



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>MEETING DATE</b>	2018-02-21 10:05 - Regular School Board Meeting
<b>AGENDA ITEM</b>	ITEMS
<b>CATEGORY</b>	EE. OFFICE OF STRATEGY & OPERATIONS
<b>DEPARTMENT</b>	Procurement & Warehousing Services

<b>Special Order Request</b>	
<input type="radio"/> Yes	<input checked="" type="radio"/> No

<b>Time</b>
-------------

<b>Open Agenda</b>	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

<b>ITEM No.:</b>
EE-13.

**TITLE:**  
 First Amendment to Agreement and Renewal - 15-038R - Employment/Income Verification and Unemployment Compensation and Cost Control Services

**REQUESTED ACTION:**  
 Approve the First Amendment to Agreement for the above Request for Proposal (RFP). Contract Term: July 1, 2018 through June 30, 2019, 1 Year; User Department: Employment Services; New Award Amount: \$78,000; Awarded Vendor(s): Strategic Cost Control, Inc. d/b/a Corporate Cost Control, Inc.; Small/Minority/Women Business Enterprise Vendor(s): A.M. Gonzalez.

**SUMMARY EXPLANATION AND BACKGROUND:**  
 On February 18, 2015, The School Board of Broward County, Florida, awarded contract RFP 15-038R - Employment/Income Verification and Unemployment Compensation and Cost Control Services. This RFP provides an Agent of Record for unemployment and employment verifications for the District. This First Amendment to Agreement is to recommend the contract be renewed for an additional year from July 1, 2018 through June 30, 2019. This agenda item is requesting an additional spending authority to cover the cost for an additional year of \$18,000.  
  
 The first amendment to the agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

**SCHOOL BOARD GOALS:**

Goal 1: High Quality Instruction     Goal 2: Continuous Improvement     Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
 The contract award amount was for \$60,000. The request is to increase the spending authority by \$18,000, bringing the new contract value to \$78,000. The funding source will come from the District's General fund as set aside from the unemployment line item. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

**EXHIBITS: (List)**  
 (1) Executive Summary (2) First Amendment to Agreement (3) Approved ARF 2-18-15 RSBM EE-1 (4) Renewal Letter (5) Supplier Evaluation

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

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Dr. Dildra Ogburn	Phone: 754-321-3108
Name: Mary C. Coker	Phone: 754-321-0501

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**Senior Leader & Title**  
 Maurice L. Woods - Chief Strategy & Operations Officer

Approved In Open Board Meeting On: **FEB 21 2018**  
  
 School Board Chair

Signature  
Maurice Woods  
 2/13/2018, 3:51:33 PM

## EXECUTIVE SUMMARY

### First Amendment to the Agreement and Renewal 15-038R – Employment/Income Verification and Unemployment Compensation Administrative and Cost Control Services

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On February 18, 2015, Corporate Cost Control, Inc. d/b/a Corporate Cost Control, Inc. (CCC), was awarded a contract to provide Employment/Income Verification and Unemployment Compensation Administrative and Cost Control Services and has served as the designated agent of Record for Unemployment and Employment Verifications. The School Board of Broward County, Florida, (SBBC) staff works directly with CCC to assist with data collection and data verification for processing all unemployment compensation claims, decisions, appeals, and hearings for SBBC. SBBC staff will work directly with CCC to gather data for the purpose of providing necessary claimant separation details to appropriate state agencies. CCC will audit all unemployment benefit charge statements seeking corrections and adjustments to correct S813C's unemployment accounts. Under this contract, a new service is being provided by CCC to conduct income and employment verification services ([www.cccverify.com](http://www.cccverify.com)) which allows for the employee, private, and public entities to request wage and employment information.

CCC has been providing Small/Minority/Women Business Enterprises (S/M/WBE) participation during its performance of services under this Agreement by using A.M. Gonzalez, a certified SBBC S/M/WBE, to provide unemployment hearing consulting services as set forth in their proposal; percentage of participation is twenty-four (24) percent. CCC will contribute \$500 annually for scholarships to minority students through the Broward Education Foundation.

The following information is historical district data on unemployment compensation:

Under the current contract 15-038R, the annual cost is \$18,000 per year for three (3) years the cost is \$54,000. This resulted in a cost savings of \$6,000 annually from the previous contract.

