



Special Executive Committee Meeting

CareerSource Tampa Bay

Oct 18, 2021 2:00 PM - 2:30 PM EDT

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Pledge of Allegiance





Action Item

Hillsborough County Sector Strategies Services Agreement

Background:

The Hillsborough County Board of County Commissioners (the County) seeks to enter a contract with CareerSource Tampa Bay to develop and deliver a Sector Expansion Strategy that builds on the success of the Manufacturing Alliance of Hillsborough County Workforce Development Initiative (Manufacturing Alliance) and is replicable to other in-demand industry sectors. The new industry sectors will align with the Sector Expansion Strategy with potential targeted industry sectors including, but not limited to, Manufacturing, Construction, Financial & Professional Services, Healthcare, Information Technology, and Transportation & Logistics. These industry sectors are experiencing what has been described as a “skills gap” or a mismatch between what employers need in terms of worker skills and the skills offered by the available workforce. The scope of services shall include:

- Management and administration of the Targeted Industry Sector Workforce Training and Placement Program (Program)
- Providing staff and resources for the delivery of targeted industry sector workforce training and placement to the residents of Hillsborough County.
- Connecting program participants to employment assistant services (ie, work readiness, employability skills training, career pathway guidance, etc.)
- Providing a Targeted Industry Sector Workforce Training and Placement Program which will assist unemployed and under-employed Hillsborough County residents obtain employment or advance along career pathways of high-demand middle to high skill jobs within targeted industry sectors.

The Agreement shall cover services from October 1, 2021, through September 30, 2023 (term). For performance under the Agreement, CSTB will receive \$500,000 for each annual period during the term, subject to funding availability.

Recommendation:

Approval of Hillsborough County Sector Strategies Services Agreement for services from October 1, 2021, through September 30, 2023.

**AGREEMENT BY AND BETWEEN
HILLSBOROUGH COUNTY, FLORIDA
AND
TAMPA BAY WORKFORCE ALLIANCE, INC., d/b/a CAREERSOURCE TAMPA BAY**

THIS AGREEMENT (“Agreement”) is entered into by and between Hillsborough County, a political subdivision of the State of Florida, located at 601 E. Kennedy Boulevard, Tampa, Florida 33602 (“COUNTY”), and Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Tampa Bay, a Florida non-profit Corporation, existing under the laws of the State of Florida, headquartered at 4902 Eisenhower Boulevard, Suite 250, Tampa, Florida 33634 (“AGENCY”). The foregoing entities individually are sometimes referred to herein as a “Party” or collectively as the “Parties.”

RECITALS

WHEREAS, the AGENCY has been designated and recognized by the Hillsborough Board of County Commissioners, State of Florida and U.S Department of Labor, as the Local Workforce Development Board for Hillsborough County, responsible for the administration, operation and implementation of the State and Federal funded workforce development system in Hillsborough County; and

WHEREAS, the AGENCY is a 501(c)(3) non-profit corporation whose mission is to expand career opportunities for residents and enable the success of residents through comprehensive workforce development solutions that meet the needs of the business community; and

WHEREAS, the COUNTY believes it to be in the public interest to provide operational and support services for the delivery of workforce training and placement through the AGENCY for the residents and employers of Hillsborough County; and

WHEREAS, the AGENCY has the facilities and staff to provide for the management and administration, and delivery of workforce training and placement to the residents and employers of Hillsborough County; and

WHEREAS, the COUNTY believes it to be in the public interest to provide services through the AGENCY for the residents and employers of Hillsborough County who are desirous of such services.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the COUNTY and the AGENCY (“Parties”) agree as follows.

ARTICLE 1

Recitals

- 1.1 The foregoing recitals are true and correct and are incorporated in this Agreement by reference.

ARTICLE 2

Term of Agreement

- 2.1 This Agreement shall be effective upon execution by both Parties and shall cover services provided from October 1, 2021, through September 30, 2023 (“Term”), unless sooner terminated in accordance with this Agreement.

ARTICLE 3

Scope of Services

- 3.1 The AGENCY shall provide the services described in Exhibit A, Scope of Services, attached hereto and incorporated herein by reference.

ARTICLE 4

Consideration and Limitations of Costs

- 4.1 For its performance under this Agreement as described in Exhibit A, Scope of Services, and other applicable terms under this Agreement, the AGENCY will receive funds from the COUNTY, in a not-to-exceed amount of Five Hundred Thousand Dollars (\$500,000) for each annual period during the Term. Notwithstanding the foregoing, if the AGENCY fails to submit proper Request for Payment Forms for such period, then, any remaining portions thereof which the COUNTY has not paid to the AGENCY shall not be available for payment.

ARTICLE 5

Payment and Reporting Requirements

- 5.1 Expenditure and payment of funds shall be made in accordance with Exhibit B, Method of Payment form, attached hereto and incorporated herein and Exhibit C, Request for Payment form attached hereto and incorporated herein. COUNTY shall review and approve AGENCY’S Method of Payment submission for conformance with this Agreement. COUNTY shall not pay the AGENCY for unallowable expenses.
- 5.2 If AGENCY fails to perform any obligation hereunder, COUNTY may withhold or adjust the amount of payments due under the Agreement until all obligations are met. The total amount of funding available may also be adjusted as a result of reductions in the level of funding available to COUNTY, and as a result of programmatic changes and budgetary revisions agreed to by the Parties. If AGENCY fails to provide the services required to be performed under this Agreement, all rights to payment are forfeited.

