



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	2019-12-10 10:05 - School Board Operational Meeting
AGENDA ITEM	ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Procurement & Warehousing Services

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

ITEM No.:  
**EE-16.**

**TITLE:**  
Recommendation of \$500,000 or Less - FY20-134 - Emergency Preparedness Technology and Training

**REQUESTED ACTION:**  
Approve the recommendation to award the above Agreement. Contract Term: December 11, 2019 through December 10, 2022, 3 Years; User Department: Safety, Security & Emergency Preparedness (SSEP); Award Amount: \$492,100; Awarded Vendor(s): Alice Training Institute LLC; Small/Minority/Women Business Enterprise Vendor(s): None.

**SUMMARY EXPLANATION AND BACKGROUND:**  
This request will facilitate the purchase of Alice Training Institute LLC's SafePlans Emergency Response Information Portal (ERIP) to electronically store emergency plans for all locations District-wide. The ERIP platform will provide real-time, customized assessments with the ability to easily schedule, report and track emergency drills.  
This Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel. PENDING

**SCHOOL BOARD GOALS:**  
 Goal 1: High Quality Instruction  Goal 2: Safe & Supportive Environment  Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
The estimated financial impact to the District will be \$492,100. The funding source will come from the Safety, Security & Emergency Preparedness operating budget. 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) Financial Analysis Worksheet (3) Memo to Revise

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

<b>SOURCE OF ADDITIONAL INFORMATION:</b>	
Name: Brian Katz	Phone: 754-321-2655
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

Signature  
*Maurice Woods*  
12/6/2019, 5:21:46 PM

Approved In Open Board Meeting On **DEC 10 2019**  
By: *[Signature]*  
School Board Chair

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ROBERT W. RUNCIE  
SUPERINTENDENT OF SCHOOLS

December 4, 2019

TO: School Board Members

FROM: Maurice L. Woods  
Chief Strategy & Operations Officer *MLW*

VIA: Robert W. Runcie  
Superintendent of Schools *RWR*

SUBJECT: **REVISION TO EE-16, RECOMMENDATION OF \$500,000 OR LESS –  
FY20-134 – EMERGENCY PREPAREDNESS TECHNOLOGY AND  
TRAINING, FOR THE DECEMBER 10, 2019, SCHOOL BOARD  
OPERATIONAL MEETING**

Attached is a revision to EE-16, Recommendation of \$500,000 or Less – FY20-134 –  
Emergency Preparedness Technology and Training, for the December 10, 2019, School  
Board Operational Meeting.

Exhibits:

- Added agreement

RWR/MLW:bm  
Attachment

cc: Senior Leadership Team

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Less FY20-134 – Emergency Preparedness Technology and Training

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#### **Introduction**

**Responsible: Procurement and Warehousing Services (PWS)**

This request is to approve the Agreement between Alice Training Institute LLC (SafePlans) and The School Board of Broward County, Florida (SBBC) for three (3) years starting December 11, 2019 through December 10, 2022 with an option for two (2) additional one (1) year Renewal Periods. SafePlans will provide a hosted software solution for emergency preparedness and will be funded by the Safety, Security & Emergency Preparedness budget. The spending authority requested is \$492,100.

#### **Goods/Services Description**

**Responsible: Safety, Security & Emergency Preparedness (SSEP)**

SafePlans will provide SBBC with an Emergency Response Information Portal (ERIP) to maintain emergency plans, security assessments, emergency drills, and train staff on emergency response, tactical site map viewing; such as floor plans and facility images. Each SBBC site will be able to create and maintain its own emergency plan, and SBBC will be able to view previous security assessments and conduct future assessments with ERIP mobile app. District Employees will be able to analyze aggregate data related to security assessments and emergency drills in order to make risk-based decisions. SBBC staff will participate in interactive learning courses relating to emergency response. Tactical site mapping provides secure access to information to improve emergency response.

The District will be able to monitor the status and completion of emergency drills. Tasks are assigned identifying the date, type of drills and number of drills. SBBC staff will be trained on the developing, editing, and managing of emergency plans.

