

# Approved: FF-2 9/20/16

**AGREEMENT BETWEEN BROWARD COUNTY AND THE SCHOOL BOARD OF BROWARD COUNTY,  
FLORIDA  
FOR JUVENILE JUSTICE COUNSELING SERVICES  
Agreement Number: 17-CP-CSA-8267-01**

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 Contract Adjustment, 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," for each service category funded by this Agreement, and shall meet the outcomes set forth in Exhibit D-2 and applicable Contract Adjustment(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 Contract Adjustment 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 Contract Adjustment(s), which shall be signed by the HSD Director or Deputy Director and SBBC. The Contract Adjustment(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 15.24, EMERGENCY CONDITIONS. Such adjustments shall be made via Contract Adjustment(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 Contract Adjustment(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 Contract Adjustment(s) signed by the HSD Director or Deputy Director and SBBC.

**4.4 CONTRACT ADJUSTMENTS:** 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 Contract Adjustment(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 Contract Adjustment in the form attached hereto as Exhibit F.

**4.4.2** Any Contract Adjustment(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 Contract Adjustments 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** Contract Adjustments 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 Contract Adjustment(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 Contract Adjustment(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 Contract Adjustment. 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 provided 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 sub consultants, 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 16½. 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. SBBC 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.** To the extent SBBC is acting on behalf of County as stated in Section 119.0701, Florida Statutes, SBBC shall:

a. Keep and maintain public records required by County to perform the services under this Agreement;

b. Upon request from County, provide County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

c. Ensure that public records that are exempt or confidential and exempt from public record requirements are not disclosed except as authorized by law for the duration of the Agreement and following completion of the Agreement if the records are not transferred to the County; and

d. Upon completion of the Agreement, transfer to County, at no cost, all public records in possession of SBBC upon termination of this Agreement or keep and maintain public records required by County to perform the services. If SBBC transfers the records to the County, SBBC shall destroy any duplicate public records that are exempt or confidential and exempt. If the SBBC keeps and maintains public records upon completion of the Agreement, SBBC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County upon request in a format that is compatible with the information technology systems of County.

The failure of SBBC to comply with the provisions of this Section shall constitute a material breach of this Agreement entitling the County to exercise any remedy provided in this Agreement or under applicable law.

A request for public records regarding this Agreement must be made directly to the County, who will be responsible for responding to any such public records requests. SBBC will provide any requested records to County to enable County to respond to the public records request.

**IF THE SBBC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SBBC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (954) 357-8647, MWELLS @broward.org, 115 S. ANDREWS AVE., SUITE A360, FORT LAUDERDALE, FLORIDA 33301.**

**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, but are not limited to, 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 the Agreement and performance thereunder. All books, records, and accounts of SBBC and its subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, SBBC or its subcontractor, as applicable, shall make same available at no cost to County in written form.

SBBC and its subcontractors shall preserve and make available, at reasonable times within Broward County for examination and audit by County, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a minimum period of three (3) years after expiration or termination of this Agreement or until resolution of any audit findings, whichever is longer. County audits and inspections pursuant to this Section may be performed by any County representative (including any outside representative engaged by County). County reserves the right to conduct such audit or review at SBBC's place of business, if deemed appropriate by County, with seventy-two (72) hours' advance notice.

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. If an audit or inspection in accordance with this Section discloses overpricing or overcharges to County of any nature by the SBBC in excess of five percent (5%) of the total contract billings reviewed by County, the reasonable actual cost of the County's audit shall be reimbursed to the County by the SBBC in addition to making adjustments for the overcharges. Any adjustments and/or payments due as a result of such audit or inspection shall be made within thirty (30) days from presentation of County's findings to SBBC.

SBBC shall ensure that the requirements of this Section 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 15.24 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 herein 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 acknowledges that all advertisements, press releases, or any other type of publicity or promotional activities ("Promotional Materials") undertaken by SBBC concerning the services funded by this Agreement shall include the following statement: "The services provided by SBBC is a collaborative effort between Broward County and SBBC with funding provided by the Board of County Commissioners of Broward County, Florida under an Agreement."

SBBC shall use the name "Broward County" and the official Broward County logo in all Promotional Materials of SBBC related to the services funded by this Agreement. Requests for the official electronic version of the Broward logo shall be made to the Broward County Public Communications Office, 114 s. Andrews Avenue, Fort Lauderdale, Florida 33301 or [publicinfo@broward.org](mailto:publicinfo@broward.org).

