

## AGREEMENT

**THIS AGREEMENT** is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2019, 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

**SAFE HAVENS INTERNATIONAL INCORPORATED**  
(hereinafter referred to as "VENDOR"),  
a foreign not for profit corporation authorized to do business in Florida,  
whose principal place of business is  
130 Chase Way, Juliette, Georgia 31046

**WHEREAS**, SBBC is in need of certain services including a District-wide vulnerability and security risk assessment; and

**WHEREAS**, the required services are exempt from competitive solicitation pursuant to Section 6A-1.012(11)(a), Florida Administrative Code, and Part II, Section G of School Board Policy 3320; and

**WHEREAS**, SBBC issued RLI-18-0214 to obtain letters of interest from vendors regarding the required services and has selected the VENDOR to provide such services; and

**WHEREAS**, VENDOR is willing to provide such services to SBBC; and

**WHEREAS**, SBBC and VENDOR desire to memorialize the terms and conditions of their agreement.

**WHEREAS**, SBBC and VENDOR were under an agreement from June 12, 2018 through October 31, 2018.

**WHEREAS**, SBBC and VENDOR desire to enter into a new Agreement through which VENDOR may continue to deliver services to SBBC.

**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:

## ARTICLE 1 – RECITALS

1.0 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

## ARTICLE 2 – SPECIAL CONDITIONS

2.0 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.06 of this Agreement, the term of this Agreement shall commence on **January 15, 2019** and conclude on **December 31, 2019**.

2.01 **Description of Goods or Services Provided.** VENDOR shall provide the services described in **Attachment A (Statement of Work/Scope of Services)** and in **Attachment B (Project Timeline)**

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

First: This Agreement, then:  
Second: VENDOR's proposal 12/11/2018, then:  
Third: Request for Letter of Interest (RLI) 18-0214.

2.03 **Cost of Services.** SBBC shall pay VENDOR for services rendered under this Agreement at \$144,872.00

2.04 **Services.** VENDOR will provide SBBC with a District-wide vulnerability and security risk assessment, which includes an assessment of the physical security of all current schools and District facilities, the technology used for security at all schools and district sites, the operation and management practices of each school and District office; and the policies and procedures from a school and District office perspective.

2.05 **Inspection of VENDOR Records by SBBC:** VENDOR shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All VENDOR Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify any and all invoices, billings, payments and/or claims submitted by VENDOR or any of VENDOR'S payees pursuant to this Agreement. VENDOR Records subject to examination shall include, without limitation, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. VENDOR Records subject to this section shall include any and all documents pertinent to the evaluation, analysis, verification and reconciliation of any and all expenditures under this Agreement without regard to funding sources.

(a) VENDOR Records Defined. For the purposes of this Agreement, the term "VENDOR Records" shall include, without limitation, accounting records, payroll time sheets, cancelled payroll checks, W-2 forms, written policies and procedures, computer records, disks and software, videos, photographs, and any other supporting documents that would substantiate, reconcile or refute any charges and/or expenditures related to this Agreement.

(b) Duration of Right to Inspect. For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to VENDOR Records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to VENDOR pursuant to this Agreement.

(c) Notice of Inspection. SBBC's agent or its authorized representative shall provide VENDOR reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(d) Audit Site Conditions. SBBC's agent or its authorized representative shall have access to the VENDOR'S facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(e) Failure to Permit Inspection. Failure by VENDOR to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this Section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the denial of some or all of any VENDOR claims for payment by SBBC.

(f) Overcharges and Unauthorized Charges. If an audit conducted in accordance with this Section discloses overcharges or unauthorized charges to SBBC by VENDOR in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by the VENDOR. If the audit discloses billings or charges to which the VENDOR is not contractually entitled, the VENDOR shall pay said sum to SBBC within twenty (20) calendar days of receipt of written demand under otherwise agreed to in writing by both parties.

(g) Inspection of Subcontractor's Records. VENDOR shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by VENDOR to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payee's costs from amounts payable by SBBC to VENDOR pursuant to this Agreement and such excluded costs shall become the liability of the VENDOR.