- 5.3 COUNTY may not honor a late request for payment and will not be liable for non-payment of a late request. AGENCY shall submit its final Exhibit C, Request for Payment form, and Exhibit D, Program Performance Report form, attached hereto and incorporated herein, and any other required reports within thirty (30) days of the termination or expiration of this Agreement. COUNTY agrees to be bound by the applicable provisions of the Florida Prompt Payment Act, sections 218.70., et seq., Florida Statutes, in connection with this Agreement.

ARTICLE 6

Maintenance and Review of Records

- 6.1 The AGENCY and any of its subcontractors providing any of the services required to be performed or provided under this Agreement shall maintain adequate records and accounts, including, but not limited to, property, personnel and financial records, and supporting documentation which shall enable ready identification of AGENCY'S cost of goods and use of funds for a period of six (6) years from the date of final payment to the AGENCY, or its subcontractors, as applicable, under this Agreement or the termination of this Agreement, whichever occurs later and such six-year period is hereinafter referred to as the "Audit Period."
- 6.2 The COUNTY and its authorized agents shall have the right, and the AGENCY, and its subcontractors, as applicable, will permit the COUNTY and its authorized agents, including, but not limited to, the COUNTY Internal Auditor, to examine all such records, accounts and documentation and to make copies thereof, and excerpts or transcriptions therefrom, to audit all contracts, invoices, materials, accounts, and records relating to all matters covered by this Agreement, including, but not limited to, personnel and employment records, and to interview personnel and review policies and procedures during the Audit Period. All such records, accounts and documentation shall be made available to the COUNTY and its authorized agents for audit, examination or copying purposes at any time during normal business hours and as often as the COUNTY may deem necessary during the Audit Period. The COUNTY's right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether Federal, state or local. AGENCY shall ensure that any subcontractor providing any services that AGENCY is required to provide shall recognize the COUNTY'S right to examine, inspect, and audit its records, accounts, and documentation in connection with its provision of services required to be provided by the AGENCY under this Agreement. If an audit is begun by the COUNTY or other agency, whether Federal, state or local, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Article shall survive the expiration or earlier termination of this Agreement.

ARTICLE 7

Financial Reports

- 7.1 Unless otherwise specified in Exhibit A, Scope of Services form, the AGENCY shall submit to the COUNTY within one hundred and twenty (120) days after the end of the AGENCY'S fiscal year, and otherwise upon request by the COUNTY, audited financial

statements, which must comply with Generally Accepted Accounting Principles (GAAP), covering the entire Term of this Agreement. If the AGENCY fails to provide its audited financial statements within the 120-day time period referenced above, then, the AGENCY shall be in default hereunder. Notwithstanding the foregoing, the COUNTY may grant the AGENCY an extension of the 120-day time period to provide its audited financials, but such extension shall be solely at the COUNTY'S discretion.

ARTICLE 8
Access to Records

- 8.1 The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this contract for services. The inclusion of this statement and provisions below shall not be construed to imply that the AGENCY has been delegated any governmental decision-making authority, governmental responsibility or governmental function or that the AGENCY is acting on behalf of the COUNTY as provided under section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the AGENCY. As stated below, the AGENCY may contact the COUNTY'S Custodian of Public Records with questions regarding the application of the Public Records Law; however, the AGENCY is advised to seek independent legal counsel as to its legal obligations. The COUNTY cannot provide the AGENCY advice regarding its legal rights or obligations.
- 8.2 **IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**
- a) **813-273-3684,**
 - b) **KimballL@hillsboroughcounty.org,**
 - c) **Lindsey Kimball, Director, Economic Development Department,
601 E. Kennedy Blvd., 20th Floor, Tampa, Florida 33602**
- 8.3 If under this Agreement, the AGENCY is providing services and is acting on behalf of the COUNTY as provided under section 119.011(2), Florida Statutes, the AGENCY will comply with public records law, and agrees to:
- a) Keep and maintain public records required by the COUNTY to perform the services.
 - b) Upon request from the COUNTY'S custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected

or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.

- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the AGENCY does not transfer the records to the COUNTY.
- d) Upon completion of the Agreement, transfer at no cost to the COUNTY, all public records in possession of the AGENCY or keep and maintain public records required by the COUNTY to perform the service. If the AGENCY transfers all public records to the COUNTY upon completion of the Agreement, the AGENCY shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of the Agreement, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY'S custodian of public records, in a format that is compatible with the information technology systems of the COUNTY.

8.4 Failure of the AGENCY to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Agreement by the COUNTY.

ARTICLE 9 Indemnification

9.1 To the extent not otherwise limited by applicable law, AGENCY shall indemnify, hold harmless and defend the COUNTY and the Hillsborough County Board of County Commissioners, and the respective agents and employees of COUNTY (all of the foregoing, collectively, the "Indemnified Parties") from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation by AGENCY, its agents, subcontractors, assigns, heirs and employees during performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to any of the Indemnified Parties on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against any of the Indemnified Parties by any employee of AGENCY, any subcontractor, heir, assign, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for AGENCY or any subcontractor under workers' compensation acts, disability benefit acts or other

employee benefit acts. The provisions of this paragraph shall survive the termination of this Agreement. No member of the COUNTY shall be personally liable under this subsection.

