

**AGREEMENT BETWEEN BROWARD COUNTY AND THE SCHOOL BOARD OF  
BROWARD COUNTY, FLORIDA FOR FAMILY COUNSELING PROGRAM**

Agreement Number: 14-CP-CSA-8267-01

This is an Agreement ("Agreement"), made and entered into by and between BROWARD COUNTY, a political subdivision of the state of Florida, hereinafter referred to as "COUNTY," and THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, a school board, hereinafter referred to as "SCHOOL BOARD" (COUNTY and SCHOOL BOARD are collectively referred to as the "Parties").

WITNESSETH:

WHEREAS, this Agreement will enable SCHOOL BOARD to provide services that would not otherwise be funded by another public funding source; and

WHEREAS, funding given to SCHOOL BOARD has been found and declared to be for a County and public purpose by the Board of County Commissioners of Broward County; NOW, THEREFORE,

IN CONSIDERATION of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, the Parties agree as follows:

ARTICLE 1  
DEFINITIONS AND IDENTIFICATIONS

The following definitions apply unless the context in which the word or phrase is used requires a different definition:

- 1.1 **Agreement** - The Agreement includes Articles 1 through 15 inclusive, the "Whereas" clauses recited above, and all exhibits, addenda, and attachments that are expressly incorporated herein by reference.
- 1.2 **Board** - The Board of County Commissioners of Broward County, Florida.
- 1.3 **Clients** - Individuals served under this Agreement as described in Exhibit D-1, "Scope of Services."
- 1.4 **Contract Administrator** - The Broward County Administrator, the Director or Deputy Director of the Broward County Human Services Department, or the Director of the division administering the Agreement, as specified in Exhibit A, "Agreement Specifications." The Parties may rely on the instructions or determinations made by the Contract Administrator in the administration of this Agreement; however, the Scope of Services may not be changed via such instructions and determinations except as otherwise provided herein.
- 1.5 **Contract Manager** - The Human Services Department division staff person who coordinates and communicates with SCHOOL BOARD and who manages and supervises execution and completion of the Scope of Services and the terms and conditions of this Agreement as set forth herein. The Parties may also rely on

the instructions or determinations made by the Contract Manager in the administration of this Agreement; however, the Scope of Services may not be changed via such instructions and determinations except as otherwise provided herein.

- 1.6 **County Attorney** - The chief legal counsel for COUNTY appointed by the Board.
- 1.7 **County Business Enterprise or "CBE"** - A small business certified as meeting the requirements of Broward County's CBE Program.
- 1.8 **HSD** - The Broward County Human Services Department.
- 1.9 **HSSS** - The Human Services Software System. The Client Services Management System and/or any other participant information collection and data exchange system(s) designated by COUNTY.
- 1.10 **Initial Term** - The initial contracted period as specified in Exhibit A, "Agreement Specifications."
- 1.11 **Option Period** - A contract renewal period, usually concurrent with a single COUNTY fiscal year, as specified in Exhibit A, "Agreement Specifications."
- 1.12 **Program** - The services described in Article 3 and in Exhibit D-1 of this Agreement.
- 1.13 **Provider Handbook** - COUNTY's Human Services Department manual for providers of services that contains standard forms, performance measures, and other documents and standard practices, as same may be amended from time to time by COUNTY, which Handbook is incorporated herein by reference.
- 1.14 **Repository** - COUNTY's Human Services Department Repository, under the Office of Evaluation and Planning. The Repository address is identified in the Provider Handbook.

## ARTICLE 2 TERM OF AGREEMENT

- 2.1 The term of this Agreement shall begin and end on the dates ("Agreement Term") specified in Exhibit A, "Agreement Specifications." At the sole option of the Contract Administrator, this Agreement may be renewed for up to two (2) additional one-year Option Periods, as specified in Exhibit A. The Contract Administrator shall notify SCHOOL BOARD of renewal, in writing, no less than five (5) business days prior to the expiration of the then-current term of this Agreement.
- 2.2 CONTINUITY OF SERVICES: In the event that unusual or exceptional circumstances, as determined in the sole discretion of the Contract Administrator, render the exercise of an Option Period not possible, or if no Option Period is available, and it would result in a gap in the provision of services under this Agreement, then upon approval of funds by the Board, the term of this Agreement may be extended by the HSD Director or Deputy Director and SCHOOL BOARD, via a Work Authorization, for a period not to exceed six (6) months.

- 2.3 SCHOOL BOARD understands and acknowledges that the Contract Administrator's decision to exercise either Option Period shall be contingent upon, but not limited to, the following:
- A. Continued demonstrated and documented need for the services or priority area of funding;
  - B. Satisfactory contract compliance, program performance, and utilization by SCHOOL BOARD, as determined by the Contract Administrator;
  - C. Demonstrated financial stability by SCHOOL BOARD;
  - D. The availability of funds from COUNTY in accordance with Chapter 129, Florida Statutes, as amended; and
  - E. Appropriation of funds by the Board.

The Contract Administrator, in his/her sole discretion, shall determine whether the contingencies listed above have been fulfilled prior to the Contract Administrator exercising COUNTY's option to renew or extend this Agreement for any subsequent renewal or extension period.

- 2.4 This Agreement may be terminated in accordance with the provisions contained in the "TERMINATION" section herein.

### ARTICLE 3 SCOPE OF SERVICES

- 3.1 SCHOOL BOARD shall provide the services set forth in each Exhibit D-1, "Scope of Services," and further detailed in the applicable Work Authorization(s), incorporated by reference, for each service category funded by this Agreement, and shall meet the outcomes set forth in Exhibit D-2 and applicable Work Authorization(s). The Scope of Services is a description of SCHOOL BOARD's obligations and responsibilities and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by SCHOOL BOARD impractical, illogical, or unconscionable.
- 3.2 If applicable, SCHOOL BOARD shall notify COUNTY in writing prior to the proposed opening, closing, or relocating of a service site listed in Exhibit D-1 or applicable Work Authorization no less than thirty (30) calendar days prior to such change in accordance with the "NOTICES" section of this Agreement. No such opening, closing, or relocation shall occur without COUNTY's prior written consent, which consent shall not be unreasonably withheld.
- 3.3 Organizational Profile: The Organizational Profile for SCHOOL BOARD is a component of the Coordinating Council of Broward's community assessment process to support coordinated health, education, and human services planning in Broward County. It is used for collecting data for countywide resource

inventory. This Profile is due from SCHOOL BOARD upon oral or written request by the Contract Administrator.

ARTICLE 4  
FUNDING AND METHOD OF PAYMENT

- 4.1 MAXIMUM FUNDING: COUNTY will pay SCHOOL BOARD an amount not to exceed the amount specified in Exhibit A, "Agreement Specifications," for work actually performed and completed pursuant to this Agreement, which amount shall be accepted by SCHOOL BOARD as full compensation for all such work. SCHOOL BOARD acknowledges that this amount is the maximum payable and constitutes a limitation upon COUNTY's obligation to compensate SCHOOL BOARD for its services related to this Agreement. This maximum amount, however, does not constitute a limitation, of any sort, upon SCHOOL BOARD's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. No amount shall be paid to SCHOOL BOARD to reimburse its expenses, unless otherwise provided herein.

SCHOOL BOARD understands and acknowledges that COUNTY funding under this Agreement relates exclusively to the Initial Term and that COUNTY is not obligated to fund SCHOOL BOARD beyond the Initial Term. In the event that the Contract Administrator exercises either Option Period under this Agreement, or in the event this Agreement is extended pursuant to Article 2, the maximum amount payable by COUNTY shall not exceed the amount specified for each period in Exhibit A, except as provided in Section 4.3 "MAXIMIZATION OF EXPENDITURE OF COUNTY FUNDS" herein.

- 4.2 REDUCTION OF FUNDS: In the event of SCHOOL BOARD's underutilization of funds, the Contract Administrator has the authority and sole discretion, at any time, to reduce the maximum funding allocated under this Agreement. Such adjustments shall be made via a Work Authorization(s), which shall be signed by the HSD Director or Deputy Director. The Work Authorization(s) shall include corresponding revisions to the maximum units of service and minimum number of clients served.

- 4.3 MAXIMIZATION OF EXPENDITURE OF COUNTY FUNDS: In furtherance of the objectives of the HSD, the Contract Administrator has the authority and sole discretion to increase the maximum funding under this Agreement up to ten percent (10%) of the Agreement amount for any fiscal year of COUNTY, except as provided in Section 15.23, EMERGENCY CONDITIONS. Such adjustments shall be made via Work Authorization(s), which shall be signed by the HSD Director or Deputy Director.

The Contract Administrator has the authority and sole discretion to adjust the maximum funding allocated to any particular program or service category funded under this Agreement and payment schedules throughout any term of the Agreement. Such adjustments may be made in writing and signed by the Contract Administrator on behalf of COUNTY, notifying SCHOOL BOARD of

each adjustment, including corresponding revisions to the maximum units of service, at least ten (10) calendar days prior to the effective date for mid-term adjustments, or at the time of written notification of renewal pursuant to Article 2 of this Agreement.

Adjustments to maximum renewable funding and corresponding adjustments to the number of units and clients served for Option Periods under this Agreement are subject to appropriation of funds by the Board. Such adjustments may be made via a Work Authorization(s) signed by the HSD Director or Deputy Director, or may be made in writing and signed by the Contract Administrator at the time of written notification of renewal pursuant to Article 2 of this Agreement and limited to changes of ten percent (10%) or less.