SafePlans will provide on-site training as well as E-Learning and Webinars. Training will be coordinated through the Office of School Performance & Accountability.

#### **Procurement Method**

**Responsible: PWS and SSEP**

After an analysis of the marketplace benchmarking Pinellas County Schools, Polk County Schools, and a Houston-Galveston area consortium, Procurement & Warehousing Services and SSEP determined that piggybacking on the Pinellas County Schools RFP solicitation and agreement offered the best value, but the remaining term was insufficient to substantiate a reasonable business case for SafePlans' end.

Ultimately, SBBC negotiated lower pricing and the negotiation was performed in accordance with Purchasing Policy 3320, VI (C)(5)(c), and Section 6A-1.012(14), F.A.C., permit the acquisitions of Information & Technology as defined in Section 282.0041(14), Florida Statutes.

**Recommendation of \$500,000 or Less**  
**FY20-134 – Emergency Preparedness Technology and Training**  
**December 10, 2019 Board Agenda**  
**Page 2**

**Financial Impact**  
**Responsible: PWS and SSEP**

The total spending authority requested is \$492,100, which represents the cost of software licensing, software hosting, implementation, import of previous assessments, and training as detailed below:

<b>Description</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Implementation, Training one (1) time costs	\$166,450	\$0	\$0
Annual recurring cost	\$108,550	\$108,550	\$108,550
<b>Totals</b>	<b>\$275,000</b>	<b>\$108,550</b>	<b>\$108,550</b>

SBBC staff negotiated \$243,400 savings off the implementation, training and annual recurring costs.

The approval of this recommendation does not mean the authorized amount will be spent.



## AGREEMENT

**THIS AGREEMENT** is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, 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

**ALICE TRAINING INSTITUTE LLC**  
(hereinafter referred to as "VENDOR"),  
whose principal place of business is  
1113 Medina Rd #700, Medina, Ohio 44256

**WHEREAS**, VENDOR offers a secure emergency management technology to easily schedule, report and track emergency drills, conduct assessments, communicate with others with a mass messaging application, provide reporting enhance collaboration with local response agencies; and

**WHEREAS**, SBBC is in need of certain an emergency management technology and has selected the VENDOR to provide such product and services; and

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

**WHEREAS**, SBBC Policy 3320, Part VI.C.5(c), and Rule 6A-1.012(14), Florida Administrative Code, permit the acquisitions of information technology as defined in Section 282.0041(11), Florida Statutes, by direct negotiation.

**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**

1.01 **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**

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence upon the execution of all parties and shall

conclude on December 10, 2022. The term of the Agreement may, by mutual agreement between SBBC and VENDOR, be extended for two (2) additional one-year periods.

2.02 **Description of Goods or Services Provided.** VENDOR shall provide their proprietary emergency management technology, referred to as the Emergency Response Information Portal (ERIP) and provide service and support as described below. VENDOR's hosted and cloud based solution includes the ERIP mobile application and will securely maintain SBBC emergency plans, security assessments, drill management, online training courses and site mapping data; such as floor plans, facility images and additional site specific information. VENDOR's solution allows SBBC to create customizable compliance criteria for each site and provides the ability to track site compliance including allowing SBBC to: create drill-specific compliance criteria; and assign compliance criteria to specific users based on role; allow user role to schedule and report drills; and share scheduled drills; and schedule confidential (unplanned) drills that are not pre-announced to specific user roles; and allow for inclusion of required attendees for specific drills; and track drill scheduling and completion; and access a compliance dashboard with reporting features.

(a) **VENDOR's Responsibilities.** VENDOR shall implement an all-hazards emergency preparedness program that is highly effective and fully sustainable.