(h) Inspector General Audits. VENDOR shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2.06 **Notice:** When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301

With a Copy to: District Representative  
Mary C. Coker, Director  
Procurement and Warehousing Services Department  
7720 West Oakland Park Blvd. Suite 323  
Sunrise, FL 33351

To VENDOR: Safe Havens International Incorporated  
Michael Dorn, Executive Director  
130 Chase Way  
Juliette, GA 31046

2.07 **BACKGROUND SCREENING.** VENDOR agrees to comply with all requirements of Sections 1012.32, 1012.465, 1012.467 and 1012.468, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of the VENDOR or its personnel providing any services under the conditions described in the previous sentence. VENDOR shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to the VENDOR and its personnel. The parties agree that the failure of VENDOR to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. VENDOR agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from VENDOR'S failure to comply with the requirements of this Section or with Sections 1012.32, 1012.465, 1012.467 and 1012.468, Florida Statutes.

2.08 **Insurance Requirements.** Vendor shall comply with the following insurance requirements throughout the term of this Agreement.

- (a) **General Liability.** Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.

- (b) Professional Liability/Errors & Omissions. Limit not less than \$1,000,000 per occurrence covering services provided under this Agreement.
- (c) Workers' Compensation. Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- (d) Auto Liability. Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit.

If Awardee does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Awardee must be furnished to SBBC indicating the following:

Safe Havens International Incorporated does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition.

- (e) Acceptability of Insurance Carriers. The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody's Investor Service.
- (f) Verification of Coverage. Proof of Insurance must be furnished within fifteen (15) calendar days of execution of this Agreement. To streamline this process, SBBC has partnered with EXIGIS RiskWorks to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC before any work commences to permit Awardee time to remedy any deficiencies. EXIGIS RiskWorks will send an email notification within three (3) business days after receipt of the award letter.
- New vendors will receive an email notification requesting account verification and insurance agent information.
  - Existing vendors will receive an email notification of current status.
- (g) Required Conditions. Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:
1. The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.
  2. All liability policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida.

3. Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P. O. Box 4668-ECM, New York, New York 10163-4668

(h) **Cancellation of Insurance.** Vendors are prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two (2) business days if required insurance is cancelled.

The School Board of Broward County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this agreement.

2.09 **Payment Method.** SBBC's preferred method of payment is via ACH electronic payments. An electronic payment can reduce processing time and administrative overhead costs for both parties, resulting in expedited payment upon invoice approval, and reduces exposure to check fraud. SBBC will not pay convenience fees, surcharges, or any additional costs for payments made by electronic payment.

If you are willing to accept payment via electronic payment as noted above, please check yes.

YES       NO

Please ensure that your ACH form is submitted with this document.

### **ARTICLE 3 – GENERAL CONDITIONS**

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.03 **Independent Contractor.** The parties to this agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC

employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, and contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Equal Opportunity Provision.** The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

3.05 **M/WBE Commitment.** Throughout the term of the Agreement, VENDOR shall take commercially reasonable steps and use commercially reasonable resources to identify SBBC-certified M/WBE vendors who may be engaged to fulfill various aspects of the Agreement, including, for instance, without limitation, M/WBE vendors to provide office supplies, travel, printing, janitorial supplies/services, consulting services, trade services, installation and repair services, medical supplies, where feasible. VENDOR agrees to provide monthly reports and to conduct quarterly meetings with SBBC to discuss progress in meeting the SBBC's objectives regarding M/WBE participation, including dollars spent on M/WBE vendors for the quarter; and to continue to assess throughout the term of the Agreement new possibilities for M/WBE vendor participation suggested by SBBC. If at any time during the term the parties agree that it is reasonably feasible to include a specific dollar figure for M/WBE participation, the Agreement shall be amended to include the dollar participation objective.

3.06 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) calendar days written notice to the other parties of its desire to terminate this Agreement. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.07 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) calendar days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) calendar day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) calendar days' notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.06.

3.08 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

3.09 **Excess Funds.** Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC.

3.10 **Public Records:** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. VENDOR shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, VENDOR shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. VENDOR shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if VENDOR does not transfer the public records to SBBC. Upon completion of the Agreement, VENDOR shall transfer, at no cost, to SBBC all public records in possession of VENDOR or keep and maintain public records required by SBBC to perform the services required under the Agreement. If VENDOR transfer all public records to SBBC upon completion of the Agreement, VENDOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If VENDOR keeps and maintains public records upon completion of the Agreement, VENDOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

**IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, REQUEL.BELL@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

3.11 **Student Records.** Notwithstanding any provision to the contrary within this Agreement, any party contracting with SBBC under this Agreement shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; FERPA, and any other state or federal law or regulation regarding the confidentiality of student information and records. Each



such party agrees, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes.

3.12 **Compliance with Laws.** Each party shall comply with all applicable federal state and local laws, SBBC policies, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.13 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.14 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida.