4.4 **WORK AUTHORIZATIONS:** The Contract Administrator is authorized to increase or decrease the maximum funding allocated to SCHOOL BOARD in the Agreement to maximize expenditure of COUNTY funds as expressed herein. Such adjustments shall be made by the HSD Director or Deputy Director in writing in accordance with this subsection.

4.4.1 Any Work Authorization(s) for adjustments increasing the total annual maximum funding amount by ten percent (10%) or less may be signed by the HSD Director or Deputy Director and SCHOOL BOARD, using a standard Work Authorization in the form attached hereto as Exhibit F.

4.4.2 Any Work Authorization(s) increasing the total annual maximum funding by more than ten percent (10%) may be signed by the HSD Director or Deputy Director and SCHOOL BOARD after the Board has approved the funding increase and has conferred such authority upon the HSD Director or Deputy Director.

4.4.3 All Work Authorizations issued by the Contract Administrator shall contain, at a minimum, the following information and requirements:

4.4.4.1 A description of the adjustments being made (which description must specify in detail the adjustments and revisions to the maximum units of service and Clients served) and a reference to this Agreement pursuant to which the adjustment is authorized.

4.4.4.2 Any other additional instructions or provision relating to the work authorized pursuant to this Agreement.

4.4.4.3 Work Authorizations shall be dated, sequentially numbered, and signed by both Parties.

4.5 **METHOD OF PAYMENT:** COUNTY will pay SCHOOL BOARD for units of service actually delivered, invoiced, and documented as specified in Exhibit D-1, "Scope of Services" and in any applicable Work Authorization(s), on a monthly billing basis, subject to the provisions in this Article. The total number of units of service to be billed during each term of this Agreement shall not exceed the units specified in Exhibit D-1 and any applicable Work Authorization(s).

4.5.1 Required Match: COUNTY will reimburse for only nine (9) out of ten (10)

units actually delivered, invoiced, and documented at the unit price specified in Exhibit D-1, unless otherwise indicated in Exhibit A, "Agreement Specifications," or in any applicable Work Authorization. The tenth (10<sup>th</sup>) unit shall meet SCHOOL BOARD's match requirement.

4.5.2 Client Co-payment for Services: In the event Client co-payments are required as indicated in Exhibit A, SCHOOL BOARD shall assess income and implement co-payments pursuant to the Co-pay Schedule found in the Provider Handbook.

4.5.3 Performance: COUNTY will reduce payment by three percent (3%) for services performed by SCHOOL BOARD in the third (3<sup>rd</sup>) month of any quarter in which one or more Outcomes were not attained by more than five percent (5%) of the indicator. The reduction shall be applied to payments for the Program(s) in which the indicator(s) was not met. The reduction shall be applied to the net payment amount for the month, after calculation of the required match, but before any disallowed units or repayments from any other month(s) are applied. In the event that COUNTY finds that SCHOOL BOARD's Outcome Report(s) contains incorrect information, COUNTY may apply this reduction retroactively at the sole discretion of COUNTY's Contract Administrator.

4.5.4 Invoice Requirements and Due Dates:

4.5.4.1 An original invoice plus one complete copy with supporting documentation are due monthly from SCHOOL BOARD on or before the date specified in Exhibit E, "Required Reports and Submission Dates." In the event the due date falls on a weekend or COUNTY holiday, the invoice, supporting documentation, and complete copy are due on the next business day.

A. Acceptable supporting documentation as described in this section shall be in the form of a report provided through COUNTY's designated HSSS, or as otherwise agreed to in writing by the Contract Administrator. All reported units of service must correspond to the units of service on invoices submitted for billing purposes.

B. In addition, all required fields within the HSSS must be completed thoroughly and accurately for units of service to be considered as delivered and payable. Compliance with this requirement will be periodically monitored by COUNTY. SCHOOL BOARD shall reimburse COUNTY, as described in Section 4.5.4.2, for any units that do not comply with this requirement and were previously billed and paid during any term of the Agreement.

C. The Contract Administrator may authorize manual billing if SCHOOL BOARD lacks access to such designated system through no fault of SCHOOL BOARD, as determined by the Contract Administrator in his/her sole discretion.

D. Where the unit rate is an hourly rate, COUNTY will pay for full fifteen (15) minute increments, unless otherwise provided herein, at the rate of one-quarter (1/4) of the applicable unit rate, so long as SCHOOL BOARD has provided the unit of service as defined in Exhibit D-1.

4.5.4.2 Corrected Invoices:

A. In the event that SCHOOL BOARD determines that it has previously incorrectly billed and been reimbursed for a period within the current contract term, SCHOOL BOARD shall include the corrections on the next regular monthly invoice. Corrected billing is limited to one time for any month in which services were rendered and must be received by COUNTY no later than ninety (90) days following the date the invoice being corrected was originally due to COUNTY, or forty-five (45) days after the end of the Agreement term, whichever is earlier. SCHOOL BOARD must resubmit the original supporting documentation and submit the revised supporting documentation, along with a completed, "Required Services Documentation," form for each month in the period of previous incorrect billing, unless the Contract Administrator has, in writing, provided alternate documentation requirements. The invoice, which includes the corrections, must be accompanied by a cover letter signed by SCHOOL BOARD's authorized signator summarizing the corrections, explaining the reason for the error, and detailing the actions SCHOOL BOARD is taking to prevent recurrence of the error(s).

B. In the event that COUNTY determines that SCHOOL BOARD has previously incorrectly billed and been reimbursed for a period within the current contract year, SCHOOL BOARD shall include the corrections on the next regular monthly invoice. If the date of reimbursement is outside of the contract term in which the overpayment occurred SCHOOL BOARD shall issue a check to COUNTY as repayment.

4.5.4.3 To be deemed proper as defined by the Florida Prompt Payment Act, invoices must comply with the requirements set forth in this Agreement and must be submitted on the forms prescribed by COUNTY in the Provider Handbook, or through the communication system as provided through COUNTY's HSSS, or as otherwise agreed to in writing by the HSD Director or Deputy Director. COUNTY will pay SCHOOL BOARD within thirty (30) calendar days of receipt of SCHOOL BOARD's properly submitted invoice in accordance with the provisions of COUNTY's Prompt Payment Ordinance Section 1-51.6, Broward County Code of Ordinances. Further, COUNTY may deduct from any outstanding invoice any monies due from SCHOOL BOARD because of a situation where COUNTY identifies money due from SCHOOL BOARD to COUNTY pursuant to this Agreement.

4.5.4.4 Invoices and/or documentation returned to SCHOOL BOARD for corrections shall not be considered as submitted and shall be cause for delay in issuance of payment by COUNTY without the accrual of interest on any payments owed by COUNTY to SCHOOL BOARD. SCHOOL BOARD shall sign and date any revised invoice(s). Submission of accurate, timely documentation and other requested information as required by COUNTY shall be considered a factor in evaluating future funding requests.

4.5.4.5 The certification statement on the monthly invoice submitted by SCHOOL BOARD shall be signed by an authorized person as referenced in Exhibit B-1, "Authorized Invoice Signators."

Should it become necessary for SCHOOL BOARD to replace signators, a notarized copy of the authorizing resolution as passed by SCHOOL BOARD's Board of Directors or Trustees, authorizing legislation, or equivalent shall be submitted to the Contract Administrator, along with replacement Exhibit B-1 and/or Exhibit B-2, within ten (10) days following replacement of the signators.

4.5.5 If SCHOOL BOARD has been authorized in accordance with the "SUBCONTRACTING" article of this Agreement to use subcontractors, or if SCHOOL BOARD uses any suppliers of materials for the provision of the required services herein, SCHOOL BOARD shall submit with each invoice a "Certification of Payments to Subcontractors and Suppliers" in the form attached hereto as Exhibit C. In instances wherein payment has not been made to the approved subcontractor(s) or the supplier(s), the certification shall be accompanied by a copy of the notification sent to each subcontractor and supplier listed in item 2 of the form, explaining the good cause why payment has not been made.

4.6 **SUSPENSION OF PAYMENT:** COUNTY, through its Contract Administrator, in his/her sole discretion, may in writing suspend payments to SCHOOL BOARD if SCHOOL BOARD does not comply with material terms of this Agreement, including, but not limited to, submission of correctly completed reports and corrective or remedial action plans, subject to COUNTY's acceptance and approval of said reports and plans. Express identification of certain terms herein as material shall not be construed to mean that other terms herein are not material. Suspension of payment by COUNTY may last through the duration of noncompliance by SCHOOL BOARD as determined solely by the Contract Administrator, and any suspended payments shall not be subject to the payment of interest by COUNTY.

4.7 **PAYER OF LAST RESORT:** SCHOOL BOARD represents to COUNTY that no other reimbursement or payment is available or will be received by SCHOOL BOARD for any services invoiced to COUNTY, and COUNTY has relied upon that representation. SCHOOL BOARD shall assure that funding under this Agreement will not supplant any existing programs and resources and is used as funding of last resort. This Agreement specifically excludes services eligible to



be covered by Medicaid, Medicare, or other third party funding source (collectively referred to as "Third Party Payment"). SCHOOL BOARD shall bill and pursue collection of any and all available Third Party Payments and Client payments for services rendered under this Agreement prior to billing COUNTY for any such services.