Annual Claims Experience	2014 = 1014 2015 = 1091 2016 = 702
Annual Number of Appeal Hearings	2014 = 44 2015 = 124 2016 = 54
Current Number of Active Employees: (full-time, part time, temporary, Substitutes, and student workers)	= 34,350
Historical District Data on Annual Employment/Income Verification	2014 = 6,185 2015 = 6,740 2016 = 7,356

**First Amendment to the Agreement and Renewal  
15-038R – Employment/Income Verification and Unemployment Compensation  
Administrative and Cost Control Services  
February 21, 2018 Board Agenda  
Page 2**

**Financial Impact**

\* This contract started in late February, 2015 and the cost had to be pro-rated by four (4) months  
\$18,000 /twelve (12) months = \$1,500/per month. \$1,500 x 4 months = \$6,000  
Based upon twelve (12) month expenditure of \$18,000 x 3 years = \$54,000 + \$6,000 = \$60,000  
\$60,000 + \$18,000 = \$78,000

* \$60,000	(contract award amount)
\$48,000	(total spend as of 12/08/17)
<u>4,500</u>	(to be billed for last quarter ending June 30, 2018)
\$54,000	(total to be spent by June 30, 2018)
\$ 6,000	(pro-rated amount for start of contract)
<u>\$18,000</u>	(annual cost per year needed for the next twelve (12) months)
<b>\$78,000</b>	<b>(total contract value)</b>

# FIRST AMENDMENT TO AGREEMENT

THIS FIRST AMENDMENT TO AGREEMENT is made and entered into as of this 21<sup>st</sup> day of February, 2018, by and between

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
(hereinafter referred to as "SBBC"),  
a body corporate and political subdivision of the State of Florida,  
whose principal place of business is  
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

**STRATEGIC COST CONTROL, INC.**  
**D/B/A CORPORATE COST CONTROL, INC.**  
(hereinafter referred to as "VENDOR"),  
having its principal place of business at  
50 Nashua Road, Suite #2  
Londonderry, New Hampshire 03053

**WHEREAS**, under RFP 15-038R regarding Employment/Income Verification and Unemployment Compensation and Cost Control Services, the Agreement term is from February 19, 2015 through June 30, 2018, and may be extended for two additional one-year periods and, if needed, 180 days beyond the expiration date of the renewal period; and

**WHEREAS**, SBBC and VENDOR entered into an Agreement dated February 18, 2015 (hereinafter referred to as "Agreement"); under RFP 15-038R, for the term of February 19, 2015 through June 30, 2018; and allowed for an extension of two additional one-year periods and, if needed, 180 days beyond the expiration date of renewal periods; and

**WHEREAS**, SBBC wishes to exercise the first of two (2) options to renew the Agreement for a period of one (1) additional year.

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.
2. The Agreement regarding Employment/Income Verification and Unemployment Compensation and Cost Control Services is hereby renewed for one-year beginning **July 1, 2018 through June 30, 2019** unless terminated earlier pursuant to Section 3.05 of the Agreement.

3. **Amended Provisions.** The parties hereby agree to the following amended provisions to the Agreement:

The following provisions shall replace the respective provisions in the Agreement, by interlineation, as follows:

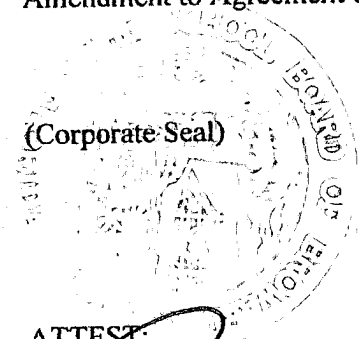
2.02 **Priority of Documents.** In the event of a conflict between documents, the following priority of documents shall govern:

- First: This First Amendment to Agreement, then;
- Second: Agreement, then;
- Third: Addendum No. 1, then;
- Fourth: 15-038R – Employment/Income Verification and Unemployment Compensation Administrative Cost Control Services, then;
- Fifth: Proposal submitted in response to the RFP 15-038R and VENDOR's transmittal letter.


4. **Other Provisions Remain in Force.** Except as expressly provided herein, all other portions of the Agreement remain in full force and effect.

5. **Authority.** Each person signing this First Amendment to Agreement on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment to Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment to Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Second Amendment to Agreement on the date first above written.



ATTEST:

  
Robert W. Runcie, Superintendent of Schools

**FOR SBBC**

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By   
Nora Rupert, Chair

Approved as to Form and Legal Content:

Janette M. Smith  
Digitally signed by Janette M. Smith  
Date: 2017.12.07 15:01:02 -05'00'  
Office of the General Counsel

**FOR VENDOR**

(Corporate Seal)

STRATEGIC COST CONTROL, INC.  
D/B/A CORPORATE COST CONTROL, INC.