- 1) VENDOR shall provide SBBC with current best practice emergency plan template for one (1) plan and upload plan within the ERIP system.
- 2) VENDOR shall provide full analytics and reporting capabilities with ERIP system, allowing SBBC administrators to establish which users and role sets may access such data.
- 3) VENDOR shall integrate ERIP system with SBBC's Single Sign-on provider (currently Clever) for Active Directory integration.
- 4) Upon conclusion or termination of Agreement, VENDOR shall return all SBBC data to SBBC in AutoCAD dwg format (or other industry standard format), erase all copies of SBBC's data and provide SBBC with a certificate of data destruction within seven (7) calendar days of termination.
- 5) VENDOR shall set up and initiate the secure SBBC ERIP system to include the following:
  - i. Emergency Planning; and
  - ii. Drill Management; and
  - iii. Security Assessment; and
  - iv. Site Mapping; and
  - v. eLearning Modules.
- 6) VENDOR will complete all data entry to upload two hundred forty-four (244) previous SBBC facility security assessments.

- 7) VENDOR will create and upload the following templates:
  - i. District security assessment template to be used by SBBC for future site assessments; and
  - ii. Florida Safe Schools Assessment Tool (FSSAT) template; and
  - iii. School Security Risk Assessment (SSRA) template; and
  - iv. Fire Inspection template.
  - v. Tornado Inspection template.
  
- 8) VENDOR will create and upload two hundred fifty-five (255) tactical site mapping locations utilizing existing SBBC site specific data.
  
- 9) VENDOR will provide the following training to SBBC:
  - i. Training delivered to SBBC emergency management leadership and/or ERIP administrators in all aspects of the ERIP security assessment and site-mapping module.
  - ii. Training delivered to SBBC administrators and staff via complete eLearning courses to learn:
    - a) How to use ERIP; and
    - b) How to use ERIP mobile app; and
    - c) How to develop emergency plans; and
    - d) How to maintain emergency plans; and
    - e) How to manage drills; and
    - f) How to view site mapping; and
    - g) How to view SBBC facility security assessments.
  
- 10) Training will be delivered through a blended learning program of onsite instruction, instructor-led live webinars and eLearning that includes user quizzes and dashboard functionality to track learning progress including pass/fail quiz.

(b) Project Milestones and Responsibilities.

- 1) Project Milestone one (1): ERIP and IPlan Template
  - i. VENDOR Responsibilities:
    - a) Upon receipt of three hundred forty-four (344) site address data from SBBC, provide and setup secure SBBC ERIP system within 15 (fifteen) business days for:
      1. two hundred fifty-five (255)SBBC sites; and
      2. eighty-nine (89) Broward County Charter school sites.
    - b) Provide and upload best practice IPlan emergency plan district template within 15 (fifteen) business days.
  
  - ii. SBBC Responsibilities: SBBC emergency management leadership will remain available to VENDOR via email and phone during implementation timeline. Within 10 (ten) business days of the contract

start date SBBC will provide VENDOR the site names and addresses to all three hundred forty-four (344) locations to be added within ERIP.

- iii. Completion Criteria: This project milestone will be considered complete when VENDOR has set up, provided SBBC access to a functional ERIP system with included IPlan district template and SBBC approves (signs-off) on completion of this milestone.

## 2) Project Milestone two (2): Security Assessment Upload and Template

### i. VENDOR Responsibilities:

- a) Within twenty (20) business days of receipt of data content from SBBC, VENDOR will create and upload within the Secure SBBC ERIP System the following templates:

1. District Security Assessment; and
2. FFSAT Template; and
3. SSRA Template; and
4. Fire Inspection Template; and
5. Tornado Inspection Template.

- b) Within twenty (20) business days of receipt of previous two hundred forty-four (244) site assessment data from SBBC, complete all data entry and upload two hundred forty-four (244) previous SBBC facility security assessments consisting of two hundred seventy-five (275) data points.

### ii. SBBC Responsibilities: Within ten (10) business days of the contract start date, SBBC will provide VENDOR the

- a) previous two hundred forty-four (244) site specific security assessments; and
- b) data points for FFSAT Template; and
- c) data points for SSRA Template; and
- d) data points for Fire Inspection Template; and
- e) data points for Tornado Inspection Template.