3.15 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.16 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.17 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.18 **Incorporation by Reference.** Attachment A, attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

3.19 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the

scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.20 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.21 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.22 **Amendments.** 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 each party hereto.

3.23 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.24 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.25 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.26 **Contract Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

3.27 **Liability.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

A. By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

B. By VENDOR: VENDOR agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by VENDOR, its agents, servants or employees; the equipment of VENDOR, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of VENDOR or the negligence of VENDOR'S agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by VENDOR, SBBC or otherwise.

3.28 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this 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 Agreement.

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

**FOR SBBC**

(Corporate Seal)

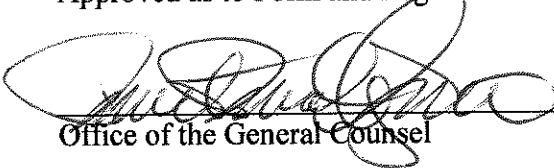
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By \_\_\_\_\_  
Heather P. Brinkworth, Chair

ATTEST:

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

Approved as to Form and Legal Content:

 12/19/18  
Office of the General Counsel

**FOR VENDOR**

(Corporate Seal)

SAFE HAVENS INTERNATIONAL INCORPORATED

ATTEST:

By *Michael Dorn*  
Michael Dorn, Executive Director

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

-or-

*Adriana Rodiz*  
Witness

*Frank Pugh*  
Witness

**The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.**

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 18<sup>th</sup> day of December, 2018 by Michael Dorn as Executive Director of \_\_\_\_\_  
Name of Person

Safe Havens International Incorporated on behalf of the corporation/agency.  
Name of Corporation or Agency

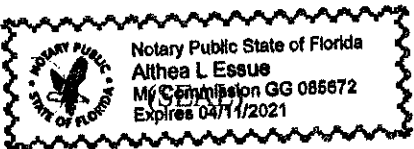
He/She is personally known to me or produced Georgia Drivers License as identification and did/did not first take an oath. Type of Identification

My Commission Expires: 4/11/2021

*Althea L. Essue*  
Signature - Notary Public

ALTHEA L. ESSUE  
Printed Name of Notary

GG 085672  
Notary's Commission No.



## **ATTACHMENT A: STATEMENT OF WORK/SCOPE OF SERVICES**

### **A. Development of Operating Manual, Job Description, Policies and Procedures for to Support Enterprise Risk Management (ERM) Model**

1. Develop a customized Standard Operating Procedures (SOP) manual for the new ERM Division. Based on our research on how ERM has been implemented in organizations of similar size and complexity as the SBBC, feedback from SBBC personnel, and the recommendations of the Council of Great City Schools report on how the ERM should be implemented as a best practice for top 70 school districts, SHI will develop a customized SOP manual for the ERM model that will fit the SBBC's unique requirements, needs and environment. If indicated by our research, this SOP manual may be a single manual or multiple manuals, depending on which approach is more effective.
2. Develop draft job descriptions, field training checklists as well as performance test out checklists for each position in the new ERM Division as well as revise/update the job descriptions for the current Campus Monitor, School Security Specialist, armed guardian, positions in the SIU unit as well as for the new positions for the ERM Division approved by the SBBC. For clarification, this does not mean that SHI will develop a field training officer process for these positions.
3. Develop draft versions of appropriate written policies and procedures to support the implementation of the ERM at the SBBC.
4. Develop a variety of operational guidelines. The research and discussions with the SBBC will determine what the specific type of guidelines need to address topically, but here are a few examples of potential topical areas:
  - a. Communications etiquette
  - b. Emergency communications practices
  - c. Standards of conduct for personnel
  - d. Chain of command
  - e. Prohibitions relating to falsification of reports/breaches of integrity
  - f. Notification procedures for BCS personnel
  - g. Notification procedures for public safety agencies and personnel
  - h. Following established physical security procedures
  - i. Basic information security protection procedures
  - j. Security of sensitive information
  - k. Compliance with BCS policies relating to privacy of student and employee information
  - l. Appropriate interaction with irate individuals
  - m. Handling requests for information from - how and who to refer the media to during and after normal business hours.SHI will provide technical support and consultation for the ERM personnel as they make edits to the draft versions of documents developed by SHI.

