Agreement. This maximum amount, however, does not constitute a limitation, of any sort, upon SBBC's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. No amount shall be paid to SBBC to reimburse its expenses, unless otherwise provided herein.

County funding under this Agreement relates exclusively to the Initial Term and County is not obligated to fund SBBC beyond the Initial Term. In the event that the Contract Administrator exercises either Option Period under this Agreement, or in the event this Agreement is extended pursuant to Article 2, the maximum amount payable by County shall not exceed the amount specified for each period in Exhibit A, except as provided in Section 4.3, "MAXIMIZATION OF EXPENDITURE OF COUNTY FUNDS," herein.

4.2 **REDUCTION OF FUNDS:** In the event of SBBC's underutilization of funds, the Contract Administrator has the authority, at any time, to reduce the maximum funding allocated under this Agreement. Such adjustments shall be made via a Work Authorization(s), which shall be signed by the HSD Director or Deputy Director and SBBC. The Work Authorization(s) shall include corresponding revisions to the maximum units of service and minimum number of clients served.

4.3 **MAXIMIZATION OF EXPENDITURE OF COUNTY FUNDS:**

4.3.1 **Mid-term Funding Adjustments.** In furtherance of the objectives of the HSD, the Contract Administrator has the authority and sole discretion to increase the maximum funding under this Agreement up to ten percent (10%) of the Agreement amount for any fiscal year of County, except as provided in Section 15.23, EMERGENCY CONDITIONS. Such adjustments shall be made via Work Authorization(s), which shall be signed by the HSD Director or Deputy Director and SBBC.

4.3.2 **Program Allocations/Payment Schedules.** The Contract Administrator has the authority to adjust the maximum funding allocated to any particular program or service category funded under this Agreement and payment schedules throughout any term of the Agreement. Such adjustment may be made via Work Authorization(s) signed by the HSD Director or Deputy Director and SBBC.

**4.3.3 Renewal Funding Adjustments.** Adjustments to maximum renewable funding and corresponding adjustments to the number of units and clients served for Option Periods under this Agreement are subject to appropriation of funds by the Board. Such adjustments may be made via a Work Authorization(s) signed by the HSD Director or Deputy Director and SBBC.

**4.4 WORK AUTHORIZATIONS:** The Contract Administrator is authorized to increase or decrease the maximum funding allocated to SBBC in the Agreement to maximize expenditure of County funds as expressed herein. Such adjustments shall be made by the HSD Director or Deputy Director in writing in accordance with this subsection.

**4.4.1** Any Work Authorization(s) for adjustments increasing the total annual maximum funding amount by ten percent (10%) or less may be signed by the HSD Director or Deputy Director and SBBC, using a standard Work Authorization in the form attached hereto as Exhibit F.

**4.4.2** Any Work Authorization(s) increasing the total annual maximum funding by more than ten percent (10%) may be signed by the HSD Director or Deputy Director and SBBC after the Board has approved the funding increase and has conferred such authority upon the HSD Director or Deputy Director.

**4.4.3** All Work Authorizations issued by the Contract Administrator shall contain, at a minimum, the following information and requirements:

**4.4.3.1** A description of the adjustments being made (which description must specify in detail the adjustments and revisions to the maximum units of service and Clients served)

**4.4.3.2** A reference to this Agreement pursuant to which the adjustment is authorized.

**4.4.3.3** Any other additional instructions or provision relating to the work authorized pursuant to this Agreement.

**4.4.3.4** Work Authorizations shall be dated, sequentially numbered, and signed by both Parties.

**4.5 METHOD OF PAYMENT:** County will pay SBBC for units of service actually delivered, invoiced, and documented as specified in Exhibit D-1, "Scope of Services," and in any applicable Work Authorization(s), on a monthly billing basis, subject to the provisions in this Article. The total number of units of service to be billed during each term of this Agreement shall not exceed the units specified in Exhibit D-1 and any applicable Work Authorization(s).

**4.5.1** **Required Match:** County will reimburse for only nine (9) out of ten (10) units actually delivered, invoiced, and documented at the unit price specified in Exhibit D-1, unless otherwise indicated in Exhibit A, "Agreement Specifications," or in any applicable Work Authorization. The tenth (10<sup>th</sup>) unit shall meet SBBC's match requirement.

**4.5.2** **Client Co-payment for Services:** In the event Client co-payments are required as indicated in Exhibit A, SBBC shall assess income and implement co-payments pursuant to the Co-pay Schedule found in the Provider Handbook.

**4.5.3** **Performance:** County will reduce payment by three percent (3%) ("Reduction") for services performed by SBBC in the third (3<sup>rd</sup>) month of any quarter in which attainment of one (1) or more Outcomes was more than five (5%) percent below the indicated target. The Reduction shall be applied to payments for the Program(s) in which the indicator(s) was not met. The Reduction shall be applied to the net payment amount for the third (3<sup>rd</sup>) month, after calculation of the required match, but before any disallowed units or repayments from any other month(s) are applied. In the

event that SBBC does not submit an invoice in any third (3<sup>rd</sup>) month of a quarter because all funding authorized herein has been depleted, the Reduction shall be based on the previous month's net payment and SBBC shall pay the Reduction amount to County within thirty (30) days of County's written request. In the event that County finds that SBBC's Outcome Report(s) contains incorrect information, County may apply this Reduction retroactively at the sole discretion of County's Contract Administrator.

#### **4.5.4 Invoice Requirements and Due Dates:**

**4.5.4.1 An original invoice in a form approved by the Contract Manager plus one (1) complete copy with supporting documentation are due monthly from SBBC on or before the date specified in Exhibit E, "Required Reports and Submission Dates." In the event the due date falls on a weekend or County holiday, the invoice, supporting documentation, and complete copy are due on the next business day.**

**A. Acceptable supporting documentation as described in this section shall be in the form of a report provided through County's designated HSSS, or as otherwise agreed to in writing by the Contract Administrator. All reported units of service must correspond to the units of service on invoices submitted for billing purposes.**

**B. In addition, all required fields within the HSSS must be completed thoroughly and accurately for units of service to be considered as delivered and payable. Compliance with this requirement will be periodically monitored by County. SBBC shall reimburse County, as described in Section 4.5.4.2, for any units that do not comply with this requirement and were previously billed and paid during any term of the Agreement.**

**C. The Contract Administrator may authorize manual billing if SBBC lacks access to such designated system through no fault of SBBC, as determined by the Contract Administrator in his or her sole discretion.**

**D. Where the unit rate is an hourly rate, County will pay for full fifteen (15) minute increments, unless otherwise provided herein, at the rate of one-quarter (1/4) of the applicable unit rate, so long as SBBC has provided the unit of service as defined in Exhibit D-1.**

#### **4.5.4.2 Corrected Invoices:**

**A. In the event that SBBC determines that it has previously incorrectly billed and been reimbursed for a period within the current contract term, SBBC shall include the corrections on the next regular monthly invoice. Unless the Contract Administrator has authorized or required additional corrections, corrected billing is limited to one time for any month in which services were rendered and must be received by County no later than ninety (90) days following the date the invoice being corrected was originally due to County, or forty-five (45) days after the end of the Agreement term, whichever is earlier. SBBC must resubmit the original supporting documentation and submit the revised supporting documentation, along with a completed "Required Services Documentation" form as provided in the Provider Handbook, for each month in the period of previous incorrect billing, unless the Contract Administrator has, in writing, provided alternate documentation requirements. The invoice, which includes the corrections, must be accompanied**

by a cover letter signed by SBBC's authorized signator summarizing the corrections, explaining the reason for the error, and detailing the actions SBBC is taking to prevent recurrence of the error(s).

B. In the event that County determines that SBBC has previously incorrectly billed and been reimbursed for a period within the current contract year, SBBC shall include the corrections on the next regular monthly invoice. If the date of reimbursement is outside of the contract term in which the overpayment occurred SBBC shall issue a check to County as repayment.

4.5.4.3 To be deemed proper as defined by the Florida Prompt Payment Act, invoices must comply with the requirements set forth in this Agreement and must be submitted on the forms prescribed by County in the Provider Handbook, or through the communication system as provided through County's HSSS, or as otherwise agreed to in writing by the HSD Director or Deputy Director. County will pay SBBC within thirty (30) calendar days of receipt of SBBC's properly submitted invoice in accordance with the provisions of County's Prompt Payment Ordinance Section 1-51.6, Broward County Code of Ordinances. Further, County may deduct from any outstanding invoice any monies due from SBBC because of a situation where County identifies money due from SBBC to County pursuant to this Agreement.