4.7.1 In the event COUNTY pays SCHOOL BOARD for a service to a Client who was not eligible for Third Party Payment at the time of billing but later becomes eligible for Third Party Payments ("Third Party Certified"), and SCHOOL BOARD receives Third Party Payment for the same unit of service, then SCHOOL BOARD shall deduct the amount paid by COUNTY ("County Payment") on its next invoice immediately following receipt of such Third Party Payment. If SCHOOL BOARD has not submitted an invoice or has submitted a final invoice to COUNTY under this Agreement, SCHOOL BOARD shall reimburse COUNTY in the amount of COUNTY's Payment within thirty (30) calendar days of SCHOOL BOARD's receipt of the Third Party Payment.

- A. SCHOOL BOARD shall note in the Client's file the date upon which a Client became Third Party Certified.
- B. SCHOOL BOARD shall keep accurate and complete records of all Third Party Payments, any fee collected, reimbursement, or compensation of any kind, including in-kind compensation received from any Client, for any service covered by this Agreement, and shall make all such records available to COUNTY upon demand.
- C. SCHOOL BOARD shall report such Third Party Payments by deducting the full amount of such Third Party Payment from SCHOOL BOARD's invoices within thirty (30) calendar days of SCHOOL BOARD's receipt of the Third Party Payment.

4.8 **EQUIPMENT PURCHASES:** All equipment purchased pursuant to this Agreement shall be reported to COUNTY on the invoice, with documentation attached to the invoice (or as otherwise approved in advance and in writing by the Contract Administrator), listing in detail the kind and type, serial number, cost, and any other data the Contract Administrator or Contract Manager so designates. No equipment shall be disposed of without the HSD Director's or Deputy Director's prior written approval. In the event of the filing(s) of bankruptcy or dissolution, voluntary or involuntary, insolvency of SCHOOL BOARD, or the expiration or earlier termination of this Agreement, with or without cause, the title and ownership of all existing property acquired with funds from this Agreement shall immediately and automatically be vested in COUNTY in the name of "Broward County" as Grantor. Any existing property vesting in COUNTY shall be delivered to the Contract Administrator by SCHOOL BOARD at the place designated in a written request by the Contract Administrator within ten (10) calendar days from the written request. It is SCHOOL BOARD's sole responsibility to immediately notify the Contract Administrator in writing of the filing(s) of bankruptcy or dissolution, voluntary or involuntary, or the insolvency of

SCHOOL BOARD.

- 4.9 All payments shall be made solely in the name of SCHOOL BOARD as the official payee. The name, address, and telephone number of the official payee to whom payment shall be made for SCHOOL BOARD is specified in Exhibit A, "Agreement Specifications." SCHOOL BOARD may change any of the information provided under this section by providing written notice of such change to the Contract Administrator using the notice procedure under the "NOTICES" section of this Agreement. It is SCHOOL BOARD's sole responsibility to advise the Contract Administrator in writing of changes in name, address, telephone number, or administrative locations within ten (10) calendar days of such change.
- 4.10 As a condition of funding under this Agreement, SCHOOL BOARD acknowledges COUNTY's objective is to ensure provision of continuous services to its residents throughout the term of the Agreement. If SCHOOL BOARD exhausts COUNTY's funds under this Agreement prior to the end of any term of this Agreement, SCHOOL BOARD is obligated to provide the same level of service(s) to Client(s) as prescribed in Exhibits D-1 and D-2 until the end of the term without additional COUNTY funds.

ARTICLE 5

PARTICIPATION IN HUMAN SERVICES SOFTWARE SYSTEM (HSSS)

SCHOOL BOARD shall comply with the HSSS requirements outlined in the Provider Handbook, attached hereto and made a part hereof.

ARTICLE 6

MONITORING, RECORDS, REPORTS, AND OTHER REQUIREMENTS

SCHOOL BOARD shall comply with the Monitoring, Records, and Reporting requirements outlined in the Provider Handbook.

ARTICLE 7

TERMINATION

- 7.1 This Agreement may be terminated for cause by the aggrieved Party if the Party in breach has not corrected the breach within ten (10) calendar days after receipt of written notice from the aggrieved Party identifying the breach. Termination for cause by COUNTY shall be by action of the Board with written notice provided to SCHOOL BOARD by the HSD Director or Deputy Director, which termination date shall be the date stated in the written notice but not less than thirty (30) days after the date of such written notice. Termination for cause by SCHOOL BOARD shall be effective not less than thirty (30) days after notice of termination is received by COUNTY. This Agreement may also be terminated for convenience by the Board. The HSD Director or Deputy Director may also terminate this Agreement for convenience when SCHOOL BOARD closes its business operations or otherwise ceases to exist and the HSD Director or Deputy Director

determine that immediate action is required by COUNTY. Termination for convenience by the Board or by the HSD Director or Deputy Director shall be effective on the termination date stated in written notice provided by COUNTY, which termination date shall be not less than thirty (30) days after the date of such written notice. This Agreement may also be terminated by the County Administrator upon such notice as the County Administrator deems appropriate under the circumstances in the event the County Administrator determines that termination is necessary to protect the public health, safety, or welfare. If COUNTY erroneously, improperly, or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

- 7.2 This Agreement may be terminated for cause for reasons including, but not limited to, SCHOOL BOARD's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to suitably perform the work, or failure to continuously perform the work in a manner calculated to meet or accomplish the objectives as set forth in this Agreement. The Agreement may also be terminated for cause if SCHOOL BOARD is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes, or if SCHOOL BOARD provides a false certification submitted pursuant to Section 287.135, Florida Statutes.
- 7.3 Notice of termination shall be provided in accordance with the "NOTICES" section of this Agreement except that notice of termination by the County Administrator, which the County Administrator deems necessary to protect the public health, safety, or welfare may be verbal notice through the Contract Administrator that shall be promptly confirmed in writing by the HSD Director or Deputy Director in accordance with the "NOTICES" section of this Agreement.
- 7.4 In the event this Agreement is terminated for convenience by COUNTY, SCHOOL BOARD shall be paid for any services performed under the Agreement through the termination date specified in the written notice of termination. SCHOOL BOARD acknowledges that it has received good, valuable, and sufficient consideration from COUNTY, the receipt and adequacy of which are hereby acknowledged by SCHOOL BOARD, as specific consideration to SCHOOL BOARD, for COUNTY's right to terminate this Agreement for convenience.
- 7.5 In the event this Agreement is terminated for any reason or upon its expiration, whichever is earlier, any amounts due SCHOOL BOARD may be withheld by COUNTY until all documents are provided to COUNTY, if requested by the Contract Administrator, pursuant to the "RIGHTS IN DOCUMENTS AND WORK" provision of this Agreement.
- 7.6 This Agreement may also be terminated in accordance with the "EEO and CBE COMPLIANCE" section of this Agreement using the "NOTICES" procedures herein.

**ARTICLE 8**  
**SUBCONTRACTING**

- 8.1 SCHOOL BOARD engages in subcontracting if SCHOOL BOARD engages via formal agreement or any other mechanism, a third party, including, but not limited to, individuals, partnerships, corporations, or any other type of entity, to perform the services, in whole or in part, required by this Agreement. Services provided by third parties, other than SCHOOL BOARD's own employees, officers, and volunteers, will be deemed subcontracted.
- 8.2 SCHOOL BOARD may not subcontract services as defined in Section 8.1 or enter into an Employee Leasing agreement without the prior written approval of the Contract Administrator. If such approval is provided, no more than fifty percent (50%) of the services under each category of service described in Exhibit D-1 shall be subcontracted by SCHOOL BOARD. Such approval is within the sole discretion of the HSD Director or Deputy Director.
- 8.3 The Contract Administrator's written approval referenced in this Article shall be limited to SCHOOL BOARD's approval to enter a sub-contractual relationship with a third party and shall not be deemed an approval of any subcontracting document(s) between SCHOOL BOARD and its subcontractor(s).
- 8.4 Services provided by SCHOOL BOARD's subcontractors shall be subject to supervision by SCHOOL BOARD or subcontractor. Employee compensation, personnel policies, tax responsibilities, social security and health insurance, employee benefits, travel, per diem policies, and other similar administrative procedures applicable to services rendered under this Agreement shall be the responsibility of SCHOOL BOARD or its subcontractor.
- 8.5 The delivery of services through subcontractors shall not in any way relieve SCHOOL BOARD of full responsibility for all requirements, provisions, and terms of this Agreement.
- 8.6 SCHOOL BOARD shall, by written contract, require all subcontractors to conform to the requirements of this Agreement and all applicable federal and state laws, rules, regulations, guidelines, and standards. SCHOOL BOARD shall likewise require its subcontractors to agree to the requirements and obligations of this article.
- 8.7 SCHOOL BOARD shall pay its subcontractors, and any suppliers of materials for the provision of the services required pursuant to this Agreement, prior to submitting an invoice requesting payment from COUNTY for such subcontracted work or supplies unless SCHOOL BOARD documents any dispute on Exhibit C, "Certification of Payments to Subcontractors and Suppliers," and submits such exhibit to COUNTY, accompanied by a copy of the notification sent to each subcontractor or supplier listed in item 2 of the form, explaining the good cause why payment has not been made.