### iii. Completion Criteria: This project milestone will be considered complete when VENDOR has:

- a) provided SBBC access within ERIP to the above listed security assessments; and
- b) provided SBBC access within ERIP to the District assessment template; and
- c) obtained SBBC approval (signs-off) on completion of this milestone.

## 3) Project Milestone three (3): Site Mapping and Creation

- i. **VENDOR Responsibilities:**
    - a) VENDOR will upload current detailed tactical site mapping of two hundred fifty-five (255) SBBC facilities; and
    - b) VENDOR will structure maps and upload provided internal and external images of each site
    - c) VENDOR will upload aerial views and acquire existing floor plans from SBBC.
    - d) VENDOR will enter all data into the secure online ERIP database.
  
  - ii. **SBBC Responsibilities:** Within ten (10) business days of the contract start date, SBBC will provide VENDOR the:
    - a) site mapping floorplans; and
    - b) images; and
    - c) additional data for two hundred fifty-five (255) sites.
  
  - iii. **Completion Criteria:** This project milestone will be considered complete when:
    - a) the core site mapping information provided by SBBC for each site is created; and
    - b) the core site mapping information is uploaded into the ERIP database; and
    - c) SBBC validates and approves (signs-off) on completion of this milestone.
- 4) **Project Milestone four (4): Onsite/Online Staff Training**
- i. Within agreeable scheduling between SBBC and VENDOR, VENDOR will complete the following VENDOR Responsibilities by April 30, 2020:
    - a) Provide to SBBC the following:
      1. twelve (12) onsite training sessions; and
      2. two (2) hour staff training sessions; and
      3. four (4) online instructor led training sessions; and
      4. one (1) eLearning course available for SBBC continuous training.
  
  - ii. **SBBC Responsibilities:** SBBS shall provide the onsite training space and work with VENDOR for scheduling and logistics of all training.
  
  - iii. **Completion Criteria:** This project milestone will be considered complete when VENDOR has provided the above list of training to SBBC and SBBC approves (signs-off) on completion of this milestone.

2.03 **Cost and Payment.** VENDOR shall be paid with net thirty (30) day terms from the date of a proper and appropriate invoice and is aware an SBBC issued purchase order is required prior to commencement of work.

(a) The total cost for year one (1) is Two Hundred Seventy-Five Thousand Dollars and 00/100 Cents (\$275,000.00) and will be paid to VENDOR according to completion of the following milestone schedule:

- 1) Project Milestone one (1): One Hundred Fifty Thousand Three Hundred Dollars and 00/100 Cents (\$150,300.00)
- 2) Project Milestone two (2): Thirty-Three Thousand Six Hundred Dollars and 00/100 Cents (\$33,600.00)
- 3) Project Milestone three (3): Sixty-Six Thousand One Hundred Dollars and 00/100 Cents (\$66,100.00)
- 4) Project Milestone four (4): Twenty-Five Thousand Dollars and 00/100 Cents (\$25,000.00)

(b) Beginning year two (2), the annual cost per site for ERIP Licensing, Hosting, and Technical Support Three Hundred Twenty-Five Dollars and 00/100 Cents (\$325.00). Total annual (recurring) cost of One Hundred Eight Thousand Five Hundred Fifty Dollars and 00/100 Cents (\$108,550.00) for three hundred thirty-four (334) ERIP sites. Each year, VENDOR shall submit to SBBC a proper and appropriate invoice for ERIP licensing, hosting, and technical support costs to be paid net thirty (30) calendar days after issuance of a Purchase Order by the District.

2.04 **SBBC Disclosure of Education Records.** Although no student education records shall be disclosed pursuant to this Agreement, should VENDOR come into contact with education records during the course of contracted responsibilities, these records are confidential and protected by the Family Educational Rights and Privacy Act (FERPA) and state laws and may not be used or re-disclosed. Any use or re-disclosure may violate applicable federal and state laws.

2.05 **SBBC Disclosure of Employee Information.**

(a) Purpose: VENDOR will utilize employee's information to provision and deprovision access to VENDOR's system, define user roles and permissions within VENDOR's system. The VENDOR's system offers a secure emergency management technology to schedule, report and track emergency drills, conduct assessments, communicate with SBBC employees using a mass messaging application, and capture site mapping data. SBBC users will also have the capability to download and use the VENDOR's mobile application.