4.5.4.4 Invoices and/or documentation returned to SBBC for corrections shall not be considered as submitted and shall be cause for delay in issuance of payment by County without the accrual of interest on any payments owed by County to SBBC. SBBC shall sign and date any revised invoice(s). Submission of accurate, timely documentation and other requested information as required by County shall be considered a factor in evaluating future funding requests.

4.5.4.5 The certification statement on the monthly invoice submitted by SBBC shall be signed by an authorized person as referenced in Exhibit B-1, "Authorized Invoice Signators." Should it become necessary for SBBC to replace signators, a notarized copy of the authorizing resolution as passed by SBBC's Board of Directors or Trustees, authorizing legislation, or equivalent shall be submitted to the Contract Administrator, along with replacement Exhibit B-1 and/or Exhibit B-2, within ten (10) days following replacement of the signators.

4.5.5 If SBBC has been authorized in accordance with the "SUBCONTRACTING" article of this Agreement to use subcontractors, or if SBBC uses any suppliers of materials for the provision of the required services herein, SBBC shall submit with each invoice a "Certification of Payments to Subcontractors and Suppliers" in the form attached hereto as Exhibit C. In instances wherein payment has not been made to the approved subcontractor(s) or the supplier(s), the certification shall be accompanied by a copy of the notification sent to each subcontractor and supplier listed in item 2 of the form, explaining the good cause why payment has not been made.

4.6 **SUSPENSION OF PAYMENT:** County, through its Contract Administrator, in his or her sole discretion, may in writing suspend payments to SBBC if SBBC does not comply with material terms of this Agreement, including, but not limited to, submission of correctly completed reports and corrective or remedial action plans, subject to County's acceptance and approval of said reports and plans. Express identification of certain terms herein as material shall not be construed to mean that other terms herein are not material. Suspension of payment by County may last through the duration of noncompliance by SBBC as determined



solely by the Contract Administrator, and any suspended payments shall not be subject to the payment of interest by County.

**4.7 PAYER OF LAST RESORT:** SBBC represents to County that no other reimbursement or payment is available or will be received by SBBC for any services invoiced to County, and County has relied upon that representation. SBBC shall assure that funding under this Agreement will not supplant any existing programs and resources and is used as funding of last resort. This Agreement specifically excludes services eligible to be covered by Medicaid, Medicare, or other third party funding source (collectively referred to as "Third Party Payment"). SBBC shall bill and pursue collection of any and all available Third Party Payments and Client payments for services rendered under this Agreement prior to billing County for any such services.

**4.7.1** In the event County pays SBBC for a service to a Client who was not eligible for Third Party Payment at the time of billing but later becomes eligible for Third Party Payments ("Third Party Certified"), and SBBC receives Third Party Payment for the same unit of service, then SBBC shall deduct the amount paid by County ("County Payment") on its next invoice immediately following receipt of such Third Party Payment. If SBBC has not submitted an invoice or has submitted a final invoice to County under this Agreement, SBBC shall reimburse County in the amount of the County Payment within thirty (30) calendar days of SBBC's receipt of the Third Party Payment.

A. SBBC shall note in the Client's file the date upon which a Client became Third Party Certified.

B. SBBC shall keep accurate and complete records of all Third Party Payments, any fee collected, reimbursement, or compensation of any kind, including in-kind compensation received from any Client, for any service covered by this Agreement, and shall make all such records available to County upon demand.

C. SBBC shall report such Third Party Payments by deducting the full amount of such Third Party Payment from SBBC's invoices within thirty (30) calendar days of SBBC's receipt of the Third Party Payment.

**4.8 EQUIPMENT PURCHASES:** All equipment purchased pursuant to this Agreement shall be reported to County on the invoice, with documentation attached to the invoice (or as otherwise approved in advance and in writing by the Contract Administrator), listing in detail the kind and type, serial number, cost, and any other data the Contract Administrator or Contract Manager so designates. No equipment shall be disposed of without the HSD Director's or Deputy Director's prior written approval. In the event of the filing(s) of bankruptcy or dissolution, voluntary or involuntary, insolvency of SBBC, or the expiration or earlier termination of this Agreement, with or without cause, the title and ownership of all existing property acquired with funds from this Agreement shall immediately and automatically be vested in County in the name of "Broward County" as Grantor. Any existing property vesting in County shall be delivered to the Contract Administrator by SBBC at the place designated in a written request by the Contract Administrator within ten (10) calendar days from the written request. It is SBBC's sole responsibility to immediately notify the Contract Administrator in writing of the filing(s) of bankruptcy or dissolution, voluntary or involuntary, or the insolvency of SBBC.

**4.9** All payments shall be made solely in the name of SBBC as the official payee. The name, address, and telephone number of the official payee to whom payment shall be made for SBBC is specified in Exhibit A, "Agreement Specifications." SBBC may change any of the information provided under this section by providing written notice of such change to the Contract Administrator using the notice procedure under the "NOTICES" section of this Agreement. It is SBBC's sole responsibility to advise the Contract

Administrator in writing of changes in name, address, telephone number, or administrative locations within ten (10) calendar days of such change.

4.10 As a condition of funding under this Agreement, SBBC acknowledges County's objective is to ensure provision of continuous services to its residents throughout the term of the Agreement. If SBBC exhausts County's funds under this Agreement prior to the end of any term of this Agreement, SBBC is obligated to provide the same level of service(s) to Client(s) as prescribed in Exhibits D-1 and D-2 until the end of the term without additional County funds.

#### **ARTICLE 5. PARTICIPATION IN HUMAN SERVICES SOFTWARE SYSTEM (HSSS)**

SBBC shall comply with the HSSS requirements outlined in the Provider Handbook, incorporated herein and made a part hereof.

#### **ARTICLE 6. MONITORING, RECORDS, REPORTS, AND OTHER REQUIREMENTS**

SBBC shall comply with the Monitoring, Records, and Reporting requirements outlined in the Provider Handbook.

#### **ARTICLE 7. TERMINATION**

7.1 This Agreement may be terminated for cause by the aggrieved Party if the Party in breach has not corrected the breach within ten (10) calendar days after receipt of written notice from the aggrieved Party identifying the breach. Termination for cause by County shall be by action of the Board with written notice provided to SBBC by the HSD Director or Deputy Director, which termination date shall be the date stated in the written notice but not less than thirty (30) days after the date of such written notice. Termination for cause by SBBC shall be effective not less than thirty (30) days after notice of termination is received by County. This Agreement may also be terminated for convenience by the Board. The HSD Director or Deputy Director may also terminate this Agreement for convenience when SBBC closes its business operations or otherwise ceases to exist and the HSD Director or Deputy Director determine that immediate action is required by County. Termination for convenience by the Board or by the HSD Director or Deputy Director shall be effective on the termination date stated in written notice provided by County, which termination date shall be not less than thirty (30) days after the date of such written notice. This Agreement may also be terminated by the County Administrator upon such notice as the County Administrator deems appropriate under the circumstances in the event the County Administrator determines that termination is necessary to protect the public health, safety, or welfare. If County erroneously, improperly, or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

7.2 This Agreement may be terminated for cause for reasons including, but not limited to, SBBC's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to suitably perform the work, or failure to continuously perform the work in a manner calculated to meet or accomplish the objectives as set forth in this Agreement. The Agreement may also be terminated for cause if SBBC is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes, or if SBBC provides a false certification submitted pursuant to Section 287.135, Florida Statutes.

7.3 Notice of termination shall be provided in accordance with the "NOTICES" section of this Agreement except that notice of termination by the County Administrator, which the County Administrator deems necessary to protect the public health, safety, or welfare may be verbal notice through the Contract

Administrator that shall be promptly confirmed in writing by the HSD Director or Deputy Director in accordance with the "NOTICES" section of this Agreement.

7.4 In the event this Agreement is terminated for convenience by County, SBBC shall be paid for any services performed under the Agreement through the termination date specified in the written notice of termination. SBBC acknowledges that it has received good, valuable, and sufficient consideration from County, the receipt and adequacy of which are hereby acknowledged by SBBC, as specific consideration to SBBC, for County's right to terminate this Agreement for convenience.

7.5 In the event this Agreement is terminated for any reason or upon its expiration, whichever is earlier, any amounts due SBBC may be withheld by County until all documents are provided to County, if requested by the Contract Administrator, pursuant to the "RIGHTS IN DOCUMENTS AND WORK" provision of this Agreement.