**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.

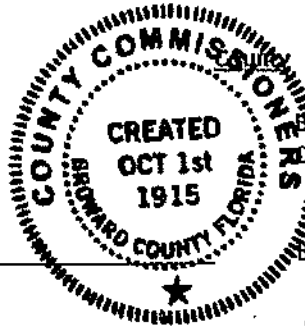
**15.32 CONTINGENCY FEE.** SBBC represents that it has not paid or agreed to pay any person or entity, other than a bona fide employee working solely for SBBC, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. If County 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.

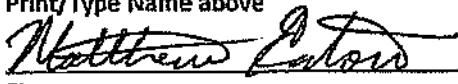
[Remainder of Page Intentionally Left Blank]

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 16th day of August, 2016, and The School Board of Broward County, Florida, signing by and through its Chair, duly authorized to execute same.


WITNESSES:

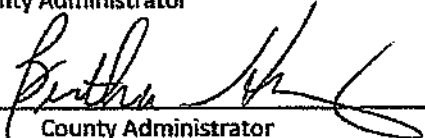


  
Signature  
Christina Daly  
Print/Type Name above


  
Signature  
MATTHEW EATON  
Print/Type Name above

Insurance requirements  
approved by Broward County  
Risk Management Division

 9/21/16  
By \_\_\_\_\_ (Date)  
Signature  
Jacqueline A. Binns  
Print Name and Title above  
Contracts Manager

Broward County, through its  
County Administrator  
By   
County Administrator  
28<sup>th</sup> day of September, 2016

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

 9/27/16  
By \_\_\_\_\_ (Date)  
Sharon V. Thorsen  
Senior Assistant County Attorney

SVT/dmv  
#188 Broward County School Board Juvenile Justice Counseling  
2017 Unit of Service Agreement FINAL  
09/12/16  
08/29/16  
08/15/16  
#16-070

AGREEMENT BETWEEN BROWARD COUNTY AND THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA FOR JUVENILE JUSTICE COUNSELING PROGRAM

FOR SBBC



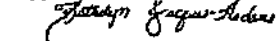
ATTEST:

  
Robert W. Runcie, Superintendent of Schools

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By   
Dr. Rosalind Osgood, Chair

Approved as to Form and Legal Content:

  
Office of the General Counsel

Digitally signed by Jacquelyn Jacques-Rodriguez, DN: cn=Jacquelyn Jacques-Rodriguez, o=Office of the General Counsel, ou=Office of the General Counsel, email=jjacques@browardcountyschools.com, c=US  
Date: 2017.06.13 11:27:24 -0500



**EXHIBIT A – AGREEMENT SPECIFICATIONS**

Agreement #: 17-CP-CSA-8267-01

- I. Administering Division: Community Partnerships
- II. Beginning and Ending Dates:
  - A. Initial Term: Commencing on October 1, 2016 and ending on September 30, 2017
  - B. Option Period 1: If exercised, commences on October 1, 2017 and ends on September 30, 2018
  - C. Option Period 2: If exercised, commences on October 1, 2018 and ends on September 30, 2019
- III. Maximum Funding Amounts:
  - A. Initial Term: \$ 439,053.00
  - B. Option Period 1: \$ 439,053.00
  - C. Option Period 2: \$ 439,053.00
  - D. Extension: Equal to a pro rata amount of the then existing annual funding amount.
- IV. SBBC's Representative: Program Coordinator
- V. Official Payee: School Board of Broward County, Florida  
600 SE 3<sup>rd</sup> Avenue, 7<sup>th</sup> Floor  
Fort Lauderdale, Florida 33301  
(754) 321-2249  
Email: [Paul.Purrier@browardschools.com](mailto:Paul.Purrier@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, 10<sup>th</sup> Floor  
Fort Lauderdale, Florida 33301  
(754) 321-2600  
Email: [Robert.runcie@browardschools.com](mailto: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: April 4, 2016 Published Title: Request for Proposals Fiscal Year 2017 General Services



**EXHIBIT B-2 – CERTIFICATION OF EMPOWERMENT**

Agreement #: 16-CP-CSA-8267-01

Dr. Rosalind Osgood, Chair

(Name and Title Typewritten)

and

Robert W. Runcie, Superintendent of Schools

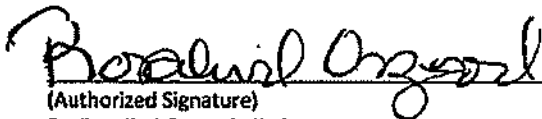
(Name and Title Typewritten)

are 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 Second Party. The signature of the above-named person in this Agreement on behalf of Second Party binds Second Party to the terms and conditions of this Agreement and its amendments.