SCHOOL BOARD acknowledges that nonpayment of a subcontractor or supplier as required herein shall be a material breach of this Agreement and that COUNTY may, at its option and in accordance with Article 4 of this Agreement,

suspend payments until SCHOOL BOARD demonstrates timely payment of sums due to such subcontractors or suppliers. SCHOOL BOARD acknowledges that the presence of a "pay when paid" provision in a subcontract shall not preclude COUNTY's inquiry into allegations of nonpayment. The foregoing remedies shall not be employed when SCHOOL BOARD demonstrates that failure to pay results from a bona fide dispute with its subcontractor or supplier; however, COUNTY shall not pay SCHOOL BOARD for any amounts that have not yet been paid by SCHOOL BOARD to its subcontractors or suppliers.

- 8.8 SCHOOL BOARD shall reimburse COUNTY for all funds not used in compliance with this Agreement by SCHOOL BOARD and/or its subcontractors.

## ARTICLE 9 FINANCIAL STATEMENTS/MANAGEMENT LETTERS

### 9.1 FINANCIAL STATEMENTS

SCHOOL BOARD shall provide one (1) copy of SCHOOL BOARD's audited financial statements and any management letter(s) thereby generated as it relates to funding provided under this Agreement and SCHOOL BOARD's response to any management letter(s). The audit of the financial statements shall be prepared by an independent certified public accountant in accordance with generally accepted accounting principles for the fiscal year COUNTY funds are received and for each subsequent fiscal year until such time as all of the COUNTY funds are expended.

SCHOOL BOARD shall provide to COUNTY's Repository one (1) copy of a special report showing all revenues, by source, and all expenditures as set forth in the Scope of Services for the program being funded by this Agreement. The report shall specifically disclose any funds received from COUNTY that were not expended in accordance with this Agreement or with any regulations incorporated by reference therein. It shall identify the total of noncompliant expenditures as due back to COUNTY.

If the special report is prepared by an independent certified public accountant, it shall be in accordance with generally accepted auditing standards. If the special report is prepared by an internal auditor, it shall be as nearly in accordance with generally accepted auditing standards as the status of the internal auditor permits, realizing that the internal auditor may not issue the opinions required therein. The special report is to be filed with SCHOOL BOARD's governing body.

SCHOOL BOARD shall submit one (1) copy of the financial statements described in the first paragraph of this section, one (1) copy of the accompanying management letter, if any, and one (1) copy of the special report described in second paragraph of this section to COUNTY's Repository within two hundred seventy (270) days after the close of SCHOOL BOARD's fiscal years in which SCHOOL BOARD receives funds under this Agreement.

The due date for the special report described in the second paragraph of this section may be extended upon the occurrence of COUNTY granting SCHOOL BOARD an extension of the time in writing to provide the information.

9.2 MANAGEMENT LETTERS.

SCHOOL BOARD shall provide COUNTY's Repository any and all management letters arising from audited financial statements within two hundred seventy (270) days of the date of said management letter as it relates to the program described in this Agreement.

SCHOOL BOARD shall provide to COUNTY's Repository the schedule of correction developed in response to said management letter(s) within thirty (30) days of its development.

SCHOOL BOARD shall provide to COUNTY's Repository any compliance audits required by law within two hundred seventy (270) days after the close of each of SCHOOL BOARD's fiscal years in which SCHOOL BOARD accounts for the funds under this Agreement.

ARTICLE 10  
EEO AND CBE COMPLIANCE

10.1 No Party to this Agreement may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this Agreement. SCHOOL BOARD shall comply with all applicable requirements of the Broward County Business Enterprise ("CBE") Program in the award and administration of this Agreement. Failure by SCHOOL BOARD to carry out any of these requirements shall constitute a material breach of this Agreement, which shall permit the COUNTY to terminate this Agreement or to exercise any other remedy provided under this Agreement, or under the Broward County Code of Ordinances, or under the Broward County Administrative Code, or under applicable law, with all of such remedies being cumulative.

SCHOOL BOARD shall include the foregoing or similar language in its contracts with any subcontractors or subconsultants, except that any project assisted by the U.S. Department of Transportation funds shall comply with the non-discrimination requirements in 49 C.F.R. Parts 23 and 26, as amended. Failure to comply with the foregoing requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as COUNTY deems appropriate.

SCHOOL BOARD shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement and shall not otherwise unlawfully discriminate in violation of the Broward County Code, Chapter 16½. SCHOOL BOARD shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by COUNTY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In

addition, SCHOOL BOARD shall take affirmative steps to prevent discrimination in employment against disabled persons.

By execution of this Agreement, SCHOOL BOARD represents that it has not been placed on the discriminatory vendor list as provided in Section 287.134, Florida Statutes. COUNTY hereby materially relies on such representation in entering into this Agreement. An untrue representation of the foregoing shall entitle COUNTY to terminate this Agreement and recover from SCHOOL BOARD all monies paid by COUNTY pursuant to this Agreement, and may result in debarment from COUNTY's competitive procurement activities.

- 10.2 Although no CBE goal has been set for this Agreement, COUNTY encourages SCHOOL BOARD to give full consideration to the use of CBE firms to perform work under this Agreement.

#### ARTICLE 11 INDEMNIFICATION/GOVERNMENTAL IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by any Party nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this Agreement or any other contract. SCHOOL BOARD is a state agency or political subdivision as defined in Chapter 768.28, Florida Statutes, and shall be fully responsible for the acts and omissions of its agents or employees to the extent permitted by law.

#### ARTICLE 12 DESIGNATED REPRESENTATIVES AND EMPOWERMENT

- 12.1 COUNTY's representative is the HSD Director, Deputy Director, or the Division Director of the division administering this Agreement. The title of SCHOOL BOARD's representative responsible for the administration of the program under this Agreement is specified in Exhibit A, "Agreement Specifications."
- 12.2 The empowered signators of invoices under this Agreement for SCHOOL BOARD are those individuals referenced in Exhibit B-1, "Authorized Invoice Signators." Changes in the empowered signators on Exhibit B-1 shall be communicated to COUNTY as directed in the "NOTICES" section of this Agreement.
- 12.3 The empowered signator of this Agreement for SCHOOL BOARD is identified in Exhibit B-2, "Certification of Empowerment". Changes in the empowered signator on Exhibit B-2 shall be communicated to COUNTY as directed in Article 4 and in the "NOTICES," section of this Agreement.

#### ARTICLE 13 INSURANCE

SCHOOL BOARD shall maintain insurance coverage as required in the Insurance section of the Provider Handbook and as specified in Exhibit A, "Agreement Specifications."

**ARTICLE 14**  
**REPRESENTATIONS AND ACKNOWLEDGMENTS**

14.1 SCHOOL BOARD represents and certifies to COUNTY that, upon its execution of this Agreement and continuing throughout the term of the Agreement, as may be extended, the following representations are and shall remain true and correct. In the event that any of the following representations becomes untrue at any time, SCHOOL BOARD shall immediately provide written notice to the Contract Administrator:

A. There have been no irregularities involving its management or employees that could have a material effect on SCHOOL BOARD's operations or financial stability.

B. SCHOOL BOARD has committed no violations or possible violations of laws or regulations, the effects of which should be considered by COUNTY prior to entering into this Agreement.

C. All material information pertaining to the financial position of SCHOOL BOARD has been disclosed in its records and provided to COUNTY.

D. All related party transactions, as defined by generally accepted accounting principles, and related amounts receivable or payable pertaining to the financial position of SCHOOL BOARD have been properly recorded in its records and disclosed to COUNTY.

E. SCHOOL BOARD maintains appropriate active license(s), which are all in good standing and have not been revoked or suspended, where SCHOOL BOARD is operating a facility or providing a service where any type of licensure is required, including, but not limited to, under federal, state, county, or other local law.

F. When applicable, SCHOOL BOARD will ensure compliance with the provision(s) of Florida Statutes and all federal and local regulations whenever background screening for employment or a background security check is required by law for employment. SCHOOL BOARD shall maintain these screening requirements and records of same for volunteers/employees based on the population served.

G. E-VERIFY: As applicable, if SCHOOL BOARD is a recipient, directly or indirectly, of State of Florida funds under this Agreement, SCHOOL BOARD shall enroll and participate in the E-Verify Program, in accordance with the terms and conditions governing the use of the program by:

1. Verifying the employment eligibility of all persons employed during the Agreement Term by SCHOOL BOARD to perform the work under this Agreement.

2. Enrolling in the E-Verify Program within thirty (30) days of the effective date of this Agreement by obtaining a copy of the "Edit Company Profile" page and make such record available to Broward County within seven (7) days of request from COUNTY.



3. Requiring all persons, including subcontractors, assigned by SCHOOL BOARD to perform work under this Agreement to enroll and participate in the E-Verify Program within ninety (90) days of the effective date of this Agreement or within ninety (90) days of the effective date of the Agreement between SCHOOL BOARD and the subcontractor, whichever is later. SCHOOL BOARD shall obtain from the subcontractor a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record available to COUNTY within seven (7) calendar days from COUNTY's request.

4. Displaying the notices supplied by the U.S. Department of Homeland Security ("DHS") in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

5. Initiate E-Verify verification procedures for new employees within three (3) business days after the actual work start date of each new hire and thereafter shall respond appropriately to any additional requests from DHS or Social Security Administration ("SSA").

6. Maintain records of its participation and compliance with the provisions of the E-Verify Program and make such records available to COUNTY within seven (7) days of COUNTY's request.