7.6 This Agreement may also be terminated in accordance with the "EEO AND CBE COMPLIANCE" section of this Agreement using the "NOTICES" procedures herein.

7.7 TRANSITION PLAN: Prior to termination of this Agreement in its normal course, or upon earlier termination for any reason whatsoever, SBBC shall cooperate fully with County, and any third party designated by County, to develop a Transition Plan to provide for the transition of the services provider hereunder. The Transition Plan shall at a minimum, provide for the orderly and reasonable transfer of services in a manner which causes minimal disruption to the continuity of services.

#### **ARTICLE 8. SUBCONTRACTING**

8.1 SBBC engages in subcontracting if SBBC engages via formal agreement or any other mechanism, a third party, including, but not limited to, individuals, partnerships, corporations, or any other type of entity, to perform the services, in whole or in part, required by this Agreement. Services provided by third parties, other than SBBC's own employees, officers, and volunteers, will be deemed subcontracted.

8.2 SBBC may not subcontract services as defined in Section 8.1 or enter into an Employee Leasing agreement without the prior written approval of the Contract Administrator or as authorized in Exhibit D-1.

8.3 The Contract Administrator's written approval referenced in this Article shall be limited to SBBC's approval to enter a sub-contractual relationship with a third party and shall not be deemed an approval of any subcontracting document(s) between SBBC and its subcontractor(s).

8.4 Services provided by SBBC's subcontractors shall be subject to supervision by SBBC or subcontractor. Employee compensation, personnel policies, tax responsibilities, social security and health insurance, employee benefits, travel, per diem policies, and other similar administrative procedures applicable to services rendered under this Agreement shall be the responsibility of SBBC or its subcontractor.

8.5 The delivery of services through subcontractors shall not in any way relieve SBBC of full responsibility for all requirements, provisions, and terms of this Agreement.

8.6 SBBC shall, by written contract, require all subcontractors to conform to the requirements of this Agreement and all applicable federal and state laws, rules, regulations, guidelines, and standards. SBBC shall likewise require its subcontractors to agree to the requirements and obligations of this article.

8.7 SBBC shall pay its subcontractors, and any suppliers of materials for the provision of the services required pursuant to this Agreement, prior to submitting an invoice requesting payment from County for

such subcontracted work or supplies unless SBBC documents any dispute on Exhibit C, "Certification of Payments to Subcontractors and Suppliers," and submits such exhibit to County, accompanied by a copy of the notification sent to each subcontractor or supplier listed in item 2 of the form, explaining the good cause why payment has not been made.

SBBC acknowledges that nonpayment of a subcontractor or supplier as required herein shall be a material breach of this Agreement and that County may, at its option and in accordance with Article 4 of this Agreement, suspend payments until SBBC demonstrates timely payment of sums due to such subcontractors or suppliers. SBBC acknowledges that the presence of a "pay when paid" provision in a subcontract shall not preclude County's inquiry into allegations of nonpayment. The foregoing remedies shall not be employed when SBBC demonstrates that failure to pay results from a bona fide dispute with its subcontractor or supplier; however, County shall not pay SBBC for any amounts that have not yet been paid by SBBC to its subcontractors or suppliers.

8.8 SBBC shall reimburse County for all funds not used in compliance with this Agreement by SBBC and its subcontractors.

#### **ARTICLE 9. FINANCIAL STATEMENTS AND MANAGEMENT LETTERS**

9.1 **FINANCIAL STATEMENTS.** SBBC shall provide one (1) copy of SBBC's audited financial statements and any management letter(s) thereby generated as it relates to funding provided under this Agreement and SBBC's response to any management letter(s). The audit of the financial statements shall be prepared by an independent certified public accountant in accordance with generally accepted accounting principles for the fiscal year County funds are received and for each subsequent fiscal year until such time as all of the County funds are expended.

SBBC shall submit one (1) copy of the financial statements described in the first paragraph of this section and one (1) copy of the accompanying management letter, if any, to County's Repository within two hundred seventy (270) days after the close of SBBC's fiscal years in which SBBC receives funds under this Agreement.

9.2 **MANAGEMENT LETTERS.** SBBC shall provide County's Repository any and all management letters arising from audited financial statements within two hundred seventy (270) days of the date of said management letter as it relates to the program described in this Agreement.

SBBC shall provide to County's Repository the schedule of correction developed in response to said management letter(s) within thirty (30) days of its development.

SBBC shall provide to County's Repository any compliance audits required by law within two hundred seventy (270) days after the close of each of SBBC's fiscal years in which SBBC accounts for the funds under this Agreement.

#### **ARTICLE 10. EEO AND CBE COMPLIANCE**

10.1 No Party to this Agreement may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this Agreement. SBBC shall comply with all applicable requirements of the Broward County Business Enterprise ("CBE") Program in the award and administration of this Agreement. Failure by SBBC to carry out any of these requirements shall constitute a material breach of this Agreement, which shall permit County to terminate this Agreement or to exercise any other remedy provided under this Agreement, or under the Broward County Code of Ordinances, or under the Broward County Administrative Code, or under applicable law, with all of such remedies being cumulative.

SBBC shall include the foregoing or similar language in its contracts with any subcontractors or subconsultants, except that any project assisted by the U.S. Department of Transportation funds shall comply with the nondiscrimination requirements in 49 C.F.R. Parts 23 and 26, as amended. Failure to comply with the foregoing requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as County deems appropriate.

SBBC shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement and shall not otherwise unlawfully discriminate in violation of the Broward County Code, Chapter 16%. SBBC shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by County, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, SBBC shall take affirmative steps to prevent discrimination in employment against disabled persons.

By execution of this Agreement, SBBC represents that it has not been placed on the discriminatory vendor list as provided in Section 287.134, Florida Statutes. County hereby materially relies on such representation in entering into this Agreement. An untrue representation of the foregoing shall entitle County to terminate this Agreement and recover from SBBC all monies paid by County pursuant to this Agreement, and may result in debarment from County's competitive procurement activities.

10.2 Although no CBE goal has been set for this Agreement, County encourages SBBC to give full consideration to the use of CBE firms to perform work under this Agreement.

#### **ARTICLE 11. GOVERNMENTAL IMMUNITY**

Nothing herein is intended to serve as a waiver of sovereign immunity by any Party nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this Agreement or any other contract. Second Party is a state agency or political subdivision as defined in Chapter 768.28, Florida Statutes, and shall be fully responsible for the acts and omissions of its agents or employees to the extent permitted by law.

#### **ARTICLE 12. DESIGNATED REPRESENTATIVES AND EMPOWERMENT**

12.1 County's representative is the HSD Director, Deputy Director, or the Division Director of the division administering this Agreement. The title of SBBC's representative responsible for the administration of the program under this Agreement is specified in Exhibit A, "Agreement Specifications."

12.2 The empowered signators of invoices under this Agreement for SBBC are those individuals referenced in Exhibit B-1, "Authorized Invoice Signators." Changes in the empowered signators on Exhibit B-1 shall be communicated to County as directed in the "NOTICES" section of this Agreement.

12.3 The empowered signator of this Agreement for SBBC is identified in Exhibit B-2, "Certification of Empowerment." Changes in the empowered signator on Exhibit B-2 shall be communicated to County as directed in Article 4 and in the "NOTICES" section of this Agreement.

#### **ARTICLE 13. INSURANCE**

SBBC shall maintain insurance coverage as required in the Insurance section of the Provider Handbook or as specified in Exhibit A, "Agreement Specifications."