(b) Types: SBBC will provide the following employee information to VENDOR:

- 1) First and last name
- 2) SBBC site location name

- 3) SBBC phone number
- 4) SBBC address
- 5) SBBC email address
- 6) User role

(c) SBBC will provide the above information to VENDOR so VENDOR knows who to grant access to. VENDOR will also access Clever Sign-on, the District's software integration system, to continuously verify that users are actively employed by SBBC.

(d) VENDOR shall not use the employee records listed in this section for any purpose other than those listed above or re-disclose the records to any outside source without the prior written consent of the employee, except as required or allowable by law.

(e) VENDOR's solution allows SBBC employees to provide cellular phone numbers for the purpose of receiving short message service (SMS) alerts.

2.06 **SBBC Disclosure of Security Records.** In order to conduct the scope of work covered by this Agreement, the VENDOR has requested access to various SBBC documents ("SBBC Records") including, without limitation, certain documents that contain information relating to the security systems for property owned or leased by SBBC or that depict the internal layout and structural elements of SBBC-owned or leased buildings. All of VENDOR's records and notes regarding the work performed under this Agreement shall be referred to herein as "VENDOR's Documents."

(a) Types and Purposes

- 1) Site Mapping. SBBC will provide VENDOR site mapping data, such as floor plans, facility images and additional site-specific information. VENDOR will create and upload SBBC site specific mapping data which can be utilized by SBBC for emergency response.
- 2) SBBC Facility Security Assessments. SBBC will provide security assessments detailing the identification of physical security measures, assessment of operations and potential vulnerabilities. VENDOR will enter all data points from these assessments into VENDOR's system. SBBC will then be able to view aggregate data.
- 3) complete all data entry to upload all previous SBBC facility security assessments in order to view aggregate data and perform analytics.

(b) VENDOR hereby acknowledges that some of SBBC Records and VENDOR's Documents are public records. Pursuant to Section 119.0701, Florida Statutes, VENDOR shall keep and maintain all public records required to perform the services required under this Agreement. VENDOR acknowledges that VENDOR shall not release any exempt SBBC Security Records or any VENDOR's confidential Documents to anyone other than SBBC's Superintendent of Schools or to the designee of said Superintendent, except as required or permitted by law.

(c) VENDOR hereby acknowledges that some of SBBC Records and of VENDOR's Documents are confidential and exempt from public inspection under state law and VENDOR acknowledges VENDOR's duty and obligation to preserve the confidential and exempt nature of such materials. Specifically, Section 119.071(3)(b)1, Florida Statutes, states in pertinent part as follows: "Building plans, blueprints, schematic drawings, and diagrams... which depict the internal layout and structural elements of a building ... or other structure owned or operated by an agency are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution [the provisions commonly referred to as the public records laws]." In addition, Section 281.301(1), Florida Statutes, states in pertinent part as follows: "Information relating to the security systems for any property owned by or leased to the state or any of its political subdivisions... including all records, information, ... schematic diagrams ... are confidential and exempt from ss. 119.07(1) and 286.011 and other laws and rules requiring public access or disclosure." Pursuant to Section 119.0701, Florida Statutes, VENDOR shall keep and maintain confidential and exempt all such information provided to them under applicable law. VENDOR agrees not to release such information or to disclose their contents to anyone other than an employee of VENDOR that requires access to such information in furtherance of their official duties under this Agreement, unless such information is required to be released by applicable law or order of a court of competent jurisdictions and unless SBBC is first notified by VENDOR of the information's intended release. Any failure by VENDOR to maintain the confidential and exempt nature of such information shall constitute a material breach of this Agreement.