H. SCHOOL BOARD acknowledges receipt of the Provider Handbook and understands that each document contained therein is made a part of this Agreement. SCHOOL BOARD also acknowledges that COUNTY may update or revise documents within the Provider Handbook and provide notification of the same to SCHOOL BOARD. SCHOOL BOARD may terminate this Agreement within thirty (30) calendar days of notice of such update(s) or revision(s) if the Parties mutually agree that the update(s) or revision(s) substantially impact(s) SCHOOL BOARD's ability to perform as contracted. Otherwise, SCHOOL BOARD acknowledges it shall be bound by the requirements outlined in the Provider Handbook, as amended by COUNTY from time to time.

I. SCHOOL BOARD represents to COUNTY for its reliance thereupon that it has established and implemented policies and procedures that ensure compliance with the security standards specified in the sections titled "Human Services Software System Participation" and "Monitoring, Records, Reports, and Other Requirements" provided in the Provider Handbook and all applicable state and federal statutes and regulations for the protection of confidential Client records and electronic exchange of confidential information.

J. All representations and information provided by SCHOOL BOARD to COUNTY in the course of competing for and developing this Agreement are true and correct, and there have been no material omissions.

14.2 SCHOOL BOARD acknowledges that:

A. Verification of liability protection, and the Authorized Invoice Signators as shown in Exhibit B-1, shall accompany this Agreement upon execution of this

Agreement by SCHOOL BOARD.

B. Information, guidance, and technical assistance offered by the Contract Administrator, or any other COUNTY staff, whether written or verbal, in no way constitutes a guarantee of execution of this Agreement by COUNTY and should not be relied upon as a basis for doing business, delivering service, expending financial resources, or expectation of receipt of payment.

C. COUNTY has relied on all representations and information provided to COUNTY by SCHOOL BOARD in the course of SCHOOL BOARD competing for and developing this Agreement.

## ARTICLE 15 MISCELLANEOUS

### 15.1 RIGHTS IN DOCUMENTS AND WORK

Any and all reports, photographs, surveys, and other data and documents, with the exception of Client records, provided or created in connection with this Agreement are and shall remain the property of COUNTY, and, if a copyright is claimed, SCHOOL BOARD grants to COUNTY a non-exclusive license to use the copyrighted item(s) indefinitely, to prepare derivative works, and to make and distribute copies to the public. In the event of termination of this Agreement pursuant to the terms of Article 7, any reports, photographs, surveys, and other data and documents other than Client records prepared by SCHOOL BOARD, whether finished or unfinished, shall become the property of COUNTY and shall be delivered by SCHOOL BOARD to the Contract Administrator within seven (7) days of termination of this Agreement by either Party. Any compensation due to SCHOOL BOARD shall be withheld until all documents are received as provided herein.

After the five (5) year retention period or any longer retention period as stated in Section 15.2 below, SCHOOL BOARD shall notify the Contract Administrator that the retention period has expired and shall provide at least ten (10) calendar days for COUNTY to obtain the records if COUNTY desires to retain the records for a longer period of time; such notice shall be made in writing pursuant to the "NOTICES" section of this Agreement. The provisions of this section shall survive the expiration or termination of the Agreement.

### 15.2 PUBLIC RECORDS, AUDIT RIGHTS, AND RETENTION OF RECORDS

COUNTY is a public agency subject to Chapter 119, Florida Statutes. As required by Chapter 119, Florida Statutes, SCHOOL BOARD and all its subcontractors shall comply with Florida's Public Records Law. Specifically, SCHOOL BOARD and its subcontractors shall:

15.2.1 Keep and maintain public records that ordinarily and necessarily would be required by COUNTY in order to perform the service;

15.2.2 Provide the public with access to such public records on the same terms and conditions that COUNTY would provide the records and at a cost that

does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

15.2.3 Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and

15.2.4 Meet all requirements for retaining public records and transfer to COUNTY, at no cost, all public records in its possession upon termination of the applicable contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to COUNTY in a format that is compatible with the information technology systems of COUNTY.

The failure of SCHOOL BOARD to comply with the provisions set forth in this Section shall constitute a default and breach of this Agreement, and COUNTY shall enforce the default in accordance with the provisions set forth in Section 7.1.

COUNTY shall have the right to audit the books, records, and accounts of SCHOOL BOARD and its subcontractors that are related to this Agreement. Such rights include examination of books, records, and accounts supporting the cost per unit of service, as well as any such records of funds received from other sources for the same or similar services as performed under this Agreement. SCHOOL BOARD and its subcontractors shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement.

Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for COUNTY's disallowance and recovery of any payment upon such entry. SCHOOL BOARD acknowledges that in the event COUNTY determines that funds are due back to COUNTY, the HSD Director or Deputy Director may in his/her sole and absolute discretion require SCHOOL BOARD to pay up to one percent (1%) interest annually on those funds, which interest shall be calculated from the date COUNTY incorrectly paid SCHOOL BOARD.

SCHOOL BOARD and its subcontractors shall preserve and make available for examination and audit by COUNTY all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for at least five (5) years after the termination or expiration of this Agreement, or for a longer period of time if required by the retention period of the Florida Public Records Act (Chapter 119, Florida Statutes), if applicable. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or the required five (5) year period, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by COUNTY to be applicable to SCHOOL BOARD's and its subcontractors' records, SCHOOL BOARD and its subcontractors shall comply with all requirements thereof; however, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by SCHOOL BOARD or its subcontractors. SCHOOL BOARD shall, by

written contract, require its subcontractor(s), if any, to agree to the requirements and obligations of this Article.

If subcontracting is permitted by COUNTY, SCHOOL BOARD shall ensure that the requirements of this Article are included in all agreements with its subcontractor(s).

**15.3 TRUTH-IN-NEGOTIATION CERTIFICATE**

Execution of this Agreement by SCHOOL BOARD shall constitute execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of the Agreement are accurate, complete, and current at the time of contracting. The original Agreement price and any additions thereto shall be adjusted to exclude any significant sums by which COUNTY determines the Agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such Agreement adjustments shall be made within one (1) year following the end of this Agreement.

**15.4 INDEPENDENT CONTRACTOR**

SCHOOL BOARD is an independent contractor under this Agreement. Services provided by SCHOOL BOARD pursuant to this Agreement shall be subject to the supervision of SCHOOL BOARD. In providing such services, neither SCHOOL BOARD nor its agents shall act as officers, employees, or agents of COUNTY. No partnership, joint venture, or other joint relationship is created hereby. COUNTY does not extend to SCHOOL BOARD or SCHOOL BOARD's agents any authority of any kind to bind COUNTY in any respect whatsoever.

**15.5 PUBLIC ENTITY CRIME ACT**

SCHOOL BOARD represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to COUNTY, may not submit a bid on a contract with COUNTY for the construction or repair of a public building or public work, may not submit bids on leases of real property to COUNTY, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with COUNTY, and may not transact any business with COUNTY in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two purchases for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid by COUNTY pursuant to this Agreement, and may result in debarment from COUNTY's competitive procurement activities.

In addition to the foregoing, SCHOOL BOARD further represents that there has been no determination, based on an audit, that it committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not

been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether SCHOOL BOARD has been placed on the convicted vendor list.

15.6 JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. The Parties acknowledge that jurisdiction of any controversies or legal disputes arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be exclusively in the state courts of the Seventeenth Judicial Circuit in Broward County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either Party may claim by virtue of its residency or other jurisdictional device. **BY ENTERING INTO THIS AGREEMENT, SCHOOL BOARD AND COUNTY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO, ARISING FROM, OR IN CONNECTION WITH THIS AGREEMENT.**

15.7 AMENDMENTS

Except as otherwise authorized herein, no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by COUNTY and SCHOOL BOARD or others delegated authority to or otherwise authorized to execute same on their behalf. However, the HSD Director or Deputy Director may make adjustments pursuant to Article 4 and Section 15.23 herein. Additionally, the Contract Administrator may administratively revise or update the Provider Handbook documents from time to time as provided in this Agreement.

15.8 MATERIALITY AND WAIVER OF BREACH

Each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the Parties. Each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement, and each is, therefore, a material term hereof.

COUNTY's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

15.9 COMPLIANCE WITH LAWS

SCHOOL BOARD shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

15.10 SEVERANCE

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless COUNTY or SCHOOL BOARD elects to terminate this Agreement. An election to terminate this Agreement based upon this provision shall be made within seven (7) days of final court action, including all available appeals.

#### 15.11 PRIOR AGREEMENTS

This document represents the final and complete understanding of the Parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. There is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, no deviation from the terms hereof shall be predicated upon any prior representations or agreement, whether oral or written.

#### 15.12 ASSIGNMENT AND PERFORMANCE

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other Party. In addition, SCHOOL BOARD shall not subcontract any portion of the work required by this Agreement, except as provided in Exhibit D-1, "Scope of Services." Notwithstanding the Termination provision of this Agreement, COUNTY may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, by SCHOOL BOARD of this Agreement or any right or interest herein without COUNTY's written consent.

SCHOOL BOARD represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

SCHOOL BOARD shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of SCHOOL BOARD's performance and all interim and final product(s) provided to or on behalf of COUNTY shall be comparable to the best local and national standards.

#### 15.13 CONFLICTS

Neither SCHOOL BOARD nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with SCHOOL BOARD's loyal and conscientious exercise of judgment and care related to its performance under this Agreement.