**B. Development of Content for Custom Short Awareness-Level Training Web-Courses on School Safety, Security and Emergency Preparedness.**

1. Properly screening visitors (for office staff). This course will include techniques for courteous but effective screening of visitors using intercom, security cameras with remote buzzer access capability, and potential signs of danger to look for when screening visitors.
2. Simple but powerful techniques to improve student supervision in schools (for teachers and staff). This course will provide the learner with simple and easy to apply tools that can be adapted and customized to fit the physical layout, programs and activities at schools.
3. Recognizing warning signs of potentially dangerous people – common forms of violence (for all employees). This module will focus on common pre-attack indicators that can improve the chances that an employee will detect signs of danger based on what a person's actions and words rather than what they look like, perceived social status, physical characteristics and other attributes that can result in biased and inaccurate perceptions of danger or conversely, missing obvious cues of potential danger due to positive bias relating to physical attributes.
4. Recognizing warning signs of potentially dangerous people – extreme violence (for all employees). Based on research by the FBI, the United States Secret Service and the United States Department of Education, this information will focus on common pre-attack patterns of concerning behaviors that have been noted in schools and other settings. As with the previous module, this information will help the learner that there is no profile of characteristics of an individual who is at increased risk for carrying out a planned attack. There are however, a variety of documented behaviors that when observed as part of patterns, can indicate the need for appropriate intervention.
5. Essential emergency communications concepts (for all employees). This module will provide the learner with important concepts for communicating more rapidly and effectively in an emergency situation. The learner will be provided with simple but powerful tools to improve emergency communications using portable radios, telephones and in-person communications.

**C. Development of Customized All-Hazard, Role-Specific Emergency Preparedness Plans.**

SHI will develop customized emergency preparedness reference charts for a variety of key categories of employees:

- Cabinet officials
- Building administrators
- Front office staff
- Faculty
- Custodians
- Food service personnel
- Transportation personnel

These reference charts include a wide array of functional and incident-specific protocols as follows:

- Functional Protocols:
  - Emergency Communications Protocol
  - Preventive Lockdown Protocol

- Emergency Lockdown Protocol
- Remote Evacuation and Family Reunification Protocol
- Emergency Evacuation for Non-Fire Situation Protocol
- Shelter-in-Place Protocol
- Reverse Evacuation
- Room Clear Protocol
- Media Protocol
- Incident-Specific Protocols (Hazard Annexes):
  - Intruder/Suspicious Person Protocol
  - Disruptive/Unruly Person Protocol
  - Protests/Civil Unrest Protocol
  - Kidnapping/Missing Student Protocol
  - Use of Weapon Protocol
  - Report of Weapon on Property Protocol
  - Hostage Situation Protocol
  - Arrest or Criminal Indictment of Staff Member/Volunteer Protocol
  - Sexual Assault Protocol
  - Bomb Threats/Suspicious Packages Protocol
  - Explosion Protocol
  - Injury/Illness Protocol
  - Food Allergy Incident Protocol
  - Death Protocol
  - Suspected Biological Incident Protocol
  - Chemical/Hazardous Materials Release Incident Protocol
  - Radiological Release Incident Protocol
  - Food/Beverage Contamination Incident Protocol
  - Tornado Protocol
  - Fire Protocol
  - Utility Failure/Damage Protocol
  - Attempted Suicide/Suicide Threat Protocol
  - Report of Sexual Misconduct of Employee Protocol
  - School Closure Protocol

Additionally, SHI will support the develop the following plan components:

- Site-specific information template: This plan template used by each school to record critical information that is unique to each school. Unlike role specific plan components which contain action steps, this important plan component guides each school's crisis team in recording important directory information, so it can be rapidly accessed in an emergency.
- After-hours emergency plan: With action steps to be conducted for incidents taking place during after-hours events, this plan component includes the protocols that are consistent with those found in the emergency preparedness plan component.
- Emergency action plan for athletic events: This plan component includes emergency procedures such as fire, bomb threats, crowd disturbance, illness,



medical emergencies, power failure, weather hazards, and fights in parking lots at athletic events.

This task will require the SHI analysts conduct a series of meetings and e-mail communications with representatives from the District's key operational areas. SHI will deliver the plan components in electronic (Word) format, and the SBBC will be responsible for final proofreading for grammar, spelling, final formatting, and printing of all plan components.

## **ATTACHMENT B: PROJECT TIMELINE**

1. Development of Operating Manual, Job Description, Policies and Procedures for to Support Enterprise Risk Management (ERM) Model.  
December 31, 2019
2. Development of Content for Custom Short Awareness-Level Training Web-Courses on School Safety, Security and Emergency Preparedness.  
December 31, 2019
3. Development of Customized All-Hazard, Role-Specific Emergency Preparedness Plans.  
December 31, 2019