ARTICLE 10
Equal Opportunity: Non-Discrimination Clause

- 10.1 The AGENCY shall comply with Hillsborough County, Florida - Code of Ordinances and Laws, Part A, Chapter 30, Article II (Hillsborough County Human Rights Ordinance) as amended, which prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, COUNTY contracting and procurement activities, and credit extension practices.
- 10.2 The AGENCY shall also comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, ordinances and executive orders are incorporated herein by reference.
- 10.3 At the time of execution of this Agreement by AGENCY, AGENCY shall submit the information required by Hillsborough County's Equal Opportunity Requirements, which are attached hereto as Composite Exhibit "F" and incorporated herein.

ARTICLE 11
Political Endorsement Prohibition

- 11.1 Pursuant to BOCC Policy No. 02.12.00.00, the AGENCY shall not engage, participate or intervene in any form of political activities or campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE 12
Conflict of Interest

- 12.1 AGENCY represents that it presently has no interest, and shall acquire no such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity; or incur any obligation of any nature which would conflict in any manner with the performance of the scope of service required hereunder.
- 12.2 AGENCY warrants to COUNTY that no gifts or gratuities have been or will be given to any COUNTY employee or agent, either directly or indirectly, to obtain this Agreement.

ARTICLE 13
Compliance with Applicable Laws

- 13.1 AGENCY shall comply with the requirements of all applicable federal, state and local laws

and the rules and regulations promulgated thereunder.

ARTICLE 14
Drug Free Workplace

- 14.1 AGENCY shall administer, in good faith, a policy designed to ensure that AGENCY is free from the illegal use, possession, or distribution of drugs or alcohol.

ARTICLE 15
Public Entity Crimes

- 15.1 AGENCY represents and warrants that it has not been convicted of a public entity crime and that it is not on the State of Florida's convicted vendor list. AGENCY also represents that it is not prohibited from entering into this Agreement by Florida Statutes Section 287.133.

ARTICLE 16
Termination of Agreement

- 16.1 In addition to the exercise of any other remedies available to it at law or in equity, the COUNTY, through the COUNTY Administrator or his designee, may terminate this Agreement for the AGENCY'S non-performance, as solely determined by the COUNTY Administrator or his designee, upon no less than twenty-four (24) hours written notice to the AGENCY.
- 16.2 Either party to this Agreement may terminate this Agreement without cause upon thirty (30) days prior written notice to the other party. In the event of termination by the COUNTY hereunder, the AGENCY shall not incur any new obligations after notification of the effective date of termination. The COUNTY shall pay the AGENCY for services incurred by the AGENCY prior to termination. Any costs incurred by the AGENCY after the effective date of the termination will not be reimbursed.

ARTICLE 17
Headings

- 17.1 Article headings have been included in this Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of the Agreement.

ARTICLE 18
Waiver

- 18.1 A waiver of any performance or default by either party shall not be construed to be a continuing waiver of other defaults or non-performance of the same provision or operate as a waiver of any subsequent default or non-performance of any of the terms, covenants and conditions of this Agreement. The payment or acceptance of fees for any period after a default shall not be deemed a waiver of any right or acceptance of defective performance.

ARTICLE 19
Additional Rights and Remedies

- 19.1 Nothing contained herein shall be construed as a limitation on such other rights and remedies available to the parties under law or in equity which may now or in the future be applicable.

ARTICLE 20
Order of Precedence

- 20.1 In the event of any conflict between the provisions of this Agreement and the Exhibits, the provisions of the Agreement shall control over the provisions of the Exhibits.

ARTICLE 21
Governing Laws

- 21.1 This Agreement shall be governed by the laws, rules and regulations of the State of Florida and the venue shall be in Hillsborough County, Florida.

ARTICLE 22
Severability

- 22.1 In the event any section, sentence, clause or provision of this Agreement is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of the Agreement shall not be affected by such determination and shall remain in full force and effect.

ARTICLE 23
Survivability

- 23.1 Any term, condition, covenant or obligation which requires performance by either party subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

ARTICLE 24
Third Party Beneficiaries/Independent Contractors

- 24.1 This Agreement is for the benefit of COUNTY and AGENCY. No third party is an intended beneficiary so as to entitle that person to sue for an alleged breach of this Agreement. AGENCY acknowledges and agrees that it is acting as an independent contractor in performing its obligations hereunder and not as an agent, officer or employee of COUNTY.
- 24.2 AGENCY shall carry out, or cause to be carried out, all of the services required herein as an independent contractor. AGENCY acknowledges and agrees that it is acting as an independent contractor in performing its obligations hereunder and not as an agent, officer,

or employee of COUNTY.

ARTICLE 25
Modifications

- 25.1 This writing embodies the entire agreement and understanding between the parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement may only be modified/amended or extended by a written instrument executed by COUNTY and AGENCY expressly for that purpose.

ARTICLE 26
Assignment

- 26.1 This Agreement may not be assigned in whole or in part without the prior written consent of COUNTY.