None of SCHOOL BOARD's officers or employees shall, during the term of this Agreement, serve as an expert witness against COUNTY in any legal or administrative proceeding in which he, she, or SCHOOL BOARD is not a party, unless compelled by court process. Further, such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of COUNTY in connection with any such pending or threatened legal or administrative proceeding unless

compelled by court process. The limitations of this section shall not preclude SCHOOL BOARD or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

In the event SCHOOL BOARD is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, SCHOOL BOARD shall require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as SCHOOL BOARD.

**15.14 JOINT PREPARATION**

The Parties and their counsel have participated fully in the drafting of this Agreement and acknowledge that the preparation of this Agreement has been their joint effort. The language agreed to 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. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any Party.

**15.15 PRIORITY OF PROVISIONS**

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referenced herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of Articles 1 through 15 of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 15 shall prevail and be given effect.

**15.16 THIRD PARTY BENEFICIARIES**

Neither SCHOOL BOARD nor COUNTY intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

**15.17 NOTICES**

Whenever either Party desires to give notice to the other, such notice must be in writing, sent by certified United States Mail, postage prepaid, return receipt requested, or sent by commercial express carrier with acknowledgement of delivery, or by hand delivery with a request for a written receipt of acknowledgment of delivery, addressed to the Party for whom it is intended at the place last specified. The Parties designated persons and respective places for giving of notice are set forth in Exhibit A, "Agreement Specifications."

**15.18 DRUG-FREE WORKPLACE CERTIFICATION**

SCHOOL BOARD certifies that by execution of the Drug-Free Workplace Certification, done through COUNTY's Request for Proposals, Request for Letters of Interest, or Request for Applications (RFP/RLI/RFA) processes and which is now made a part hereof, that it will provide a drug-free workplace

program and continue to make a good faith effort to maintain a drug-free workplace program as set forth in Section 112.0455, Florida Statutes, Drug-Free Workplace Act. SCHOOL BOARD shall submit one (1) copy of its Drug-Free Workplace Policy to the Contract Manager prior to or with the signed Agreement.

**15.19 CERTIFICATION RELATING TO FEDERAL LOBBYING**

No federal appropriated funds have been paid, or will be paid, by or on behalf of the undersigned SCHOOL BOARD, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any federal contract, grant, loan, or cooperative agreement relating to this Agreement between COUNTY and SCHOOL BOARD, the undersigned SCHOOL BOARD shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities."

**15.20 CERTIFICATION RELATING TO NO SMOKING AND CHILDREN SERVICES**

Public Law 103-227, also known as the Pro-Children Act of 1994 ("Act" or "law"), requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood services, education or library services to children under the age of eighteen (18), if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. Such Act/law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. Such Act/law does not apply to children's services provided in private residence, portion of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable federal funds is Medicare or Medicaid, or facilities where Women, Infants and Children ("WIC") coupons are redeemed.

Failure of SCHOOL BOARD to comply with the provisions of the Act/law may result in the imposition of a civil monetary penalty (in the amount provided by the Act/law, as amended) for each violation and/or imposition of an administrative compliance order pursuant to such Act/law on the responsible entity, such as SCHOOL BOARD.

By signing this Agreement, the undersigned SCHOOL BOARD certifies that SCHOOL BOARD will comply with the requirement of the Act/law and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act/law.



#### 15.21 INTERPRETATION

The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter," refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

The Parties understand and accept the need for consistent interpretation of provider-related agreements funded by COUNTY. If the Contract Administrator identifies a programmatic contractual issue that requires interpretation, the Contract Administrator will issue such interpretations, in writing, to all program providers. If SCHOOL BOARD identifies a programmatic contract provision that requires interpretation in order for SCHOOL BOARD to understand its obligations, SCHOOL BOARD will submit, in writing, a request for interpretation, with specificity to the Contract Administrator. The Contract Administrator will obtain a written response from the HSD Director or Deputy Director and provide such written response to SCHOOL BOARD within a reasonable time after any request by SCHOOL BOARD for an interpretation. The HSD Director's or Deputy Director's programmatic interpretations shall be deemed conclusive and final.

#### 15.22 PUBLICITY

SCHOOL BOARD is authorized by this Agreement to use the name of "Broward County" in any advertising materials concerning publicity and promotion of SCHOOL BOARD related to the services funded by this Agreement.

The use of the Broward County logo is prohibited without the express written permission of COUNTY. Requests for permission to use the Broward County logo can be obtained by contacting the Broward County Public Communications Office, 115 S. Andrews Avenue, Fort Lauderdale, Florida 33301.

SCHOOL BOARD further acknowledges that all advertisements, press releases, or other type of publicity activities undertaken by SCHOOL BOARD concerning the services funded by this Agreement shall include the following statement:

"The services provided by [insert name] is a collaborative effort between Broward County and [insert name] with funding provided by the Board of County Commissioners of Broward County, Florida under an Agreement."

#### 15.23 EMERGENCY CONDITIONS

Except where otherwise provided by law or where SCHOOL BOARD is otherwise directed by appropriate authority, SCHOOL BOARD shall provide any supportive or recovery related service as requested by COUNTY during and after Emergency Conditions. These services include, but are not limited to,

distribution of food, water, and ice, and providing case management services to Disaster Evacuees at an emergency shelter or other location(s) in Broward County as determined by COUNTY, through its Contract Administrator. Emergency Conditions are defined as any natural, technological, or terrorism related disaster or emergency for which assistance is requested from Emergency Support Function ("ESF") 6/Human Services Branch by the Broward Emergency Division, which commences upon a State of Emergency being declared by federal, state, or local government. Individuals who have been displaced or affected by the Emergency Condition are referred to as "Disaster Evacuees."

In the event of an Emergency Condition, the HSD Director or Deputy Director has the authority during and after Emergency Conditions, in his/her sole discretion, to (a) make adjustments to the maximum funding, including increases, under this Agreement; (b) make adjustments to the maximum funding allocated to any particular service category funded under this Agreement; (c) modify, add, and/or delete services under the Scope of Services and Exhibit D-1; and (d) modify payment schedules throughout any term of this Agreement as defined in Article 2.

#### 15.24 DISCHARGE PLANNING

If SCHOOL BOARD is a hospital district, mental health service provider, or law enforcement agency, or in the event SCHOOL BOARD provides services such as hospital, jail, or mental health treatment beds, then SCHOOL BOARD shall participate with COUNTY in the development of local discharge planning policies that ensure persons are not routinely discharged into homelessness, including the streets, shelters, or other McKinney-Vento homeless assistance housing programs.

#### 15.25 RENEGOTIATION

The Parties agree to renegotiate this Agreement if revisions of any applicable law, regulation, or increase/decrease in allocations make changes in this Agreement necessary.

#### 15.26 INCORPORATION BY REFERENCE

The truth and accuracy of each "Whereas" clause set forth herein is acknowledged by the Parties. The attached exhibits A through F, Provider Handbook, and documents referenced herein are incorporated into and made a part of this Agreement.

SCHOOL BOARD shall abide by all of the covenants and representations contained in the Request for Proposals, Request for Letters of Interest, or Request for Applications (RFP/RLI/RFA) submitted by SCHOOL BOARD upon which COUNTY relied and upon which this Agreement is based, and SCHOOL BOARD acknowledges that such covenants and representations in the RFP/RLI/RFA shall form, become a part of, and be incorporated by reference into this Agreement. If the RFP/RLI/RFA or any portion of such RFP/RLI/RFA conflicts with this Agreement, this Agreement shall control and govern the interpretation of any conditions and terms.

**15.27 REPRESENTATION OF AUTHORITY**

Each individual executing this Agreement on behalf of a Party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such Party and does so with full legal authority.

**15.28 PAYABLE INTEREST**

15.28.1. Payment of Interest. Except as required by the Broward County Prompt Payment Ordinance, COUNTY shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof SCHOOL BOARD waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement,

15.28.2. Rate of Interest. In any instance where the prohibition or limitations of Subsection 15.28.1 are determined to be invalid or unenforceable, the annual rate of interest payable by COUNTY under this Agreement, whether as prejudgment interest or for any other purpose, shall be .025 percent simple interest (uncompounded).

**15.29 HIPAA COMPLIANCE**

It is expressly understood by the Parties that COUNTY personnel or their agents have access to protected health information (hereinafter known as "PHI") that is subject to the requirements of 45 C.F.R. §160, 162, and 164 and related regulations. In the event SCHOOL BOARD is considered by COUNTY to be a covered entity or business associate or is required to comply with the Health Insurance Portability and Accountability Act of 1996 (hereinafter known as "HIPAA"), SCHOOL BOARD shall fully protect individually identifiable health information as required by HIPAA and, if requested by COUNTY, shall execute a Business Associate Agreement in the form provided by the Contract Administrator for the purpose of complying with HIPAA. Where required, SCHOOL BOARD shall handle and secure such PHI in compliance with HIPAA and its related regulations and, if required by HIPAA or other laws, include in its "Notice of Privacy Practices" notice of SCHOOL BOARD's and COUNTY's uses of clients' PHI. The requirement to comply with this provision and HIPAA shall survive the expiration or earlier termination of this Agreement. COUNTY hereby authorizes the County Administrator to sign Business Associate Agreements on its behalf. SCHOOL BOARD shall ensure that the requirements of this Article are included in all agreements with its subcontractors.