This authorization is conferred upon the individual listed above pursuant to SBBC (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.):

Minutes of September 20, 2016 SBBC approval is attached.

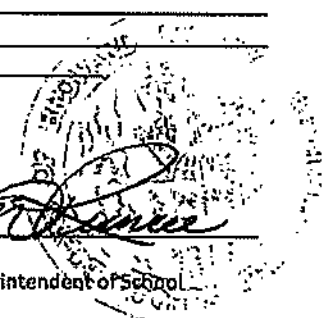
Appearing below is a sample of the authorized signatures.




(Authorized Signature)  
Dr. Rosalind Osgood, Chair



(Authorized Signature)  
Robert W. Runcie, Superintendent of Schools



Witness Signature:


Signature 

Name BETTY MCCLARY

(Print or Type)

Date 09/20/16

Witness Signature

Signature 

Name WILLIE COPELAND

(Print or Type)

Date 9-20-16

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

Agreement #: 17-CP-CSA-8267-01

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 #: 17-CP-CSA-8267-01

Provider: SBBC

Program: Juvenile Justice Counseling Program

Program #: 1

### I. Scope of Services:

A. Program description: For purposes of this Agreement, The SBBC's Behavioral Health Counseling Program (BHCP) shall provide counseling services to children and youth with mental health problems who are at risk of initial or subsequent involvement with the Juvenile Justice system.

B. Target population: Client(s) shall be defined as children ages 3-17 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 who otherwise meet eligibility criteria as defined above and in the Provider Handbook. Clients must have Mental Health problems, and be at-risk for initial or subsequent involvement in the Juvenile Justice system as demonstrated by presenting problems and behavior such as but not limited to: infractions of school rules and behavioral standards; defiance of teachers; other school personnel; disruptive behavior in school or community; impaired peer relations including verbal altercations and physical aggression; a current or previous arrest; as well as difficulties forming and maintaining trusting relationships; concentrating and maintaining task focus, and verbalizing feelings, among other areas.

2. Documentation of eligibility: As required in the Provider Handbook, SBBC will screen all Clients for eligibility, document same, and retain records in the Client's file.

C. A minimum of 1,142 unduplicated Clients shall be provided services under this Agreement annually.

D. Standards and Other Requirements: SBBC shall adhere to the standards and other requirements below and as set forth in the Contract Adjustment(s) and Provider Handbook.

#### 1. Standards:

a. The primary Client in each case is the child/adolescent, regardless of whether the services are provided through individual or family counseling or any combination of those modalities.

b. 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, BHCP 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 (3) counseling sessions to help the Client address the current crisis.

- c. Staff to Client Rationale 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.

2. Other Requirements:

- a. SBBC shall register staff to receive alerts regarding revisions to the Provider Handbook and related documents through AccessBROWARD <https://access.broward.org/About.aspx>.
- 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 youth with family and emotional problems who are at-risk of initial or subsequent involvement in the Juvenile Justice system and are enrolled in Alternative Education Centers, Expulsion Abeyance Programs, Behavior Change Program, Behavior Intervention Program, PROMISE Program or Department of Juvenile Justice (DJJ) Educational Program. Additionally, Clients may be referred by other sources including self-referrals or referred by outside agencies, but must meet eligibility criteria to be served in the BHCP. Referrals of students from the PROMISE Program shall be the priority. Services shall be available Countywide.
- d. Due to special circumstances, SBBC may extend services beyond time frames noted. 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.

E. Services to be Provided: SBBC shall provide the following services, as further detailed in the "Scope of Services" section or in the Contract Adjustment(s):

- 1. Family Counseling (RD-2000)

- a. Cost per Unit of Service:
    - 1. \$80.00 for 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. Unit Definition: One hour, including a minimum of 45 minutes face-to-face, per Client and family.
2. Individual Counseling (RF-3300)
- a. Cost per Unit of Service:
    - 1. \$80.00 for 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. Unit Definition: One hour, including a minimum of 45 minutes face-to-face per Client. Individual Counseling services may be delivered in 30 minute increments if the Client is unable to be released from class for a longer period, has other documented limitations or for clinical reasons. Progress notes must document this situation and billing must be restricted to face-to-face time only without additional time allowed for documentation.
3. Psychosocial evaluation (RP-5000-6600):
- a. Cost per Unit of Service:
    - 1. \$120.00 for Master's level clinician
    - 2. \$146.50 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. Unit Definition: One Evaluation per Client
- F. Subcontracting: None allowed
- G. 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 sites based on hours when other SBBC staff are present at the location and accessibility to Clients and families.