ARTICLE 27
Notice and Definition of Days

- 27.1 Any notice required or permitted to be given hereunder shall be sent by United States certified mail, return receipt requested, overnight delivery service or personal delivery with signature verification, to the attention of the following representatives of the parties:

COUNTY:

Lindsey Kimball, Director
Economic Development Department

To the following address for U.S. mail:
Post Office Box 1110
County Center – 20th Floor
Tampa, FL 33601-1100

Or to the following address for overnight delivery service, certified mail or personal delivery:

601 E. Kennedy Blvd.
County Center – 20th Floor
Tampa, FL 33602

AGENCY

Mr. John Flanagan, CEO
CareerSource Tampa Bay
Telephone: (813) 397-2024
Email: flanaganj@careersourcetampabay.com

To the following address for U.S. mail:
4902 Eisenhower Boulevard, Suite 250
Tampa, Florida 33634

- 27.2 Any notice sent in accordance with this Article shall be deemed given two (2) days after deposit in the U.S. Mail, if sent certified mail, or upon receipt, if sent by overnight delivery service or personal delivery. The act of refusal by a party of delivery of a notice sent in accordance with this Article shall be deemed acceptance of such notice by such party.

ARTICLE 28
Fiscal Non-Funding Clause

- 28.1 This Agreement is subject to funding availability. In the event sufficient budget funds to fund this Agreement become reduced or unavailable, COUNTY shall notify AGENCY of such occurrence, and COUNTY may terminate this Agreement, without penalty or expense to COUNTY, upon no less than twenty-four (24) hours written notice to AGENCY. The COUNTY shall be the sole authority as to the availability of funds and how funds will be allotted. If this Agreement is funded in whole or in part by federal or state dollars which are reduced or become unavailable, COUNTY shall notify AGENCY of such occurrence and COUNTY may terminate this Agreement, without penalty or expense to COUNTY, upon no less than twenty-four (24) hours written notice to AGENCY. COUNTY shall make payments to AGENCY for appropriate expenditures incurred up to the effective date of the termination.

ARTICLE 29
Project Publicity

- 29.1 Pursuant to the BOCC Policy No. 10.04.00.00, any news release or other type of publicity pertaining to the services performed by the AGENCY pursuant to this Agreement must recognize the contribution of the COUNTY. The AGENCY receiving public funding or non-monetary contributions through the COUNTY shall recognize the COUNTY for its contribution in all promotional materials and at any event or workshop for which COUNTY funds are allocated. Any news release or other type of publicity must identify the COUNTY/BOCC as a funding source. In written materials, the reference to the COUNTY must appear in the same size letters and font type as the name of any other funding sources.

ARTICLE 30
Electronic Signatures Authorized

- 30.1 The Parties agree that this Agreement and all documents associated with the transaction contemplated herein may be executed by electronic signature in a manner that complies with Chapter 668, Florida Statutes, and as approved by the Hillsborough County Board of County Commissioners in Resolution R15-025 on February 4, 2015.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, AGENCY and COUNTY respectively, have caused this Agreement to be executed by their duly authorized representatives.

ATTEST: Cindy Stuart, Clerk of the Court

COUNTY: Hillsborough County, Florida

By: _____
Deputy Clerk

By: _____
Name: Patricia Kemp
Title: Chair, Board of County Commissioners

Date

Date

Approved as to Form and Legal Sufficiency:

By: _____
Assistant County Attorney

ATTEST: Attest for the AGENCY

AGENCY: Tampa Bay Workforce Alliance, Inc.,
d/b/a CareerSource Tampa Bay

By: _____

By: _____
Chair, Board of Directors

Print Name: _____

By: _____

Print Name: _____

Print Name: _____

BOCC Document Number: _____

ACKNOWLEDGMENT OF AGREEMENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online
notarization this _____ day of _____, 2021, by _____
Name and Title of Officer or Agent
of _____, a _____ corporation on behalf of the Corporation.
(Name of Corporation) (State of Incorporation)

He/she is personally known to me or has produced: _____.
(Type of Identification)

Signature of Notary

Name of Notary Typed, Printed or Stamped

Title or Rank

Date

**EXHIBIT “A”
SCOPE OF SERVICES**

AGENCY: CareerSource Tampa Bay

PROGRAM: Targeted Industry Sector Workforce Training and Placement Program

PRIMARY GOAL: To provide operational and support services for the delivery of workforce training and placement services to residents of Hillsborough County to develop a pipeline of talent with the foundational skills, aptitude and/or work experience to obtain employment or advance along career pathways of high-demand middle to high skill jobs, with special emphasis on unemployed and under-employed residents. This program will serve as a resource to help ensure residents are moving forward towards high-demand jobs with sustainable career pathways with local employers within targeted industry sectors.

PART I - Scope of Services

The AGENCY shall provide the following approved Scope of Services on which the COUNTY funding is based.

The AGENCY will develop and deliver a Sector Expansion Strategy that builds on the success of the Manufacturing Alliance of Hillsborough County Workforce Development Initiative (Manufacturing Alliance) and is replicable to other in-demand industry sectors. The new industry sectors will align with the Sector Expansion Strategy with potential targeted industry sectors including, but not limited to, Manufacturing, Construction, Financial & Professional Services, Healthcare, Information Technology, and Transportation & Logistics. These industry sectors are experiencing what has been described as a “skills gap” or a mismatch between what employers need in terms of worker skills and the skills offered by the available workforce.