ATTEST:

By TJ Rooney  
Signature

\_\_\_\_\_  
, Secretary

Printed Name: TIM ROONEY

-or-

Title: PRESIDENT

[Signature]  
Witness

[Signature]  
Witness

STATE OF New Hampshire  
COUNTY OF Rockingham

The foregoing instrument was acknowledged before me this 29<sup>th</sup> day of November, 2017 by TIM ROONEY of

\_\_\_\_\_  
Name of Person  
on behalf of the corporation/agency. He/She is personally known  
to me or produced \_\_\_\_\_ as identification and did/did not first  
take an oath. \_\_\_\_\_  
Type of Identification

My Commission Expires:

[Signature]  
Signature of Notary Public

(SEAL)



SALLY T. GOODWIN  
Printed Name of Notary

\_\_\_\_\_  
Notary's Commission No.



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>Special Order Request</b>	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Time	
Open Agenda	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

**ITEM No.:**  
EE-1.

<b>MEETING DATE</b>	Feb 18 2015 10:15AM - Regular School Board Meeting
<b>AGENDA ITEM</b>	OPEN ITEMS
<b>CATEGORY</b>	EE. OFFICE OF STRATEGY & OPERATIONS
<b>DEPARTMENT</b>	Procurement & Warehousing Services

**TITLE:**  
Bid Recommendation of \$500,000 or Less - 15-038R - Employment/Income Verification and Unemployment Compensation Administrative and Cost Control Services

**REQUESTED ACTION:**  
Approve the recommendation to award for the above contract. Contract Term: February 19, 2015, through June 30, 2018 (3 Years, 4 Months); User Department: Employment Services (formerly Personnel Records); Award Amount: \$60,000; Vendor(s) Awarded: Strategic Cost Control, Inc. d/b/a Corporate Cost Control, Inc.; M/WBE Vendor(s): A.M. Gonzalez (Hispanic American).

**SUMMARY EXPLANATION AND BACKGROUND:**  
The School Board of Broward County, Florida (SBBC) received three (3) proposals for 15-038R - Employment/Income Verification and Unemployment Compensation Administrative and Cost Control Services: Barnett Associates, Inc.; Corporate Cost Control, Inc.; and TALX/Equifax.  
See Supporting Docs for continuation of Summary Explanation and Background.  
  
A copy of the RFP documents are available online at:  
[http://www.broward.k12.fl.us/supply/docs/contracts/15-038R Unemployment Comp Services.pdf](http://www.broward.k12.fl.us/supply/docs/contracts/15-038R%20Unemployment%20Comp%20Services.pdf).  
This Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

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

**FINANCIAL IMPACT:**  
The estimated financial impact will be \$60,000 for the 3-year, 4-month contract term.  
See Supporting Docs for continuation of Financial Impact.

**EXHIBITS: (List)**  
(1) Continuation of Summary Explanation and Background (2) Continuation of Financial Impact (3) Agreement (4) Recommendation Tabulation (5) Financial Analysis Worksheet (6) MWBE Participation (7) Supplier Evaluation

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

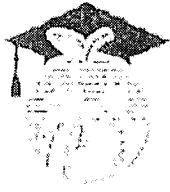
<b>SOURCE OF ADDITIONAL INFORMATION:</b>	
Name: Dr. Dildra Martin-Ogburn	Phone: 754-321-3108
Name: Ms. Ruby Crenshaw	Phone: 754-321-0501

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**Senior Leader & Title**  
Maurice L. Woods - Chief Strategy & Operations Officer

**Signature**  
*Maurice Woods*  
Tue Feb 10 08:54:57 2015

Approved In Open Board Meeting On: **FEB 18 2015**  
By: *Donna Korn*  
School Board Chair



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL. 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES  
MARY C. COKER, DIRECTOR  
www.browardschools.com

SCHOOL BOARD  
ABBY M. FREEDMAN, Chair  
NORA RUPERT, Vice Chair

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LAURIE RICH LEVINSON  
ANN MURRAY  
NORA RUPERT  
DR. ROSALIND OSGOOD

ROBERT W. RUNCIE  
Superintendent of Schools

VIA EMAIL & FACSIMILE

*Revised*

November 7, 2017

Mr. Will Cooper  
Corporate Cost Control, Inc.  
201 N. New York Avenue, Suite 201  
Winter Park, Florida 32789

Phone: 800-207-6926  
Fax: 855-537-8536  
Email: [wcooper@corporatcostcontrol.com](mailto:wcooper@corporatcostcontrol.com)