## ARTICLE 14. REPRESENTATIONS AND ACKNOWLEDGMENTS

**14.1** SBBC represents and certifies to County that, upon its execution of this Agreement and continuing throughout the term of the Agreement, as may be extended, the following representations are and shall remain true and correct. In the event that any of the following representations becomes untrue at any time, SBBC shall immediately provide written notice to the Contract Administrator:

- A. There have been no irregularities involving its management or employees that could have a material effect on SBBC's operations or financial stability.
- B. SBBC has committed no violations or possible violations of laws or regulations, the effects of which should be considered by County prior to entering into this Agreement.
- C. All material information pertaining to the financial position of SBBC has been disclosed in its records and provided to County.
- D. All related party transactions, as defined by generally accepted accounting principles, and related amounts receivable or payable pertaining to the financial position of SBBC have been properly recorded in its records and disclosed to County.
- E. SBBC maintains appropriate active license(s), which are all in good standing and have not been revoked or suspended, where SBBC is operating a facility or providing a service where any type of licensure is required, including, but not limited to, under federal, state, county, or other local law.
- F. When applicable, SBBC will ensure compliance with the provision(s) of Florida Statutes and all federal and local regulations whenever background screening for employment or a background security check is required by law for employment. SBBC shall maintain these screening requirements and records of same for volunteers and employees based on the population served.
- G. **E-VERIFY:** As applicable, if SBBC is a recipient, directly or indirectly, of State of Florida funds under this Agreement, SBBC shall enroll and participate in the E-Verify Program, in accordance with the terms and conditions governing the use of the program by:
  1. Verifying the employment eligibility of all persons employed during the Agreement Term by SBBC to perform the work under this Agreement.
  2. Enrolling in the E-Verify Program within thirty (30) days of the effective date of this Agreement by obtaining a copy of the "Edit Company Profile" page and making such record available to Broward County within seven (7) days of request from County.
  3. Requiring all persons, including subcontractors, assigned by SBBC to perform work under this Agreement to enroll and participate in the E-Verify Program within ninety (90) days after the effective date of this Agreement or within ninety (90) days after the effective date of the Agreement between SBBC and the subcontractor, whichever is later. SBBC shall obtain from the subcontractor a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record available to County within seven (7) calendar days from County's request.
  4. Displaying the notices supplied by the U.S. Department of Homeland Security ("DHS") in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

5. Initiating E-Verify verification procedures for new employees within three (3) business days after the actual work start date of each new hire and thereafter responding appropriately to any additional requests from DHS or Social Security Administration ("SSA").

6. Maintaining records of its participation and compliance with the provisions of the E-Verify Program and making such records available to County within seven (7) days of County's request.

H. SBBC acknowledges receipt of the Provider Handbook and understands that each document contained therein is made a part of this Agreement. SBBC also acknowledges that County may update or revise documents within the Provider Handbook and provide notification of the same to SBBC. SBBC may terminate this Agreement within thirty (30) calendar days after notice of such update(s) or revision(s) if the Parties mutually agree that the update(s) or revision(s) substantially impact(s) SBBC's ability to perform as contracted. Otherwise, SBBC acknowledges it shall be bound by the requirements outlined in the Provider Handbook, as amended by County from time to time.

I. SBBC represents to County for its reliance thereupon that it has established and implemented policies and procedures that ensure compliance with the security standards specified in the sections titled "Human Services Software System Participation" and "Monitoring, Records, Reports, and Other Requirements" provided in the Provider Handbook and all applicable state and federal statutes and regulations for the protection of confidential Client records and electronic exchange of confidential information.

J. All representations and information provided by SBBC to County in the course of competing for and developing this Agreement are true and correct, and there have been no material omissions.

**14.2 SBBC acknowledges that:**

A. Verification of liability protection, and the Authorized Invoice Signators as shown in Exhibit B-1, shall accompany this Agreement upon execution of this Agreement by SBBC.

B. Information, guidance, and technical assistance offered by the Contract Administrator, or any other County staff, whether written or verbal, in no way constitutes a guarantee of execution of this Agreement by County and should not be relied upon as a basis for doing business, delivering service, expending financial resources, or expectation of receipt of payment.

C. County has relied on all representations and information provided to County by SBBC in the course of SBBC competing for and developing this Agreement.

**ARTICLE 15. MISCELLANEOUS**

**15.1 RIGHTS IN DOCUMENTS AND WORK.** Any and all reports, photographs, surveys, and other data and documents, with the exception of Client records, provided or created in connection with this Agreement are and shall remain the property of County, and, if a copyright is claimed, SBBC grants to County a nonexclusive license to use the copyrighted item(s) indefinitely, to prepare derivative works, and to make and distribute copies to the public. In the event of termination of this Agreement pursuant to the terms of Article 7, any reports, photographs, surveys, and other data and documents other than Client records prepared by SBBC, whether finished or unfinished, shall become the property of County and shall be delivered by SBBC to the Contract Administrator within seven (7) days of termination of this Agreement by either Party. Any compensation due to SBBC shall be withheld until all documents are received as provided herein. SBBC shall ensure that the requirements of this Section are included in all agreements with its Subcontractor(s).

After the five (5) year retention period or any longer retention period as stated in Section 15.3 below, SBBC shall notify the Contract Administrator that the retention period has expired and shall provide at least ten (10) calendar days for County to obtain the records if County desires to retain the records for a longer period of time; such notice shall be made in writing pursuant to the "NOTICES" section of this Agreement. The provisions of this section shall survive the expiration or termination of the Agreement.

**15.2 PUBLIC RECORDS.** County is a public agency subject to Chapter 119, Florida Statutes. To the extent SBBC is a contractor acting on behalf of County pursuant to Section 119.0701, Florida Statutes, SBBC shall:

**15.2.1** Keep and maintain public records that ordinarily and necessarily would be required to be kept and maintained by County were County performing the services under this Agreement;

**15.2.2** Provide the public with access to such public records on the same terms and conditions that County would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

**15.2.3** Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and

**15.2.4** Meet all requirements for retaining public records and transfer to County, at no cost, all public records in possession of SBBC upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to County in a format that is compatible with the information technology systems of County.

The failure of SBBC to comply with the provisions set forth in this Section shall constitute a default and breach of this Agreement and County shall enforce the default in accordance with the provisions set forth in Section 7.1. SBBC shall ensure that the requirements of this Section are included in all agreements with its Subcontractor(s).

**15.3 AUDIT RIGHTS AND RETENTION OF RECORDS.** County shall have the right to audit the books, records, and accounts of SBBC and its subcontractors that are related to this Agreement. Such rights include examination of books, records, and accounts supporting the cost per unit of service, as well as any such records of funds received from other sources for the same or similar services as performed under this Agreement. SBBC and its subcontractors shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement.

Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for County's disallowance and recovery of any payment upon such entry. SBBC acknowledges that in the event County determines that funds are due back to County, the HSD Director or Deputy Director may in his or her sole and absolute discretion require SBBC to pay up to one percent (1%) interest annually on those funds, which interest shall be calculated from the date County incorrectly paid SBBC.

SBBC and its subcontractors shall preserve and make available for examination and audit by County all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for at least five (5) years after the termination or expiration of this Agreement, or for a longer period of time if required by the retention period of the Florida Public Records Act (Chapter 119, Florida Statutes), if applicable. If any audit has been initiated and audit findings have not been resolved at the end



of the retention period or the required five (5) year period, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by County to be applicable to SBBC's and its subcontractors' records, SBBC and its subcontractors shall comply with all requirements thereof; however, no confidentiality or nondisclosure requirement of either federal or state law shall be violated by SBBC or its subcontractors. SBBC shall, by written contract, require its subcontractor(s), if any, to agree to the requirements and obligations of this Article.

If subcontracting is permitted by County, SBBC shall ensure that the requirements of this Article are included in all agreements with its subcontractor(s).

**15.4 TRUTH-IN-NEGOTIATION CERTIFICATE.** SBBC's compensation under this Agreement is based upon representations supplied to County by SBBC, and SBBC certifies that the information supplied, including without limitation in the negotiation of this Agreement, is accurate, complete, and current at the time of contracting. County shall be entitled to recover any damages it incurs to the extent such representation is untrue.

**15.5 INDEPENDENT CONTRACTOR.** SBBC is an independent contractor under this Agreement. Services provided by SBBC pursuant to this Agreement shall be subject to the supervision of SBBC. In providing such services, neither SBBC nor its agents shall act as officers, employees, or agents of County. SBBC shall not have the right to bind County to any obligation not expressly undertaken by County under this Agreement.

**15.6 PUBLIC ENTITY CRIME ACT.** SBBC represents that it is familiar with the requirements and prohibitions under the Public Entity Crime Act, Section 287.133, Florida Statutes, and represents that its entry into this Agreement will not violate that Act. In addition to the foregoing, SBBC further represents that there has been no determination that it committed a "public entity crime" as defined by Section 287.133, Florida Statutes, and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether SBBC has been placed on the convicted vendor list. Notwithstanding any provision in this Agreement to the contrary, if any representation stated in this paragraph is false, County shall have the right to immediately terminate this Agreement and recover all sums paid to SBBC under this Agreement.