The severity of this issue locally among our manufacturers is what pushed the COUNTY to work with the AGENCY, Hillsborough Community College, Hillsborough County Public Schools, manufacturers, regional manufacturers associations, and staffing agencies, to create the Manufacturing Alliance in 2014. Since that time, the Manufacturing Alliance has worked to address the manufacturing skills gap by engaging manufacturers in local training platforms to strengthen sustainable pathways of coordinated and aligned curriculum and training platforms with industry standards and workforce needs to create a pipeline of trained and certified new hire talent.

A recently conducted study of our local economy by the AGENCY showed that this “skills gap” has been amplified by the recent COVID-19 pandemic with significant impact among in-demand industry sectors. A Sector Expansion Strategy, with the AGENCY serving as the “connector”, will serve as a foundation for the continuation and development of successful strategies to support the growing need for new hire talent into high-demand occupations among additional in-demand industries.

A “Unit of Service” is defined as one (1) month of services in Program development and delivery by the AGENCY.

- The Per Unit Rate under this Agreement is Forty-One Thousand Six Hundred Sixty-Six Dollars (\$41,666) per month for each of the first 11 months of each annual period during the Term and Forty-One Thousand Six Hundred Seventy-Four Dollars (\$41,674) for the 12th month of each annual period during the Term.
- The not-to-exceed total amount is Five Hundred Thousand Dollars (\$500,000) for each annual period during the Term.

The AGENCY will provide the following services:

The AGENCY shall provide the staff and resources for the delivery of targeted industry sector workforce training and placement to the residents of Hillsborough County. These training and placement opportunities will serve as a resource for residents to increase their employability by providing them resources, tools and support services to overcome barriers to employment and successfully transition from unemployment or under-employment into a full or part-time job.

Management and administrative services shall include, but not be limited to, overseeing staff and day-to-day operations, serving as the first point of contact for residents and businesses, negotiation of contracts related to Program implementation, providing centralized operations and procedures for delivery of services, and submitting reimbursement requests and performance reports. More specifically, the costs associated with direct and indirect staff shall include: Finance staff to process invoices, manage budget and forecasting, reporting requirements; and Program and Contract staff to recruit participants, enroll in services, facilitate documentation for eligibility, enrollment, participant management.

The AGENCY will connect Program participants to employment assistance services, which includes but is not limited to, work readiness and employability skills training; financial literacy supports; career pathway guidance and skill development resources; including digital literacy and internet access supports; placement services; mentoring; and enrollment into the Employ Florida online employment assistance system. Employ Florida is the AGENCY'S online tool specifically designed to help connect employers and job seekers and is another tool of their network of workforce services and resources. Enrolled participants will be able to search for a job and apply online, post a resume, research labor market information and trends, and find information on employers that may be of interest to them.

The AGENCY will provide a Targeted Industry Sector Workforce Training and Placement Program (Program) which will assist unemployed and under-employed Hillsborough County residents obtain employment or advance along career pathways of high-demand middle to high skill jobs within targeted industry sectors. The AGENCY will utilize a three-pronged approach in implementing services to address the skills gap experienced by Hillsborough County targeted industries by; 1) providing oversight and coordination of the Program, 2) developing industry specific career pathways, and 3) marketing and promoting high-demand career opportunities in targeted industries to Hillsborough County residents, students and their families.

Major work program items and initiatives:

A. Hillsborough County Career Pathways Alliance (“Alliance”):

1. Provide oversight and coordination of the Alliance partnership consisting of employers, industry associations, partner agencies, apprenticeship programs, educational institutions, and staffing companies;
2. Conduct regularly scheduled meetings with Alliance partners to discuss and evaluate Program effectiveness, strengthen relationships between educational institutions and employers, recruit additional employers to participate in the Alliance, and identify apprenticeship and internship opportunities; and
3. Work to create an ongoing commitment by targeted industry employers to engage residents and students in meaningful paid work-based learning employment opportunities in the form of on-the-job training, paid work experiences, apprenticeships and internships (see chart below for Program desired goals).

<i>Description</i>	<i>Goals</i>
Participants Served (Enrolled in Employ Florida)	1,000
Participants Enrolled in Education/Certification Training	250
Participants Completing Education/Certification Training	230
Participants Earning at least one Industry Certification	210
Participants Obtaining Employment/Up-Skilled Employment	200
Participants Remaining Employed (6 Months)	200

B. Development of Career Pathways:

1. Work with employers and educational partners to develop career pathways for high-demand jobs that will outline a training curriculum, needed skills, and easy to understand career ladders that will include training requirements and average wage for each job;
2. Work with Hillsborough County Public Schools (HCPS) and Hillsborough Community College (HCC) to align their occupational skills certification, training curriculum and desired outcomes with industry standards for high-demand jobs. If required, develop a proposal of elements needed to align HCPS and HCC occupational skills certification, training curriculum and desired outcomes to industry standards and submit to the COUNTY for funding consideration and administration;
3. Facilitation of targeted industry career exploration activities with residents, students and their parents, and employers, to include career fairs, industry associations events, and other such innovative partnerships; and
4. Development of a Career Exploration portal, easily accessible by residents, students and their parents, and educators, allowing them to input and share their targeted industry career exploration highlights and experiences.