(d) VENDOR shall immediately notify SBBC's custodian of public records of any request received by VENDOR from any third person for the inspection or copying of public records. VENDOR shall not directly deliver any public records to any third person, but rather shall immediately provide SBBC's custodian of public records with copies of any public records that have been requested by any third party. 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 this Agreement's term and following completion this Agreement if VENDOR does not transfer the public records to SBBC. Upon completion of this Agreement, VENDOR shall transfer, at no cost, to SBBC all public records in possession of VENDOR required to perform the services under this Agreement. Upon VENDOR's transfer to SBBC of all public records upon completion of the services required under this 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 any public records upon completion of this Agreement with SBBC, VENDOR shall meet all applicable requirements for retaining public records and preserving any applicable confidentiality or exemptions. 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 VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, THE VENDOR SHALL CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK**

**MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600  
SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

(f) VENDOR agrees to comply with the foregoing requirements governing the custody of and access to public records and to confidential and exempt information under applicable law.

**2.07 VENDOR Confidentiality of Employee Records and Security Records.**  
Notwithstanding any provision to the contrary within this Agreement, VENDOR shall:

(a) fully comply with the requirements of state or federal law or regulation regarding the confidentiality of employee records and security records;

(b) hold the employee records and security records in strict confidence and not use or disclose same except as required by this Agreement or as required or permitted by law;

(c) only share employee records and security records with those who have a need to access the information in order to perform their assigned duties in the performance of this Agreement;

(d) protect employee records and security records through administrative, physical and technological safeguards to ensure adequate controls are in place to protect the employee's records and security records;

(e) notify SBBC immediately upon discovery of a breach of confidentiality of employee records and security records by telephone at 754-321-0300 (Manager, Information Security), and 754-321-1900 (Privacy Officer), and email at [privacy@browardschools.com](mailto:privacy@browardschools.com); and take all necessary notification steps as may be required by federal and Florida law, including, but not limited to, those required by Section 501.171, Florida Statutes;

(f) prepare and distribute, at its own cost, any and all required notifications, under federal and Florida Law, or reimburse SBBC any direct costs incurred by SBBC for doing so; and

(g) be responsible for any fines or penalties for failure to meet notice requirements pursuant to federal and/or Florida law. This section shall survive the termination of all performance or obligations under this Agreement.

**2.08 Inspection of VENDOR's 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's applicable 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 the applicable business records of VENDOR directly relating to this Agreement

in order to verify the accuracy of invoices provided to SBBC. Such audit shall be no more than one (1) time per calendar year.

(a) 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's 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.

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

(c) Audit Site Conditions. SBBC's agent or its authorized representative shall have access to 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.

(d) 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 SBBC's denial of some or all of any VENDOR's claims for payment.

(e) 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 VENDOR. If the audit discloses billings or charges to which VENDOR is not contractually entitled, VENDOR shall pay said sum to SBBC within twenty (20) days of receipt of written demand unless otherwise agreed to in writing by both parties.

(f) Inspection of Subcontractor's Records. If applicable, 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 Payees' costs from amounts payable by SBBC to VENDOR pursuant to this Agreement and such excluded costs shall become the liability of VENDOR.

(g) 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.

2.09 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: Chief Security Officer  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301

To VENDOR: ALICE Training Institute LLC  
1113 Medina Rd #700  
Medina, Ohio 44256

With a Copy to: ALICE/SafePlans  
3519 Alternate 19  
Palm Harbor, Florida 34683

2.10 **Background Screening.** VENDOR shall comply with all requirements of Sections 1012.32 and 1012.465, 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 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 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 and 1012.465, Florida Statutes.

2.11 **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 transfers 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, RECORDREQUESTS@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301.**

2.12 **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, up to the limits of Section 768.28, Florida Statutes, 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.

2.13 **Insurance Requirements.** VENDOR shall comply with the following insurance requirements throughout the term of this Agreement:

(a) General Liability. VENDOR shall maintain General Liability insurance during the term of this Agreement with limits not less than \$1,000,000 per occurrence for Bodily Injury/Property Damage; \$1,000,000 General Aggregate; and limits not less than \$1,000,000 for Products/Completed Operations Aggregate.

(b) Professional Liability/Technical Errors & Omissions. VENDOR shall maintain Professional Liability/Errors & Omissions insurance during the term of this Agreement with a limit of not less than \$1,000,000 per occurrence covering services provided under this Agreement.