**15.7 LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. The Parties agree that the exclusive venue for any lawsuit arising from, related to, or in connection with this Agreement shall be in the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the Parties agree that the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **BY ENTERING INTO THIS AGREEMENT, SBBC AND COUNTY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. IF A PARTY FAILS TO WITHDRAW A REQUEST FOR A JURY TRIAL IN A LAWSUIT ARISING OUT OF THIS AGREEMENT AFTER WRITTEN NOTICE BY THE OTHER PARTY OF VIOLATION OF THIS SECTION, THE PARTY MAKING THE REQUEST FOR JURY TRIAL SHALL BE LIABLE FOR THE REASONABLE ATTORNEYS' FEES AND COSTS OF THE OTHER PARTY IN CONTESTING THE REQUEST FOR JURY TRIAL, AND SUCH AMOUNTS SHALL BE AWARDED BY THE COURT IN ADJUDICATING THE MOTION.**

**15.8 AMENDMENTS.** Except as otherwise authorized herein, no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by County and SBBC or others delegated authority to or otherwise authorized to execute same on their behalf. However, the HSD Director or Deputy Director may make adjustments pursuant to Article 4 and Section 15.23 herein. Additionally, the Contract Administrator may administratively revise or update the Provider Handbook documents from time to time as provided in this Agreement.

**15.9 MATERIALITY AND WAIVER OF BREACH.** Each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the Parties. Each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement, and each is, therefore, a material term hereof.

County's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

**15.10 COMPLIANCE WITH LAWS.** SBBC shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

**15.11 SEVERABILITY.** In the event any part of this Agreement is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this Agreement and the balance of this Agreement shall remain in full force and effect.

**15.12 PRIOR AGREEMENTS.** This Agreement represents the final and complete understanding of the Parties regarding the subject matter hereof and supersedes all prior and contemporaneous negotiations and discussions regarding the subject matter. There is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document.

**15.13 ASSIGNMENT AND PERFORMANCE.** Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other Party. In addition, SBBC shall not subcontract any portion of the work required by this Agreement, except as provided in Exhibit D-1, "Scope of Services." Notwithstanding the Termination provision of this Agreement, County may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, by SBBC of this Agreement or any right or interest herein without County's written consent.

SBBC represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

SBBC shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of SBBC's performance and all interim and final product(s) provided to or on behalf of County shall be comparable to the best local and national standards.

**15.14 CONFLICTS.** Neither SBBC nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with SBBC's loyal and conscientious exercise of judgment and care related to its performance under this Agreement.

None of SBBC's officers or employees shall, during the term of this Agreement, serve as an expert witness against County in any legal or administrative proceeding in which he, she, or SBBC is not a party, unless compelled by court process. Further, such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of County in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude SBBC or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

In the event SBBC is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, SBBC shall require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as SBBC.

**15.15 JOINT PREPARATION.** This Agreement has been jointly prepared by the Parties hereto, and shall not be construed more strictly against either Party.

**15.16 PRIORITY OF PROVISIONS.** If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referenced herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of Articles 1 through 15 of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 15 shall prevail and be given effect.

**15.17 THIRD PARTY BENEFICIARIES.** Neither SBBC nor County intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

**15.18 NOTICES.** In order for a notice to a party to be effective under this Agreement, notice must be sent via U.S. first-class mail with a contemporaneous copy via e-mail to the addresses listed below and shall be effective upon mailing. The addresses for notice shall remain as set forth herein unless and until changed by providing notice of such change in accordance with the provisions of this Section. The Parties designated persons and respective places for giving of notice are set forth in Exhibit A, "Agreement Specifications."

**15.19 DRUG-FREE WORKPLACE.** It is a requirement of County that it enter into contracts only with firms that certify the establishment of a drug-free workplace in accordance with Chapter 21.31(a)(2) of the Broward County Procurement Code. Execution of this Agreement by SBBC shall serve as SBBC's required certification that it has a drug-free workplace program in accordance with Section 287.087, Florida Statutes, and Chapter 21.31(a)(2) of the Broward County Procurement Code, and that it will maintain such drug-free workplace program for the full term of this Agreement. SBBC shall submit one (1) copy of its Drug-Free Workplace Policy to the Contract Manager prior to or with the signed Agreement.

**15.20 CERTIFICATION RELATING TO FEDERAL LOBBYING.** No federal appropriated funds have been paid, or will be paid, by or on behalf of the undersigned SBBC, 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 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. If any funds other than federally 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 any federal contract, grant, loan, or cooperative agreement relating to this Agreement between County and SBBC, the undersigned SBBC shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities."

**15.21 CERTIFICATION RELATING TO NO SMOKING AND CHILDREN'S SERVICES.** The Pro-Children Act of 1994, 20 U.S.C. § 6081 *et seq.* ("Act"), requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood services, education or library services to children under the age of eighteen (18), if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. Such Act also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. Such Act does not apply to children's services provided in private residence, portion of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable federal funds is Medicare or Medicaid, or facilities where Women, Infants and Children ("WIC") coupons are redeemed. Failure of SBBC to comply with the provisions of the Act may result in the imposition of a civil monetary penalty (in the amount provided by the Act) for each violation and imposition of an administrative compliance order pursuant to such Act on the responsible entity, such as SBBC. By signing this Agreement, the undersigned SBBC certifies that SBBC will comply with the requirement of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

**15.22 INTERPRETATION.** The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter," refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

The Parties understand and accept the need for consistent interpretation of provider-related agreements funded by County. If the Contract Administrator identifies a programmatic contractual issue that requires interpretation, the Contract Administrator will issue such interpretations, in writing, to all program providers. If SBBC identifies a programmatic contract provision that requires interpretation in order for SBBC to understand its obligations, SBBC will submit, in writing, a request for interpretation, with specificity to the Contract Administrator. The Contract Administrator will provide a written response to SBBC within a reasonable time after any request by SBBC for an interpretation. The Contract Administrator's programmatic interpretations shall be deemed conclusive and final.

**15.23 PUBLICITY.** SBBC is authorized by this Agreement to use the name of "Broward County" in any advertising materials concerning publicity and promotion of SBBC related to the services funded by this Agreement. The use of the Broward County logo is prohibited without the express written permission of County. Requests for permission to use the Broward County logo can be obtained by contacting the Broward County Public Communications Office, 115 S. Andrews Avenue, Fort Lauderdale, Florida 33301.

SBBC acknowledges that all advertisements, press releases, or other type of publicity activities undertaken by SBBC concerning the services funded by this Agreement shall include the following statement:

"The services provided by [insert name] is a collaborative effort between Broward County and [insert name] with funding provided by the Board of County Commissioners of Broward County, Florida under an Agreement."

**15.24 EMERGENCY CONDITIONS.** Except where otherwise provided by law or where SBBC is otherwise directed by appropriate authority, SBBC shall provide any supportive or recovery related service as requested by County during and after Emergency Conditions. These services include, but are not limited to, distribution of food, water, and ice, and providing case management services to Disaster Evacuees at an emergency shelter or other location(s) in Broward County as determined by County, through its Contract Administrator. Emergency Conditions are defined as any natural, technological, or terrorism related disaster or emergency for which assistance is requested from Emergency Support Function ("ESF") #6/Human Services Branch by the Broward Emergency Division, which commences upon a State of Emergency being declared by federal, state, or local government. Individuals who have been displaced or affected by the Emergency Condition are referred to as "Disaster Evacuees."

In the event of an Emergency Condition, the HSD Director or Deputy Director has the authority during and after Emergency Conditions, in his or her sole discretion, to (a) make adjustments to the maximum funding, including increases, under this Agreement; (b) make adjustments to the maximum funding allocated to any particular service category funded under this Agreement; (c) modify, add, or delete services under the Scope of Services and Exhibit D-1; (d) modify payment schedules throughout any term of this Agreement; (e) exercise an Option Period, and (f) extend the term of Agreement.

**15.25 DISCHARGE PLANNING.** If SBBC is a hospital district, mental health service provider, or law enforcement agency, or in the event SBBC provides services such as hospital, jail, or mental health treatment beds, then SBBC shall participate with County in the development of local discharge planning policies that ensure persons are not routinely discharged into homelessness, including the streets, shelters, or other McKinney-Vento homeless assistance housing programs.

**15.26 RENEGOTIATION.** The Parties agree to renegotiate this Agreement if revisions of any applicable law, regulation, or increase or decrease in allocations make changes in this Agreement necessary.

**15.27 INCORPORATION BY REFERENCE.** The truth and accuracy of each "Whereas" clause set forth herein is acknowledged by the Parties. The attached exhibits A through F, as well as the Provider Handbook and other documents referenced herein, are incorporated and made a part of this Agreement.