C. Marketing and promoting high-demand career opportunities in targeted industries:

1. Undertake outreach efforts to Hillsborough County residents, students and their families to encourage and understand the benefits and pathways to a career in high-demand middle to high skill jobs;

2. Develop online and print materials to market high-demand career opportunities and spotlight the earnings potential of these careers;
3. Carry out outreach efforts to residents, students and their parents, and employers to encourage participation in targeted industry registered apprenticeship and internship programs; and
4. Maintain a website or a page on the AGENCY'S existing website, and utilize social media outlets, to promote high-demand middle to high skill jobs in Hillsborough County which will include: links to national, state and local industry associations; quick fact sheets on the targeted industries; videos of local employers' places of business and the work that is performed; success stories of targeted industry employees; apprenticeship and internship opportunities; promote job shadowing and other such real world experiences; highlight current local high-demand job vacancies; and career pathways with the education required and average wage for each job shown.

PART II - Total Consideration

For its performance under this Agreement, the AGENCY will receive funds from the COUNTY, at a unit rate of Forty-One Thousand Six Hundred Sixty-Six Dollars (\$41,666) per month for each of the first 11 months of each annual period during the Term and Forty-One Thousand Six Hundred Seventy-Four Dollars (\$41,674) for the 12th month of each annual period during the Term. Notwithstanding the foregoing, if the AGENCY fails to submit proper Exhibit C, Request for Payment forms totaling \$500,000 for each annual period during the Term, any remaining portions thereof which the COUNTY has not paid to the AGENCY shall not be available.

If the COUNTY determines, through its inspection or review, that the AGENCY has performed, or is performing fewer than the total agreed upon Units of Service, the total consideration paid to the AGENCY shall be subject to a pro-rata reduction.

The AGENCY shall maintain the necessary back-up information to document the delivery of the services. An Exhibit D, Program Performance Report form, attached hereto and incorporated herein, shall be submitted with each Exhibit C, Request for Payment form. The Exhibit D, Program Performance Report form, must provide the project details for each period to document the progress in delivering the services and include: list of participants served and services provided, participants home address, participants employment status, participants Employ Florida enrollment status, training provider name and address (if applicable), employer name and address (if applicable), supporting documentation (certificates of completion, Employ Florida enrollment verification, etc.), and immediate outcomes when possible. The COUNTY reserves the right to request any additional documentation necessary to document the residency of participants in the AGENCY's programs for which payment is being sought.

A Final Program Performance Report is due within thirty (30) days after the end of the Term, or termination, of this Agreement, outlining the AGENCY'S efforts, accomplishments, deliverables, benchmarks, performance measures and results covering the entire Term. Each Program Performance Report shall also include an income and expense statement and balance

sheet for the reporting period and from the commencement of the Term. Since there may be a lag in compiling information for each Program Performance Report, the latest available data for each reporting period will be acceptable during the Term.

In addition to the BOCC Policy No. 10.04.00.00, that any news release or other type of publicity pertaining to the services performed by the AGENCY pursuant to this Agreement must recognize the contribution of the BOCC, through inclusion of the County's logo on its promotional material and electronic communications where feasible.

The AGENCY shall permit the COUNTY to use the AGENCY's Common Meeting Space (based on its availability) for internal COUNTY meetings up to two (2) times per year at no room charge or room rental fee, which includes parking access to the facility.

The AGENCY shall make available to the COUNTY similar sponsorship benefits as it offers to other sponsors as well as complimentary access to AGENCY controlled facilities, meetings, events and parking accessibility for up to five (5) COUNTY personnel.

The AGENCY will provide updated organizational documents, business marketing plan(s), annual audit or financial statements, budgets and measurable performance objectives and goals at the COUNTY'S request.

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**EXHIBIT “B”
METHOD OF PAYMENT**

AGENCY: CareerSource Tampa Bay

PROGRAM: Targeted Industry Sector Workforce Training and Placement Program

Payment for services in accordance with the unit rate described in Exhibit A, Scope of Services form (the “Unit Rate”), will be made upon receipt of a completed Exhibit A, Request for Payment form, and Exhibit D, Program Performance Report. In no event, however, shall payments to the AGENCY exceed \$500,000 annually during the Term. However, all funding under this Agreement is subject to availability and the amount may be reduced. The COUNTY shall be the final authority as to the availability of funds and how available funds will be allotted.

Payment requests may be submitted on a quarterly or monthly basis with proper backup. Payment requests shall not be submitted for a period less than one (1) month. If the COUNTY determines, through its inspection or review, that the AGENCY has performed, or is performing less than the total agreed upon services, payments to the AGENCY shall be subject to a pro-rata reduction. Performance will be measured by Units of Service. Payment of the request shall be made within fifteen (15) business days after approval of such request by the COUNTY.

The COUNTY'S Fiscal Year commences on October 1st and ends on September 30th of the following calendar year. Invoices with supporting documentation for services delivered between October 1st and September 30th must be received no later than October 5th of each year to allow closeout of the COUNTY'S Fiscal Year.

No COUNTY funds will be expended for the AGENCY’s purchase of food, beverages or entertainment costs, business memberships or for any event or client services conducted outside of Hillsborough County.