SBBC shall provide services at existing locations for the SBBC Family Counseling Program and at additional locations as needed to enhance accessibility of services. SBBC shall submit for approval by County a list of specific locations on or before execution of the agreement and

subsequent option periods as exercised by County. 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.

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

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

A. Units for Initial Term of Agreement:

Psychosocial Evaluation	N/A
Family Counseling	N/A
Individual Counseling	N/A

Units for Option Period 1, if exercised:

Psychosocial Evaluation	N/A
Family Counseling	N/A
Individual Counseling	N/A

Units for Option Period 2, if exercised:

Psychosocial Evaluation	N/A
Family Counseling	N/A
Individual Counseling	N/A

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: \$ 439,053

\$ Amount for Option Period 1, if exercised: \$ 439,053

\$ Amount for Option Period 2, if exercised: \$ 439,053

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

III. Outcomes/Indicators: Outcomes and indicators are attached as Exhibit D-2.



**EXHIBIT D-2 – OUTCOMES**

SBBC- 17-CP-CSA-8267-01 • Juvenile Justice Counseling

Program Name	Service Name/ Taxonomy	Outcomes	Indicators	Data Source	Data Collection Method
Behavioral Health Program	Family Counseling RF-2000	Clients improve family functioning.	60% of the Clients, served for at least four (4) sessions improve family functioning as demonstrated by a 3 point increase in the Client Family Scale (CF-S) score.	Client-Family Scale (CF-S) or other appropriate tool approved by the Contract Manager.  Client's file.	Pre-test at first session. Post-test at last session.
	Individual Counseling RF-3300	Clients improve social and emotional functioning.	60% of Clients served for at least four (4) sessions improve social and emotional functioning as demonstrated by an increase of 5 points on the Children's Global Assessment Scale (C-GAS).	Children's Global Assessment Score (CGAS) or other appropriate tool approved by the Contract Manager.  Client's file.	Pre-test at first session. Post-test at last session.
		Clients improve social and emotional functioning.	60% of Brief Intervention Clients served for one (1) to three (3) sessions improve social and emotional functioning as demonstrated by an improvement of one (1) point on the Brief Intervention/Counselor Evaluation Form (BI/CEF).	Brief Intervention/Counselor Evaluation Form (BI/CEF) or other appropriate tool approved by the Contract Manager.  Client's file.	Brief Intervention/Counselor Evaluation Form (BI/CEF) after each session. Pre-test at first session. Post-test at last session.
		Clients remain in the community (not hospitalized or placed in a residential treatment center or DJJ facility).	60% of Clients (other than Brief Intervention Clients) who complete the program will remain in the community and not be placed in a hospital, residential treatment center or DJJ facility within 90 days post-discharge.	Follow-up Survey  Client's file.	Staff will contact the Client or family 90 days after the Client's discharge to determine if they have remained in the home or been placed in a specific type of facility (hospital, residential treatment or DJJ facility).

**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 SBBC	1 copy
Invoice and supporting documentation	15 <sup>th</sup> day of each month (if needed, final reconciled invoice due annually on enter date) Invoices are Either e-mailed to <a href="mailto:AccountsPayable@broward.org">AccountsPayable@broward.org</a> or mailed to Broward County Commission P.O. Box 14740 Ft. Lauderdale, FL 33302-4740 Attn: Accounts Payable	Original plus 1 copy
Outcomes Report		Original plus 1 copy
Client Demographic Report	15 <sup>th</sup> day of each quarter	Original plus 1 copy
Monthly Utilization Report	15 <sup>th</sup> day of each month	2 copies
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 SBBC'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 - verbal/48 hours- written	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 SBBC.**

**EXHIBIT F – CONTRACT ADJUSTMENT**

Contract Adjustment No. 1

Under Agreement Number 17-CP-CSA-8267-01

Between Broward County and School Board of Broward County, Florida

Change Type: \_\_\_\_\_

1. This Contract Adjustment 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 Contract Adjustment authorizes SBBC to provide the services detailed in Attachment I to this Contract Adjustment as authorized in 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 Contract Adjustment shall be effective \_\_\_\_\_ (to be inserted).
5. The terms and conditions of the Agreement are hereby incorporated into this Contract Adjustment. Except as expressly set forth herein, nothing contained in this Contract Adjustment 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 Contract Adjustment 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.

County

SBBC

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

School Board of Broward County, Florida

By \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Authorized Signatory

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Attached hereto: ATTACHMENT I TO CONTRACT ADJUSTMENT NUMBER \_\_\_\_\_