SBBC shall abide by all of the covenants and representations contained in the Request for Proposals, Request for Letters of Interest, or Request for Applications (collectively, "Request") submitted by SBBC upon which County relied and upon which this Agreement is based, and SBBC acknowledges that such covenants and representations in the Request shall form, become a part of, and be incorporated by reference into this Agreement. If the Request or any portion thereof conflicts with this Agreement, this Agreement shall control and govern the interpretation of any conditions and terms.

**15.28 REPRESENTATION OF AUTHORITY.** Each individual executing this Agreement on behalf of a Party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such Party and does so with full legal authority.

**15.29 PAYABLE INTEREST.**

**15.29.1 Payment of Interest.** County shall not be liable to pay any interest to SBBC for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof SBBC waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim arising from, related to, or in connection with this Agreement. This paragraph shall not apply to any claim for interest, including for post-judgment interest, if such application would be contrary to applicable law.

**15.29.2 Rate of Interest.** If, for whatever reason, the preceding subsection is determined to be invalid or unenforceable by a court of competent jurisdiction, the annual rate of interest payable by County under this Agreement, whether as prejudgment interest or for any other purpose, shall be, to the full extent permissible under applicable law, 0.25% (one quarter of one percent) simple interest (uncompounded).

**15.30 HIPAA COMPLIANCE.** It is expressly understood by the Parties that County personnel or their agents have access to protected health information (hereinafter known as "PHI") that is subject to the requirements of 45 C.F.R. §160, 162, and 164 and related regulations. In the event SBBC is considered by County to be a covered entity or business associate or is required to comply with the Health Insurance Portability and Accountability Act of 1996 (hereinafter known as "HIPAA"), SBBC shall fully protect individually identifiable health information as required by HIPAA and, if requested by County, shall execute a Business Associate Agreement in the form provided by the Contract Administrator for the purpose of complying with HIPAA. Where required, SBBC shall handle and secure such PHI in compliance with HIPAA and its related regulations and, if required by HIPAA or other laws, include in its "Notice of Privacy Practices" notice of SBBC's and County's uses of Clients' PHI. The requirement to comply with this provision and HIPAA shall survive the expiration or earlier termination of this Agreement. County hereby authorizes the County Administrator to sign Business Associate Agreements on its behalf. SBBC shall ensure that the requirements of this Article are included in all agreements with its subcontractors.

**15.31 COUNTERPARTS AND MULTIPLE ORIGINALS.** This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

**15.32 CONTINGENCY FEE.** SBBC represents that it has not paid or agreed to pay any person or entity, other than a bona fide employee working solely for SBBC, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. If County learns that this representation is false, County shall have the right to terminate this Agreement without any further liability to SBBC. Alternatively, if such representation is false, County, at its sole discretion, may deduct from the compensation due SBBC under this Agreement the full amount of such fee, commission, percentage, gift, or consideration.

**15.33 USE OF COUNTY LOGO.** SBBC shall not use County's name, logo, or otherwise refer to this Agreement in any marketing or publicity materials without the prior written consent of County.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature: Broward County, through its Board of County Commissioners, signing by and through its County Administrator, authorized to execute same by Board action on the 1st day of September, 2015, and The School Board of Broward County, Florida, signing by and through its Chair, duly authorized to execute same.

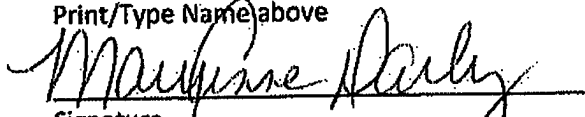
County

WITNESSES:

  
Signature

**BRANDI BRYANT**

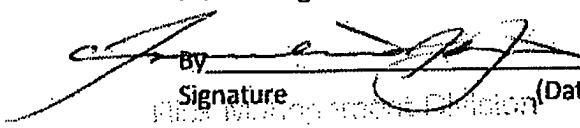
Print/Type Name above

  
Signature

**MARY ANNE DARBY**

Print/Type Name above

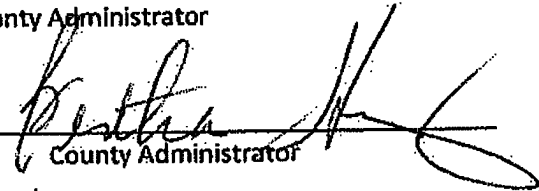
Insurance requirements  
approved by Broward County  
Risk Management Division

By  10/23/15  
Signature (Date)

Print Name and Title above

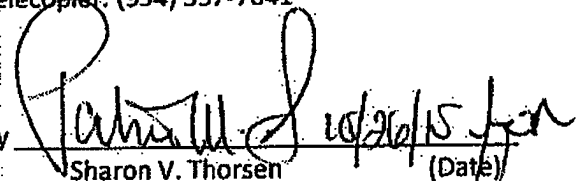
SVT/dmv  
#158 Broward County School Board Family Counseling  
2016 Unit of Service Agreement  
#14-070  
07/21/15

Broward County, through its  
County Administrator

By   
County Administrator

27<sup>th</sup> day of October, 2015

Approved as to form by  
Joni Armstrong Coffey  
Broward County Attorney  
Governmental Center, Suite 423  
115 South Andrews Avenue  
Fort Lauderdale, Florida 33301  
Telephone: (954) 357-7600  
Telecopier: (954) 357-7641

By  10/20/15 for  
Sharon V. Thorsen (Date)  
Senior Assistant County Attorney



AGREEMENT BETWEEN BROWARD COUNTY AND THE SCHOOL BOARD of BROWARD COUNTY, FLORIDA FOR BEHAVIORAL HEALTH: FAMILY COUNSELING PROGRAM

SBBC

The School Board of Broward County, Florida

WITNESS #1:

Betty McCrary  
Signature  
Betty McCrary  
Print/Type Name

Dr. Donna Korn For Donna Korn  
(Authorized Signature)

Donna P. Korn Chair  
(Print Name and Title of Authorized Signator)

WITNESS #2:

[Signature]  
Signature  
OFELIA LEYTON  
Print/Type Name

20<sup>th</sup> day of October, 2015

(seal or notary)

ATTEST:

Robert W. Runcie  
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

[Signature] October 10-6-15  
Office of the General Counsel



**EXHIBIT A – AGREEMENT SPECIFICATIONS**

**Agreement #: 16-CP CSA-8267-02**

- I. Administering Division: Community Partnerships**
- II. Beginning and Ending Dates:**
  - A. Initial Term:** Commencing on October 1, 2015 and ending on September 30, 2016
  - B. Option Period 1:** If exercised, commences on October 1, 2016 and ends on September 30, 2017
  - C. Option Period 2:** If exercised, commences on October 1, 2017 and ends on September 30, 2018
- III. Maximum Funding Amounts:**
  - A. Initial Term:** \$ 1,343,940
  - B. Option Period 1:** \$ 1,343,940
  - C. Option Period 2:** \$ 1,343,940
  - D. Extension:** Equal to a pro rata amount of the then existing annual funding amount.
- IV. SBBC's Representative: Coordinator, Family Counseling Program**
- V. Official Payee:** School Board of Broward County, Florida  
600 SE 3rd Avenue, 7th Floor  
Fort Lauderdale, FL 33301  
(754) 321-8124  
Email: rosemary.ruso@browardschools.com
- VI. Official Notification Designations:**
  - A. For County:** Director, Community Partnerships Division  
115 South Andrews Avenue, Room A370  
Fort Lauderdale, Florida 33301
  - B. For SBBC:** Superintendent, School Board of Broward County, Florida  
600 SE 3<sup>rd</sup> Avenue, 7<sup>th</sup> Floor  
Fort Lauderdale, FL 33301  
(754) 321-2600  
Email: Robert.runcie@browardschools.com
- VII. Client Co-pay:**  Required  Not required
- VIII. Match:**  Required  Not required because enter reason not required.
- IX. Required Insurance Coverage (nongovernmental entities only):**
  - A. Commercial or General Liability:**  Required  Waived
  - B. Business Automobile Liability:**  Required  Waived
  - C. Professional Liability:**  Required  Waived
  - D. Workers' Compensation & Employer's Liability:**  Required  Waived
  - E. Other: enter type**  Required
- X. RFP/RLI/RFA Date: Enter Date Published Title: Enter Title**

**EXHIBIT B-1 – AUTHORIZED INVOICE SIGNATORS**

Agreement #: 16-CP-CSA-8267-02

The following individuals are authorized to sign monthly invoices and certification statements on behalf of The School Board of Broward County, Florida, hereinafter known as "SBBC," as required by this Agreement between County and SBBC:

Rosemary A. Russo, Coordinator, Family Counseling Program and  
(Name and Title Typewritten)

Dr. Laurel E. Thompson, Director, Student Services Department  
(Name and Title Typewritten)

This authorization is conferred upon the individuals listed above pursuant to \_\_\_\_\_ (enter the authorizing body, legislation, regulation, code, or equivalent, including the date of such authorization, and attach a copy of supporting documentation, such as Board of Directors' meeting minutes, the authorizing statute, etc.):

See Regular School Board Meeting 10/20/2015 Agenda (Attached)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appearing below are samples of the authorized signatures.