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**EXHIBIT “D”
PROGRAM PERFORMANCE REPORT**

AGENCY: CareerSource Tampa Bay
 PROGRAM: Targeted Industry Sector Workforce Training and Placement Program

REPORT PERIOD: _____ THROUGH _____

PERCENTAGE OF AGREEMENT COMPLETED: _____%

I. ACCOMPLISHMENTS:

II. PROBLEMS:

III. STATUS REPORT ON PROVISION OF SERVICES: (include report period and year-to-date)

<u>ANNUAL UNITS OF SERVICE PROVIDED</u>	<u>ANNUAL PROGRAM GOAL</u>	<u>REPORT PERIOD</u>	<u>YEAR TO DATE</u>	<u>% OF GOAL COMPLETED</u>
Workforce Training and Placement Program	<u>12</u>	_____	_____	_____

IV. OTHER COMMENTS:

SUPPORTING ATTACHMENTS: With each request for payment, include an Exhibit C, Request for Payment form, which shall include the project detail report and the areas served, and an Exhibit D, Program Performance Report form, which shall include the project detail report and include: list of participants served and services provided, participants home address, participants employment status, participants Employ Florida enrollment status, training provider name and address (if applicable), employer name and address (if applicable), supporting documentation (certificates of completion, Employ Florida enrollment verification, etc.), and immediate outcomes when possible. The COUNTY reserves the right to request any additional documentation necessary to document the residency of participants in the AGENCY’S programs for which payment is being sought.

A Final Program Performance Report is due within thirty (30) days after the end of the Term, or termination, of this Agreement, outlining the AGENCY’S efforts, accomplishments, deliverables, benchmarks, performance measures and results covering the entire Term.

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INSTRUCTIONS FOR PROGRAM PERFORMANCE REPORT

THE PURPOSE OF THIS REPORT IS TO PRESENT A CONCISE REVIEW SUMMARIZING THE AGENCY'S ACTIVITIES FOR THE COUNTY FUNDED PROGRAM. USE ADDITIONAL PAGES ONLY IF NECESSARY/REQUIRED.

Agency: Provide name of AGENCY as it appears on your Agreement.

Program: Provide title of the program or general service area as contracted.

Report Period: Identify dates covered by this narrative report. After the first report, begin with ending date of the previous report.

I. Accomplishments

Highlight significant or major accomplishments in the COUNTY funded program during the report period.

II. Problems

Provide a description of the problems that were encountered during this report period which would have a negative impact on the program. Also, provide a plan for a corrective action, to include time of implementation, effect on the program, and indicate if there is a need to modify the program, goals, Agreement or funding.

III. Status Report on Provision of Services, Goals and Objectives (Report period and year-to-date)

Report statistically on program goal achievements for report period and year-to-date total.

IV. Other Comments

Use this section for general remarks regarding AGENCY, etc. General information to assist in understanding the program's operation and purpose may be included.

The Exhibit D, Program Performance Report form, must be submitted with each Exhibit C, Request for Payment form, and must provide details for each reporting period covered by such report, including all necessary back-up information and documentation, to document the delivery of the services for the COUNTY, including but not limited to, an update on the status of each of the items outlined in Exhibit A, Scope of Services, to outline the AGENCY'S efforts, accomplishments, deliverables, benchmarks, performance measures and results for the reporting period.

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EXHIBIT “E”

EQUAL EMPLOYMENT OPPORTUNITY APPLICABLE STATUTES, ORDERS AND REGULATIONS*

HILLSBOROUGH COUNTY, FL

- Hillsborough County Human Rights Ordinance, Hillsborough County Code of Ordinances and Laws, Part A, Chapter 30, Article II, as amended, prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.
- Hillsborough County Home Rule Charter, Article IX, Section 9.11, as amended, provides that no person shall be deprived of any right because of race, sex, age, national origin, religion, disability, or political affiliation. Printed in Hillsborough County Code of Ordinances and Laws, Part A.

STATE

- Florida Constitution, Preamble and Article 1, § 2 protect citizens from being deprived of inalienable rights because of race, religion, national origin, or physical disability.
- Florida Statutes § 112.042, requires nondiscrimination in employment by counties and municipalities, on the basis of race, color, national origin, sex, handicap, or religion.
- Florida Statutes § 112.043, prohibits age discrimination in employment.
- Florida Statutes § 413.08, provides for rights of an individual with a disability and prohibits discrimination against persons with disabilities in employment and housing accommodations.
- Florida Statutes § 448.07, prohibits wage rate discrimination on the basis of sex.
- Florida Civil Rights Act of 1992, Florida Statutes §§760.01 – 760.11, as amended.
- Florida Statutes §509.092, prohibits refusing access to public lodging on the basis of race, creed, color, sex, physical disability or national origin.
- Florida Statutes §725.07, prohibits discrimination on the basis of sex, marital status or race in loaning money, granting credit or providing equal pay for equal services performed.
- Florida Fair Housing Act, Florida Statutes §§760.20 – 760.37.
- Florida Statutes §760.40, provides for the confidentiality of genetic testing.
- Florida Statutes §760.50, prohibits discrimination on the basis of AIDS, AIDS-related complex, and HIV.
- Florida Statutes §760.51, provides for remedies and civil penalties for violations of civil rights.
- Florida Statutes §760.60, prohibits discriminatory practices of certain clubs.
- Florida Statutes §760.80, provides for minority representation on boards, commissions, council, and committees.