Reference: RFP 15-038R – Employment/Income Verification and Unemployment Compensation Administrative and Cost Control Services

Dear Mr. Cooper:

The above-referenced contract expires **June 30, 2018**. In accordance with Special Condition 2.3 of the RFP, this contract may, by mutual agreement and upon School Board approval, be renewed for an additional year from **July 1, 2018** through **June 30, 2019**. This letter does not constitute the actual renewal or contract offer. Please indicate below your willingness to renew this RFP award, which shall be considered by the School District for renewal of your award premised upon your combined agreement to all terms and conditions of the awarded RFP and your agreement to maintain (or reduce) the current awarded annual fee. Please execute this document on the space provided and return it to my attention **no later than November 17, 2017**. For our informational backup, when going to our Board to approve any renewal, if this RFP is not renewed and SBBC goes out for a new RFP, would your annual fee remain the same, would your annual fee be lower or would your annual fee increase?


If this RFP is not renewed, price/discount in the new RFP would stay the same  (check if yes)  
If this RFP is not renewed, price/discount in the new RFP would be lower \_\_\_\_\_ (check if yes)  
If this RFP is not renewed, price/discount in the new RFP would be higher \_\_\_\_\_ (check if yes)

If you checked off that the price(s) would be higher in a new RFP, by what percentage would the price(s) be higher compared to the prices in RFP 15-038R. Indicate the percentage if you checked off that your price(s) would be higher in a new RFP \_\_\_\_\_ %

If you do not respond by **November 17, 2017**, the School District will not consider renewal of your award. The School District will notify you if, and when, your contract is renewed by the School Board. Thank you for your prompt attention to this matter.

- Yes, I offer to renew the current contract award at the current awarded price(s).
- Yes, I offer to renew the current contract award at the lower price(s) contained on the attached page(s).
- No, I do not wish to renew the current contract award.

Sincerely,

  
Charles V. High, C.F.M., A.P.P., MBA  
Purchasing Agent

  
Signature of Authorized Representative

Tim Rooney - President  
Name and Title of Authorized Representative (PLEASE PRINT)

CVH/at  
cc: Bid File





**PROCUREMENT & WAREHOUSING SERVICES**  
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

# Supplier/Product Evaluation Form

The purpose of this evaluation form is to rate a supplier's performance. This form will aid the Procurement & Warehousing Services Department in determining the quality of goods and/or services purchased for the District. Your input will be used in the evaluation of future bids or proposals submitted by this supplier.

**Please return completed evaluation forms to:**

Procurement & Warehousing Services Department (TSSC Building)  
7720 West Oakland Park Boulevard, Suite 323  
Sunrise, Florida 33351

For assistance with this form contact us at  
(754) 321-0505 or [CLICK HERE](#) to send us an email (include the words **Supplier/Product Evaluation Form** in the subject)

### GENERAL INFORMATION

**Bid #:** 15-038R      **Bid Title:** Employment/Income Verification and Unemployment Compensation Admin. Cost  
**Purchase Order #:**      **Product/Service Provided:** Income Verification/Unempl  
**Supplier (Company) Name:** Corporate Cost Control, Inc.  
**Contact Name:** Will Cooper      **Contact Phone #:** (   ) -   -

### SECTION 1: SUPPLIER EVALUATION

1.) How would you rate the supplier in the following areas?

	1	2	3	4	5
	Poor	Fair	Good	Very Good	Excellent
Overall customer service	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery as scheduled or promised	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	1	2	3	4
	Not Satisfied	Somewhat Satisfied	Satisfied	Very Satisfied
2.) How satisfied are you with the supplier?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.) Will you use this supplier again?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		

### SECTION 2: PRODUCT / SERVICE EVALUATION

4.) Based on the areas below, how would you rate the products/services provided with this Bid?

	1	2	3	4	5
	Poor	Fair	Good	Very Good	Excellent
Compliance with specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality as compared to similar products/services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prices as compared to similar products/services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	1	2	3	4
	Very Unlikely	Unlikely	Probably	Definitely
5.) Would you purchase this product/service again?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### SECTION 3: END USER COMMENTS

Please share any additional information regarding this supplier or the products / services provided. If the supplier's performance is unsatisfactory, please tell us why. You may attach an additional sheet if necessary.

### EVALUATION FORM COMPLETED BY:

**Name:** Sharon Bozetski      **Title:** Human Resource Administrator III      **Contact Phone #:** 754 321-0100  
**School/Department:** Employment Services  
**Participant's Signature:** *Sh L. Bozetski*      **Date:** 11/16/17