Rosemary A. Russo 10/6/15 Laurel E. Thompson 10/6/15  
(Authorized Signature) (Date) (Authorized Signature) (Date)

Rosemary A. Russo 10/6/15 Dr. Laurel E. Thompson  
(Authorized Signature) (Date) (Authorized Signature) (Date)

Witness Signature:  
Signature Hazel C. James  
Name Hazel C. James  
(Print or Type)  
Date 10/6/2015

Witness Signature  
Signature Hazel C. James  
Name Hazel C. James  
(Print or Type)  
Date 10/6/2015

EXHIBIT B-2 – CERTIFICATION OF EMPOWERMENT

Agreement #: 16-CP-CSA-8267-02

Robert W. Runcie, Superintendent of Schools, School Board of Broward County, Florida


(Name and Title Typewritten)

is duly authorized to sign this Agreement on behalf of The School Board of Broward County, Florida, hereinafter known as "SBBC," and any amendments hereto between County and SBBC. The signature of the above-named person in this Agreement on behalf of SBBC binds SBBC to the terms and conditions of this Agreement and its amendments.

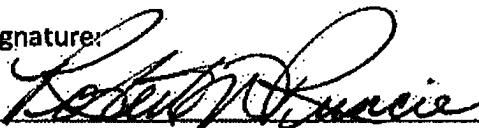
This authorization is conferred upon the individual listed above pursuant to \_\_\_\_\_ (enter the authorizing body, legislation, regulation, code, or equivalent, including the date of such authorization, and attach a copy of supporting documentation, such as Board of Directors' meeting minutes, the authorizing statute, etc.):

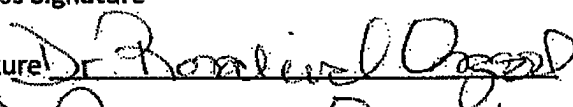
See Regular School Board Meeting 10/20/2015 Agenda (Attached)

Appearing below is a sample of the authorized signature.

  
(Authorized Signature)

10/22/2015  
(Date)

Witness Signature: \_\_\_\_\_  
Signature   
Name Robert W. Runcie  
(Print or Type)  
Date 10/22/15

Witness Signature \_\_\_\_\_  
Signature  For Deans  
Name Dr. Rosalind Osgood For  
(Print or Type)  
Date 10/22/15

**EXHIBIT C – CERTIFICATION OF PAYMENTS TO SUBCONTRACTORS AND SUPPLIERS**

Agreement #: 16-CP-CSA-8267-02

The undersigned hereby swears under penalty of perjury that:

1. SBBC has paid all subcontractors and suppliers all undisputed contract obligations for labor, services, or materials provided on this project in accordance with Article 4, "FUNDING AND METHOD OF PAYMENT," of this Agreement, except as provided in paragraph 2 below.

2. The following subcontractors and suppliers have not been paid because of disputed contractual obligations; a copy of the notification sent to each, explaining in reasonably specific detail the good cause why payment has not been made, is attached to this form:

Subcontractor or supplier's name and address	Date of disputed invoice	Amount in dispute

The undersigned is authorized to execute this Certification on behalf of SBBC.

Dated \_\_\_\_\_, 20\_\_

SBBC:

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Name and Title)

STATE OF            )  
                              ) SS  
COUNTY OF        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.  
WITNESS my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(NOTARY SEAL)

\_\_\_\_\_  
(Signature of person taking acknowledgment)  
\_\_\_\_\_  
(Name of officer taking acknowledgment; printed/typed/stamped)

My commission expires:

## EXHIBIT D-1 - SCOPE OF SERVICES

Agreement #: 16-CP-CSA-8267-02

Provider: SBBC

Program: Family Counseling

Program #: 1

### I. Scope of Services:

- A. **Program description:** For purposes of this Agreement, The SBBC's Family Counseling Program (FCP) shall provide Mental Health counseling services to children and youth with problems in normal development, academic and behavioral issues in school, emotional issues, family dysfunction, and high-risk behaviors. Problems in school that affect academic performance, regular attendance, and/or appropriate behavior are of primary importance. Clients may be experiencing learning disorders, school phobia, Attention Deficit Disorder, and hyperactivity. Other issues that may be affecting Clients are bullying, anxiety, depression, grief and loss, poor communication skills, low self-esteem, eating disorders and anger management. Clients with presenting problems considered inappropriate for short-term intervention, such as severe mental health issues or psychopathology are referred to community agencies that can better address their needs.
- B. **Target population:** "Client(s)" shall be defined as children and youth, ages 3 to 17, or through the 22<sup>nd</sup> birthday, if eligible to be enrolled in a non-postsecondary school, GED courses, or non-postsecondary vocational program and who have mental health issues ranging from mental health problems that result in impairment in functioning to diagnosable mental, behavioral or emotional disorders (including Severe Emotional Disturbances) per the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM). Current or past traumatic stress may be a factor in the mental health issues.
  1. **Eligibility criteria:** All students enrolled in a school (public, private, charter, etc.) in Broward County are eligible for services regardless of race or gender. The only criteria for participation in the program are appropriateness of presenting problems and school enrollment.
  2. **Documentation of eligibility:** The School Board will screen all Clients for eligibility and document same, as required in the Provider Handbook, and keep records in the Client's file.
- C. The primary client in each case is the child/adolescent, regardless of whether the services are provided through individual, family, or group counseling or any combination of those modalities.
- D. A minimum of 2,832 unduplicated Clients shall be provided services under this Agreement annually.
- E. **Standards and Other Requirements:** School Board shall adhere to the standards and other requirements set forth in the Work Authorization(s) and Provider Handbook.
- F. **Services to be Provided:** School Board shall provide the following services, as further detailed in the "Scope of Services" section of the Work Authorization(s):
  1. **Family Counseling (RF-2000)**
    - A. **Cost per Unit of Service:**
      1. \$80.00 for a master's level clinician
      2. \$97.75 for a licensed professional

B. Required Staff Credentials/Licensure: Master's Degree in Family Therapy, Psychology, Social Work or related field (non-licensed) or a clinical license from the State of Florida

2. Individual Counseling (RF-3300)

A. Cost per Unit of Service:

1. \$80.00 for a master's level clinician
2. \$97.75 for a licensed professional

B. Required Staff Credentials/Licensure: Master's Degree in Family Therapy, Psychology, Social Work or related field (non-licensed) or a clinical license from the State of Florida

3. Group Counseling (RF-2500)

A. Cost per Unit of Service:

1. \$80.00 for a master's level clinician
2. \$97.75 for a licensed professional

B. Required Staff Credentials/Licensure: Master's Degree in Family Therapy, Psychology, Social Work or related field (non-licensed) or a clinical license from the State of Florida

C. Subcontracting:  None requested/allowed  Allowed: The services which may be sub-contracted are limited to description, not to exceed \$ enter amount per contract year.

D. Location(s), days, and hours of service: SBBC shall provide services Monday through Friday, excluding school holidays, from 7:00 a.m. to 8:00 p.m. during the regular school year (August through early June) on days when school is in session. SBBC shall also provide services during the summer months (mid-June to mid-August). SBBC shall provide services during the summer Monday through Thursday, from 12:00 p.m. to 8:00 p.m. at School Board sites that also host community (night) classes. Morning hours (prior to 12:00 p.m.) are available upon request. Specific hours of operation may vary across the Family Counseling Program Centers. SBBC shall provide services at the locations indicated below. SBBC shall submit a list of specific locations by the end of the regular school year. Sites may be added or removed from the list below upon written approval from the Contract Manager. SBBC must submit a written request prior to changing site locations that includes the reasons for the change and how it will affect the delivery of services for Clients/Families.