**15.30 MULTIPLE ORIGINALS**

Multiple copies of this Agreement may be executed by all Parties, each of which, bearing original signatures, shall have the force and effect of an original document.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature: BROWARD COUNTY through its BOARD OF COUNTY COMMISSIONERS, signing by and through its County Administrator, authorized to execute same by Board action on the 27<sup>th</sup> day of August, 2013, and THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, signing by and through its Chair, duly authorized to execute same.

COUNTY

WITNESSES:

BROWARD COUNTY, through its  
County Administrator

\_\_\_\_\_  
Signature

By \_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Print/Type Name above

\_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Signature

Approved as to form by  
Joni Armstrong Coffey  
Broward County Attorney  
Governmental Center, Suite 423  
115 South Andrews Avenue  
Fort Lauderdale, Florida 33301  
Telephone: (954) 357-7600  
Telecopier: (954) 357-7641

\_\_\_\_\_  
Print/Type Name above

Insurance requirements  
approved by Broward County  
Risk Management Division

By \_\_\_\_\_  
Signature (Date)

By \_\_\_\_\_  
Assistant County Attorney (Date)

\_\_\_\_\_  
Print Name and Title above

KSG:RDH:RBG:dp  
2013-10-21 School Board Family Counseling Agreement  
#13-070  
10/21/13

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

SCHOOL BOARD

THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

ATTEST:

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

By \_\_\_\_\_  
~~Laurie Rich Lovinson~~ Chair  
Patricia Good

\_\_\_\_ day of \_\_\_\_\_, 2013

(School Board Seal)

Approved as to form and legal content

By \_\_\_\_\_ 10/29/13  
Office of the General Counsel

\_\_\_\_\_  
ROBERT PAUL VANOCA  
Print/Type Name

**EXHIBIT A**  
**AGREEMENT SPECIFICATIONS**

Agreement #: 14-CP-CSA-8267-01

- I. Administering Division: Community Partnerships
- II. Beginning and Ending Dates:
- A. Initial Term: Commencing Retroactively on October 1, 2013 and ending on Sept. 30, 2014
- B. Option Period 1: If exercised, commences on October 1, 2014 and ends on September 30, 2015
- C. Option Period 2: If exercised, commences on N/A and ends on N/A
- III. Maximum Funding Amounts:
- A. Initial Term: \$1,043,940.00
- B. Option Period 1: \$1,043,940.00
- C. Option Period 2: \$0
- D. Extension: Equal to a pro rata amount of the then existing annual funding amount.
- IV. SCHOOL BOARD's Representative: Coordinator, Family Counseling Program
- V. Official Payee: The School Board of Broward County, Florida  
600 Southeast 3 Avenue  
7<sup>th</sup> Floor  
Fort Lauderdale, FL 33301  
754-321-8124
- VI. Official Notification Designations:
- A. For COUNTY: Director, Community Partnerships Division  
115 S. Andrews Avenue  
Room A370  
Fort Lauderdale, FL 33301
- B. For SCHOOL BOARD: Superintendent of Schools  
The School Board of Broward County, Florida  
600 Southeast 3 Avenue, 7<sup>th</sup> Floor  
Fort Lauderdale, FL 33301  
754-321-2600
- VII. Client Co-pay:  Required  Not required
- VIII. Match:  Required  Not required
- IX. Required Insurance Coverage (non-governmental entities only):
- A. Commercial or General Liability:  Required  Waived
- B. Business Automobile Liability:  Required  Waived
- C. Professional Liability:  Required  Waived
- D. Workers' Compensation & Employer's Liability:  Required  Waived
- E. Other: enter type  Required
- X. RFP/RLI/RFA#: N/A Date: 04/02/12 Title: General Services and Capital Purchase

EXHIBIT B-1  
AUTHORIZED INVOICE SIGNATORS

Agreement #: 14-CP-CSA-8267-01

The following individuals are authorized to sign monthly invoices and certification statements on behalf of The School Board of Broward County, Florida, hereinafter known as "SCHOOL BOARD," as required by this Agreement between COUNTY and SCHOOL BOARD:

Rosemary A. Russo, Coordinator, Family Counseling Program and  
(Name and Title Typewritten)

Dr. Laurel E. Thompson, Director, Student Services Department  
(Name and Title Typewritten)

This authorization is conferred upon the individuals listed above pursuant to [enter the authorizing body, legislation, regulation, code, or equivalent, including the date of such authorization, and attach a copy of supporting documentation, such as Board of Directors' meeting minutes, the authorizing statute, etc.]:

See Regular School Board Meeting 12/17/13 Agenda  
(Attached)

Appearing below are samples of the authorized signatures.

Rosemary A. Russo 11/14/13  
(Authorized Signature) (Date)

Laurel E. Thompson 11/14/13  
(Authorized Signature) (Date)

ROSEMARY A. RUSSO  
Authorized Name

Laurel E. THOMPSON  
Authorized Name

Witness Signature:

Witness Signature

Signature Deborah Ventura-Bradley

Signature Karen Y. Hughes

Name Deborah Ventura-Bradley  
(Print or Type)

Name Karen Y. Hughes  
(Print or Type)

Date 11-14-13

Date 11/14/13

EXHIBIT B-2  
CERTIFICATION OF EMPOWERMENT

Agreement #: 14-CP-CSA-8267-01

Robert W. Runcie, Superintendent, School Board of Broward County, FL  
(Name and Title Typewritten)

is duly authorized to sign this Agreement on behalf of The School Board of Broward County, Florida, hereinafter known as "SCHOOL BOARD," and any amendments hereto between COUNTY and SCHOOL BOARD. The signature of the above-named person in this Agreement on behalf of SCHOOL BOARD binds SCHOOL BOARD to the terms and conditions of this Agreement and its amendments.

This authorization is conferred upon the individual listed above pursuant to (enter the authorizing body, legislation, regulation, code, or equivalent, including the date of such authorization, and attach a copy of supporting documentation, such as Board of Directors' meeting minutes, the authorizing statute, etc.):

See Regular School Board Meeting 12/17/13 Agenda

(Attached)

Appearing below is a sample of the authorized signature.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

Witness Signature:

Witness Signature

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_  
(Print or Type)

Name \_\_\_\_\_  
(Print or Type)

Date \_\_\_\_\_

Date \_\_\_\_\_



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

Agreement #: 14-CP-CSA-8267-01

The undersigned hereby swears under penalty of perjury that:

1. SCHOOL BOARD has paid all subcontractors and suppliers all undisputed contract obligations for labor, services, or materials provided on this project in accordance with Article 4, "FUNDING AND METHOD OF PAYMENT" of this Agreement, except as provided in paragraph 2 below.
2. The following subcontractors and suppliers have not been paid because of disputed contractual obligations; a copy of the notification sent to each, explaining in reasonably specific detail the good cause why payment has not been made, is attached to this form:

Subcontractor or Supplier's name and address	Date of disputed invoice	Amount in dispute
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned is authorized to execute this Certification on behalf of SCHOOL BOARD.

Dated \_\_\_\_\_, 20\_\_

SCHOOL BOARD:

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Name and Title)

STATE OF            )  
                          ) SS.  
COUNTY OF        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

WITNESS my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(NOTARY SEAL)

\_\_\_\_\_  
(Signature of person taking acknowledgment)

\_\_\_\_\_  
(Name of officer taking acknowledgment) typed, printed or stamped

\_\_\_\_\_  
(Title or rank)

\_\_\_\_\_  
(Serial number, if any)

My commission expires:

EXHIBIT D-1  
SCOPE OF SERVICES

Agreement #: 14-CP-CSA-8267-01  
Provider: The School Board of Broward County, Florida  
Program: Family Counseling Program (FCP)  
Program #: 1

I. Scope of Services:

- A. Target population: For purposes of this Agreement, Clients are children and youth, ages 0 to 17, or through age 21 if enrolled in a school (non-postsecondary public, private, or charter), GED courses, or non-postsecondary vocational school, with mental health issues ranging from problems that result in impairment in functioning to severe emotional disturbances (SED) that substantially impair the Client's role or functioning in family, school, and/or community activities. Clients with SED must also meet criteria for a mental, behavioral, or emotional disorder in the Diagnostic and Statistical Manual (DSM) of Mental Disorders.
- B. A minimum of 2,200 unduplicated Clients shall be provided services under this Agreement annually.
- C. Program Description: FCP serves Clients with problems in normal development, academic and behavioral issues in school, emotional issues, family dysfunction, and high-risk behaviors. Problems in school affecting academic performance, regular attendance, and/or appropriate behavior are of primary importance.
- D. Standards and Other Requirements:  
SCHOOL BOARD shall adhere to the standards and other requirements set forth in the Work Authorization(s) and Provider Handbook.
- E. Services to be provided:  
SCHOOL BOARD shall provide the following services, as further detailed in the "Scope of Services" section of the Work Authorization(s):
  - 1. Family Counseling (Taxonomy RF-2000)
    - a. Cost per Unit of Service:
      - 1. \$80.00 for master's level clinician
      - 2. \$97.75 for licensed professional
    - b. Required Staff Credentials/Licensure: Master's Degree in Family Therapy, Psychology, Social Work, or related field (non-licensed); or a clinical license from the State of Florida.
  - 2. Individual Counseling (Taxonomy RF-3300)
    - a. Cost per Unit of Service:

1. \$80.00 for master's level clinician (\$40.00 for 0.5 unit)
  2. \$97.75 for licensed professional (\$48.88 for 0.5 unit)
- b. Required Staff Credentials/Licensure: Master's Degree in Family Therapy, Psychology, Social Work, or related field (non-licensed); or a clinical license from the State of Florida.
3. Group Counseling (Taxonomy RF-2500)
- a. Cost per Unit of Service:
    1. \$80.00 for master's level clinician
    2. \$97.75 for licensed professional
  - b. Required Staff Credentials/Licensure: Master's Degree in Family Therapy, Psychology, Social Work, or related field (non-licensed); or a clinical license from the State of Florida.
- F. Subcontracting: None allowed.
- G. Location(s), days, and hours of service: SCHOOL BOARD shall provide services Monday through Friday, excluding school holidays, during the regular school year (August through June) on days when school is in session. The hours of service will occur between 7:00 a.m. and 8:30 p.m. and may vary between service sites. Services shall be provided at the locations indicated below. Sites may be added or removed upon written approval by the Contract Manager following SCHOOL BOARD's written request to COUNTY, providing reasons for and impact of the change.

