

EXECUTIVE SUMMARY

Recommendation to Approve Agreement 59-118V – Worksite Agreement

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the agreement between ARC Broward, Inc. and The School Board of Broward County Florida (SBBC), 58-118V – Worksite Agreement for the summer program from June 15, 2020 through August 5, 2020, for one (1) month, twenty-one (21) days. The term of this Agreement is to provide a summer internship program for students with disabilities and is funded by the Children’s Services Council to ARC Broward, Inc. Children’s Services Council decides the term of the summer program. SBBC provides the site location for the services. This is a paid summer internship program by ARC Broward, Inc. to the student. This Agreement provides opportunities for students with disabilities to learn job skills and increase independent living skills in a paid work-based learning experience. This program is designed to maximize student potential and enhance their success in various work environments (clerical and facilities) preparing them for gainful employment. SBBC will provide a location for the implementation of this program. The worksite location will be at Arthur Ashe Jr. Campus, 1701, N.W. 23rd Avenue, Fort Lauderdale, Florida 33311.

Goods/Services Description

Responsible: ESLS

This Worksite Agreement with ARC Broward, Inc. will provide career preparation through a hands-on work-based learning experience. This opportunity will help develop student’s aspirations and help them to make informed choices about their careers. By fostering a culture of diversity or a capability to appreciate and value individual differences in all aspects of their operations, employers benefit from varied perspectives on how to confront challenges and achieve success.

As the nation’s largest minority – comprising almost fifty (50) million individuals, three-point two (3.2) million in Florida specifically – people with disabilities contribute to diversity, and businesses can enhance their competitive edge by taking steps to ensure that people with disabilities are integrated into their workforce and customer base.

Under this Worksite Agreement, ARC Broward will provide a Job Coach who will be onsite every day with the student intern(s). The ratio of supervision is one (1) staff for every four (4) students. The transition team will work with ARC’s program coordinator to develop department rotations and work tasks. The students are responsible for performing clerical or facilities related duties as described in the job description with ARC Broward staff providing instruction, supervision, and quality control to ensure the work is completed properly. The Job Coach will provide an orientation to the worksite staff members or managers regarding the levels of supervision or direction they can provide to the intern(s) and methods to optimize the experience for the interns.

The Worksite Agreement outlines the responsibilities of SBBC and ARC Broward, Inc.

SBBC Responsibilities:

1. Provide a worksite for interns for a work-based learning program.
2. Ensure interns will be assigned tasks that are based upon the written job descriptions.
3. Provide a copy of SBBC policies and procedures to the intern covering specific rules or regulations by which the intern is expected to abide.

**Recommendation to Approve Agreement
58-118V – Worksite Agreement
March 3, 2020 Board Agenda
Page 2**

ARC Responsibilities:

1. Provide a wage payment to each student intern.
2. Provide a Job Coach (an employee of ARC) for the worksite who will provide onsite supervision of a group of students, not to exceed five (5) students throughout the duration of each work shift.
3. Provide adequate supervision of the interns.
4. Ensure the Job Coach provides supervision and technical assistance to the interns for the successful completion of their assigned tasks.
5. Ensure that the Job Coach maintains all intern timesheets and monitor the hours and attendance of all interns.

**Procurement Method
Responsible: PWS**

Pursuant to Purchasing Policy 3320 and the Department of Education, Rule 6A-1.012, 11(a), Florida Administrative Code as authorized by Section 1010.04(4)(a), Florida Statutes, and Purchasing Policy 3320, Section II, G, the requirement for requesting competitive solicitation for commodities or contractual services from three (3) or more sources is hereby waived for the purchase of professional services.

**Financial Impact
Responsible: PWS and ESLS**

There is no financial impact to the District. ARC Broward, Inc. will pay the student intern(s) an hourly rate of \$8.46/hour that meets the minimum wage requirement for the Department of Labor. The Children's Services Council funds the program.