The following is a list of the Family Counseling Centers:

School	Street Address	City
Apollo Middle School	6800 Arthur Street	Hollywood
Boyd Anderson High School	3050 NW 41 <sup>st</sup> Street	Lauderdale Lakes
Coconut Creek High School	1400 NW 44 <sup>th</sup> Avenue	Coconut Creek
Cooper City High School	9401 Stirling Road	Cooper City
Coral Glades High School	2700 Sportsplex Drive	Coral Springs
Coral Springs High School	7201 W Sample Road	Coral Springs
Crystal Lake Middle School	3551 NE 3 <sup>rd</sup> Avenue	Pompano Beach

School	Street Address	City
Deerfield Beach High School	910 SW 15 <sup>th</sup> Street	Deerfield Beach
Dillard 6-12	2501 NW 11 <sup>th</sup> Street	Fort Lauderdale
Everglades High School	17100 SW 48 <sup>th</sup> Court	Miramar
Fort Lauderdale High School	1600 NE 4 <sup>th</sup> Avenue	Fort Lauderdale
Hallandale High School	720 NW 9 <sup>th</sup> Avenue	Hallandale
Hollywood Hills High School	5400 Stirling Road	Hollywood
Indian Trace Elementary School	400 Indian Trace	Weston
J.P. Taravella High School	10600 Riverside Drive	Coral Springs
Lauderhill 6-12	1901 NW 49 <sup>th</sup> Avenue	Lauderhill
Miramar High School	3601 SW 89 <sup>th</sup> Avenue	Miramar
Monarch High School	5050 Wiles Road	Coconut Creek
New River Middle School	3100 Riverland Road	Fort Lauderdale
Northeast High School	700 NE 56 <sup>th</sup> Street	Oakland Park
Piper High School	8000 NW 44 <sup>th</sup> Street	Sunrise
Plantation High School	6901 NW 16 <sup>th</sup> Street	Plantation
Stoneman Douglas High School	5901 Pine Island Road	Parkland
South Broward High School	1901 N. Federal Highway	Hollywood
South Plantation High School	1300 Paladin Way	Plantation
Stranahan High School	1800 SW 5 <sup>th</sup> Place	Fort Lauderdale
Walter C Young Middle School	901 NW 129 <sup>th</sup> Avenue	Pembroke Pines
West Broward High School	500 NW 209 <sup>th</sup> Avenue	Pembroke Pines
Western High School	1200 SW 136 <sup>th</sup> Avenue	Davie

II. Commission Districts: At the date of execution of this Agreement, the School Board's service hub(s) are located in the following Commission District(s): 7

III. Maximum Number of Units to be Purchased/Maximum Dollar Amount:

A. Units for Initial Term of Agreement:

Family Counseling	N/A
Individual Counseling	N/A
Group Counseling	N/A

Units for Option Period 1, if exercised:

Family Counseling	N/A
Individual Counseling	N/A
Group Counseling	N/A

**Units for Option Period 2, if exercised:**

<b>Family Counseling</b>	<b>N/A</b>
<b>Individual Counseling</b>	<b>N/A</b>
<b>Group Counseling</b>	<b>N/A</b>

**Units per Extension, if exercised: Shall be equal to a pro rata number of units of the then current annual units per service.**

**B. \$ Amount for Initial Term of Agreement: \$ 1,343,940**

**\$ Amount for Option Period 1, if exercised: \$ 1,343,940**

**\$ Amount for Option Period 2, if exercised: \$ 1,343,940**

**\$ Amount per Extension, if exercised: Shall be equal to a pro rata amount of the then current annual funding amount.**

**IV. Outcomes/Indicators: Outcomes and Indicators are attached as Exhibit D-2.**

**[Remainder of Page Intentionally Left Blank]**



**EXHIBIT D-2 - OUTCOMES**  
**SBBC FAMILY COUNSELING 16-CP-CSA-8267-02**

Program Name	Service Name/ Taxonomy	Outcomes	Indicators	Data Source	Data Collection Method
Family Counseling Program	Individual Counseling (RF-3300)	Clients improve school performance.	80% of Clients presenting with school problems served for a minimum of four (4) or more sessions, improve in at least one targeted area of school performance measured at the time of discharge.	Report cards, interim reports, attendance reports, behavioral reports/referrals, etc.  Individualized Treatment Plan	Student Information System
		Clients improve social/emotional functioning.	80% of Brief Intervention Clients, served for one (1) to three (3) sessions will show an improvement of 1 point on the Brief Intervention/ Counselor Evaluation Form (BI/CEF) from first session and last session.	Brief Intervention/Counselor Evaluation Form (BI/CEF), Brief Intervention Satisfaction Survey (BISS) and reports from Client, Families and/or school personnel kept in the Client's file.	Counselor records information after each session on the BI/CEF based on input from Client, Families, and/or school personnel. The BISS is given at discharge to assess level of change.
	Individual Counseling (RF-3300) Group Counseling (RF-2500)	Clients improve social and emotional functioning.	80% of the Clients, served for four (4) or more sessions, demonstrate improvement in social and emotional functioning as evidenced by an increase of at least 5 points from pre-test to post-test on the Client Global Assessment Scale (CGAS).	Client Global Assessment Scale	CGAS will be completed at first session and at last session.
	Family Counseling (RF-2000)	Clients improve family functioning.	80% of Clients, served for four (4) or more sessions improve family functioning as evidenced by a three (3) point increase in the Client Family Scale (C-FS) score.	Client-Family Scale (C-FS), or other appropriate tool approved by Contract Manager.  Client's File	Pre-test at first session and Post-test at last session

**EXHIBIT E - REQUIRED REPORTS AND SUBMISSION DATES**

<b>Report</b>	<b>Due Date/Frequency</b>	<b># Copies</b>
Equal Employment Opportunity Policy		1 copy
Americans with Disabilities Act Policy		1 copy
Nondiscrimination Policy, If applicable		1 copy
CBE Policy		1 copy
Blank Client Satisfaction Survey		1 copy
Certificate of Insurance/Certification of Coverage	Due prior to execution and upon revision by School Board	1 copy
Invoice and supporting documentation	15th day of each month (if needed, final reconciled invoice due annually on November 15th)	Original plus 1 copy
Outcomes Report		Original plus 1 copy
Client Demographic Report	15th day of each quarter	Original plus 1 copy
Certification of Coverage	Due at time of this Agreement's term extension or renewal via Option Period; submit to Repository	1 copy
Audited Financial Statement		1 copy
State Financial Assistance Reporting Package (if applicable)	Due within 270 days after the close of Second Party's fiscal year end; submit to Repository	1 copy
Compiled Client Satisfaction Survey Report	July 15 <sup>th</sup> of each year	1 copy
Monitoring and/or Accreditation Reports from other agencies or funding sources	Due within 30 days of receipt	1 copy
Incident Reports	Due within 24 hours	1 copy
Organizational Profile	Due upon request - Send directly to First Call for Help on behalf of The Coordinating Council of Broward	1 copy

**Note: Failure to submit the foregoing reports on or before the due date shall result in the suspension of any payments due by County to School Board.**

**EXHIBIT F – WORK AUTHORIZATION**  
 Work Authorization No. enter number  
 Under Agreement Number enter number  
 Between Broward County and SBBC Legal Name  
 Change Type: \_\_\_\_\_

1. This Work Authorization is issued pursuant to the Agreement dated \_\_\_\_\_ between Broward County (hereinafter referred to as "County") and SBBC Legal Name (hereinafter referred to as "SBBC") for Agreement Title (hereinafter the "Agreement").
2. This Work Authorization authorizes SBBC to provide the services detailed in Attachment I to this Work Authorization. These services are authorized pursuant to Article 3 of the Agreement.
3. Funding and Method of Payment shall be in accordance with the provisions of Article 4 and Exhibit A, "Agreement Specifications," of this Agreement.
4. This Work Authorization shall be effective \_\_\_\_\_ (to be inserted).
5. The terms and conditions of the Agreement are hereby incorporated into this Work Authorization. Nothing contained in this Work Authorization shall alter, modify, or change in any way the terms and conditions of the Parties' Agreement.

IN WITNESS WHEREOF, the parties have made and executed this Work Authorization No. enter number: Broward County, by and through its Human Services Director or Deputy Director, as authorized pursuant to Article 4 of the Agreement, and SBBC, signing by and through its \_\_\_\_\_, duly authorized to execute same.

<u>County</u>	<u>SBBC</u>
Broward County, by and through its Human Services Director or Deputy Director	Legal Name
By _____  ____ day of _____, 20__.	By _____ Authorized Signatory
	Chair
	_____ (Print Name and Title)
	____ day of _____, 20__.

Attached hereto: ATTACHMENT I TO WORK AUTHORIZATION NUMBER \_\_\_\_\_