(c) Cyber Liability. Covering services provided under this Agreement. Limit not less than \$1,000,000 Annual Aggregate; or, if claims-made basis, the coverage must respond to all claims reported within three (3) years following term of contract.

(d) Workers' Compensation. VENDOR shall maintain Workers' Compensation insurance during the term of this Agreement in compliance with the limits specified in Chapter 440, Florida Statutes, and Employer's Liability limits shall not be less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).

(e) Auto Liability. VENDOR shall maintain Owned, Non-Owned and Hired Auto Liability insurance with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit.

(f) Acceptability of Insurance Carriers. The insurance policies required under this Agreement shall be issued by companies qualified to do business in the State of Florida and having a rating of at least A- VI by AM Best or Aa3 by Moody's Investor Service.

(g) Verification of Coverage. Proof of the required insurance must be furnished by VENDOR to SBBC's Risk Management Department by Certificate of Insurance within fifteen (15) days of the date of this Agreement. To streamline this process, SBBC has partnered with EXIGIS Risk Management Services to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk Management Department before any work commences to permit VENDOR to remedy any deficiencies. VENDOR must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.

(h) Required Conditions. Liability policies must include the following terms 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. VENDOR is 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.

(i) SBBC reserves the right to review, reject or accept any required policies of insurance, including limits, coverage or endorsements, herein throughout the term of this Agreement.

2.14 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.

2.15 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.

2.16 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.

### 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 Agreement.

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, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **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 3.05.

3.05 **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. In the event of such termination, SBBC shall be entitled to a *pro rata* refund of any pre-paid amounts for any services scheduled to be delivered after the effective date of such termination. 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.

3.06 **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.

3.07 **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.

3.08 **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 exclusively to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida or to the jurisdiction of the United States District Court for the Southern District of Florida. Each party agrees and admits that the state courts of the Seventeenth Judicial Circuit of Broward County, Florida or the United States District Court for the Southern District of Florida shall have jurisdiction over it for any dispute arising under this Agreement.

3.09 **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.

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

3.11 **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.

3.12 **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.

3.13 **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.

3.14 **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.

3.15 **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.

3.16 **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.

3.17 **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.

3.18 **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.

3.19 **Agreement 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.

3.20 **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.

3.21 **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.

**[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]**

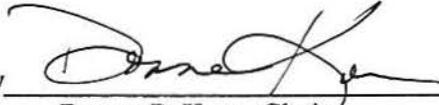
**FOR SBBC:**

(Corporate Seal)

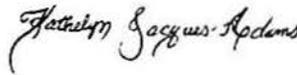
THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

ATTEST:

  
Robert W. Runcie, Superintendent of Schools

By   
Donna P. Korn, Chair

Approved as to Form and Legal Content:



Digitally signed by Kathelyn Jacques-Adams, Esq. - kathelyn.jacques-adams@gbrowardschools.com  
Reason: ALICE Training Institute LLC  
Date: 2019.12.04 12:00:58 -05'00'

Office of the General Counsel

**[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]**

**FOR VENDOR:**

(Corporate Seal)

ALICE Training Institute LLC

ATTEST:

By [Signature]  
Rod Russell, Enterprise Account Executive

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

-or-  
[Signature]  
Witness

[Signature]  
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 PINELLAS

The foregoing instrument was acknowledged before me this 4 day of DEC, 2019 by RODNEY RUSSELL of

Name of Person

ALICE TRAINING INSTITUTE LLC, on behalf of the corporation/agency.  
Name of Corporation or Agency

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

My Commission Expires:

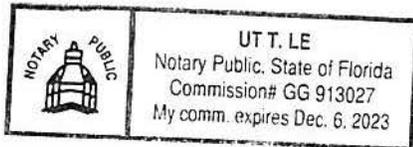
12-06-2023

Signature - Notary Public

[Signature]

UT T LE

(SEAL)



Printed Name of Notary

Notary's Commission No.

GG 913027