School	Street/City in Florida	
Apollo Middle	6800 Arthur Street	Hollywood
Coconut Creek High	1400 NW 44 Avenue	Coconut Creek
Cooper City High	9401 Stirling Road	Cooper City
Coral Springs High	7201 W Sample Road	Coral Springs
Crystal Lake Middle	3551 NE 3 Avenue	Pompano Beach
Deerfield Beach High	910 SW 15 Street	Deerfield Beach
Everglades High	17100 SW 48 Court	Miramar
Fort Lauderdale High	1600 NE 4 Avenue	Fort Lauderdale
Hallandale High	720 NW 9 Avenue	Hallandale
Hollywood Hills High	5400 Stirling Road	Hollywood
Indian Trace Elementary	400 Indian Trace	Weston
Lauderdale Manors Family Enrichment	1400 NW 14 Court	Fort Lauderdale
Lauderhill 6-12	1901 NW 49 Avenue	Lauderhill
Miramar High	3601 SW 89 Avenue	Miramar
Monarch High	5050 Wiles Road	Coconut Creek
New River Middle	3100 Riverland Road	Fort Lauderdale
Northeast High	700 NE 56 Street	Oakland Park
Piper High	8000 NW 44 Street	Sunrise
Plantation High	6901 NW 16 Street	Plantation
Sawgrass Springs Middle	12500 W Sample Rd	Coral Springs

<b>School</b>	<b>Street/City in Florida</b>	
South Broward High	1901 N Federal Hwy	Hollywood
South Plantation High	1300 Paladin Way	Plantation
Stoneman Douglas High	5901 Pine Island Road	Parkland
Taravella High	10600 Riverside Drive	Coral Springs
Western High	1200 SW 136 Avenue	Davie
Young, Walter C. Middle	901 NW 129 Avenue	Pembroke Pines

- H. Commission Districts: At the date of execution of this Agreement, the Commission District(s) where services are to be provided are as follows: 1, 2, 3, 4, 5, 6, 7, 8, and 9
- II. Maximum Number of Units to be Purchased/Maximum Dollar Amount:
  - A. Units per Term of Agreement: N/A
  - B. \$ Amount for Initial Term of Agreement: \$1,043,940
  - \$ Amount for Option Period 1, if exercised: \$1,043,940
  - \$ Amount per Extension, if exercised: Shall be equal to a pro rata amount of the then current annual funding amount.
- III. Outcomes/Indicators: Outcomes and indicators are attached as Exhibit D-2.

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**EXHIBIT D-2  
OUTCOMES**

The School Board of Broward County, Florida • Agreement #14-CP-CSA-8267-01 • Family Counseling Program

Program Type	Activities	Outcomes	Indicators	Data Source	Data Collection Method
	Individual Counseling Group Counseling	Clients improve social/emotional functioning.	85% of Clients served for at least 4 counseling sessions increase their Children's Global Assessment Scale (C-GAS) scores by 5 points or more from intake to discharge.	C-GAS or other appropriate tool approved by the Contract Manager	C-GAS assessment completed by therapist at intake and discharge
	Individual Counseling	Clients improve social/emotional functioning.	85% of Clients receiving Brief Intervention services consisting of 3 sessions or fewer report reduction of crisis levels.	Brief Intervention Counselor Evaluation or other appropriate tool approved by the Contract Manager	Brief Intervention Counselor Evaluation administered by therapist at intake and after completion of services
		Clients reduce educational/behavioral problems.	85% of Clients served for at least 4 individual counseling sessions, who present with school problems, improve in at least one targeted area of school performance (grades, behavior, etc.).	Broward School Pinnacle and Virtual Counselor Systems Behavior Reporting Forms: Academic/Behavior Checklists for Elementary Schools and Weekly Progress Reports for Middle/High Schools	Data on grades, attendance records, behavioral history, etc. recorded in Pinnacle and Virtual Counselor accessed at intake and discharge Counselors review Behavior Reporting Forms in Client's school records at intake and discharge
	Family Counseling	Clients improve family functioning.	85% of Clients served for at least 4 family counseling sessions demonstrate a 3 point increase on the Client-Family Scale (C-FS) from intake to discharge.	C-FS or other appropriate tool approved by the Contract Manager	C-FS completed by each family member at each session; session scores averaged and rating calculated Session ratings reviewed to determine progress

**EXHIBIT E**  
**REQUIRED REPORTS AND SUBMISSION DATES**

Frequency	Report Type & Submission Requirements
1. Prior to Execution: One copy of each (File again if revised during contract year)	Equal Employment Opportunity Policy
	Americans with Disabilities Act Policy
	Non-Discrimination Policy
	Blank Client Satisfaction Survey
	Certificate of Insurance/Certification of Coverage
2. Monthly	Invoice (and supporting documentation; original and one complete copy) Due by the 15 <sup>th</sup> day of each month following the month of service; paper format only; final billing corrections are due within 45 days of the last day of each term
3. Quarterly	Outcome Report Due by the 15 <sup>th</sup> day of January, April, July, and October May be submitted in paper or electronic format
	Client Demographic Data Report Due by the 15 <sup>th</sup> day of January, April, July, and October May be submitted in paper or electronic format
4. Annually	Current Annual Audited Financial Statement Due within 120 days after the close of SCHOOL BOARD's fiscal year end, or 270 days if SCHOOL BOARD is a governmental entity Submit to Repository - one copy May be submitted in paper or electronic format
	State Financial Assistance Reporting Package (if applicable) Same as audited financial statements above
	Compiled Client Satisfaction Survey Due July 15 <sup>th</sup> ; may be submitted in paper or electronic format
5. Other	Monitoring Reports and/or Accreditation Reports from other agencies/funding sources Due within 30 days of receipt May be submitted in paper or electronic format
	Incident Reports Due within 24 hours
	Certificate of Insurance Due within 10 calendar days prior to the expiration date of the existing Certificate, or Certification of Coverage (Governmental Entities) Due at time of this Agreement's term extension or renewal via Option Period Submit to Repository - one copy May be submitted in paper or electronic format
	Current Organizational Profile Due upon request - Send directly to First Call for Help on behalf of The Coordinating Council of Broward

**Note: Failure to submit the foregoing reports on or before the due date shall result in the suspension of any payments due by COUNTY to SCHOOL BOARD.**

**EXHIBIT F**  
**WORK AUTHORIZATION FORMAT**  
**Work Authorization No. \_\_\_\_\_ Under Agreement Between Broward County And**  
**The School Board Of Broward County, Florida For Family Counseling Program**

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

1. This Work Authorization is issued pursuant to the Agreement dated \_\_\_\_\_ between Broward County (hereinafter referred to as "COUNTY") and THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (hereinafter referred to as "SCHOOL BOARD") for Family Counseling Program (hereinafter the "Agreement").
2. This Work Authorization authorizes SCHOOL BOARD to provide the services detailed in Attachment I to this Work Authorization. These services are authorized pursuant to Article 3 of the Agreement.
3. Funding and Method of Payment shall be in accordance with the provisions of Article 4 and Exhibit A, "Agreement Specifications," of this Agreement.
4. This Work Authorization shall be effective \_\_\_\_\_.
5. The terms and conditions of the Agreement are hereby incorporated into this Work Authorization. Nothing contained in this Work Authorization shall alter, modify, or change in any way the terms and conditions of the Parties' Agreement.

IN WITNESS WHEREOF, the parties have made and executed this Work Authorization No. \_\_\_\_\_: BROWARD COUNTY, by and through its Human Services Director or Deputy Director, as authorized pursuant to Article 4 of the Agreement, and THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, signing by and through its Chair, duly authorized to execute same.

COUNTY

WITNESS:

BROWARD COUNTY, by and through  
its Human Services Director/Deputy  
Director

\_\_\_\_\_  
Witness

By \_\_\_\_\_

\_\_\_\_\_  
Witness

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

Approved as to Insurance  
Requirements by  
Risk Management Division

By \_\_\_\_\_

School Board Family Counseling

SCHOOL BOARD

THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

ATTEST:

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

By \_\_\_\_\_  
Patricia Good, Chair

\_\_\_\_ day of \_\_\_\_\_, 2013

(School Board Seal)

Attached hereto:

ATTACHMENT I TO WORK AUTHORIZATION NUMBER \_\_\_\_\_