FEDERAL

- Section 1 of the Fourteenth Amendment to the United States Constitution, U.S. Const. amend. XIV, § 1.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., as amended by the Equal Employment Opportunity Acts of 1972 and 1975, the Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071, and the Lilly Ledbetter Fair Pay Act of 2009, P. L. 111-2, 123 Stat. 5.
- Civil Rights Act of 1866 and the Enforcement Act of 1870, 14 Stat. 27 and 16 Stat. 140, 42 U.S.C. § 1981.
- Title VIII of the Civil Rights Act of 1968, Fair Housing Act, P. L. 90-284, 82 Stat. 73, 42 U.S.C. 3601 et seq.
- Civil Rights Restoration Act of 1987, P. L. 100-259, 102 Stat. 28.
- Civil Rights Act of 1991, P. L. 102-166, 105 Stat. 1071.
- Equal Opportunity Regulations, 41 CFR § 60-1.4, as amended.
- Standards for a Merit System of Personnel Administration, 5 CFR § 900.601 et seq.
- Executive Order 11246, Equal Employment Opportunity, and its implementing regulations, including 41 CFR § 60-2 (Revised Order 4).
- Rehabilitation Act of 1973, P. L. 93-112, 87 Stat. 355, as amended.
- InterAgency Agreement promulgated on March 23, 1973.
- Executive Order 12250, Leadership and Coordination of Nondiscrimination Laws.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq., P. L. 90-202, as amended.
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., P. L. 94-135, 89 Stat. 728, as amended.
- Older Americans Amendments of 1975, 42 U.S.C. § 3001 et seq., P. L. 94-135, 89 Stat 713.
- Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended by the ADA Amendments Act of 2008, P. L. 110-325, 122 Stat. 3553.
- Vietnam Era Veterans’ Readjustment Assistance Act of 1974, 38 U.S.C. § 4212, as amended.
- Section 14001 of Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.
- State and Local Assistance Act of 1972, as amended.
- Office of Management and Budget Circular A-102, Grants and Cooperative Agreements with State and Local Governments, as amended.
- Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 40 C.F.R. §§ 5.100 -5.605.
- Executive Order 13673, Fair Pay and Safe Workplaces.

* **“The above are not intended to be a complete list of all applicable local, state, or federal statutes, orders, rules or regulations, as they may be amended from time-to-time, or added to (newly promulgated) from time-to-time, during the term of this contract.”**

If applicable, and required by 41 CFR 60-1.4 or other federal law or regulation, during the performance of this contract, the contractor agrees as follows:

- (1) The AGENCY will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The AGENCY will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The AGENCY agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The AGENCY will, in all solicitations or advertisements for employees placed by or on behalf of the AGENCY, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The AGENCY will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the AGENCY'S commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The AGENCY will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The AGENCY will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering Agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the AGENCY'S noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the AGENCY may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The AGENCY will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The AGENCY will take such action with respect to any subcontract or purchase order as the administering Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* That in the event the AGENCY becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering Agency, the AGENCY may request the United States to enter into such litigation to protect the interests of the United States.

**HILLSBOROUGH COUNTY EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION QUESTIONNAIRE**

AGENCY: CareerSource Tampa Bay

PROGRAM: Targeted Industry Sector Workforce Training and Placement Program

AGENCY CIVIL RIGHTS STATUS

The responding AGENCY is requested to carefully review the following questions and provide responses as it relates to the AGENCY'S own affirmative action and equal opportunity practices.

Please respond to the following:

1. *Provide a copy of the AGENCY'S Affirmative Action Plan or Program (If not submitted within the past twelve (12) months).
2. Workforce Analysis by race/sex and EEO category.
3. If the AGENCY receives federal/state/local funding, please list source and dollar amount.
4. Name of person designated as EEO representative.
5. Is the AGENCY receptive to on-site reviews?
6. Does the AGENCY have a procedure for resolving discrimination complaints?
7. Has the AGENCY been charged with discrimination within the past eighteen (18) months? If yes, how many charges, nature of charge; when; and where?
8. Does the AGENCY anticipate hiring additional staff to perform this contract? If yes, please provide the number of positions and type of positions.
9. Please provide a copy of the AGENCY'S Affirmative Action/Equal Employment Opportunity Policy Statement, signed and dated by the Chief Executive Officer (If not submitted within the past 12 months).

*A written Affirmative Action Plan or Program is required if the AGENCY has fifteen (15) or more employees. If the AGENCY has fewer than fifteen (15) employees, then an Affirmative Action Policy Statement is required.

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SANCTIONS AND PENALTIES

1. Failure to comply with the Equal Opportunity and Affirmative Action requirements adopted by the Hillsborough County Board of County Commissioners may result in suspension or debarment of the firms or individuals involved. Debarment of firms by Hillsborough County for activity contrary to this program will be carried out according to the debarment procedures contained in the Hillsborough County Procurement Manual. Said firm or individual will be notified by registered mail of said suspension or debarment and may appeal suspension or debarment through the procedure set forth in the Procurement Manual.
2. The Hillsborough County Board of County Commissioners also reserves the right to reject any proposals from firms who have previously failed to perform properly and who have done so by commission or omission of an act of such serious or compelling nature that the act indicates a serious lack of business integrity or honesty or willingness to comply.

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EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS

AGENCY: CareerSource Tampa Bay

PROGRAM: Targeted Industry Sector Workforce Training and Placement Program

JOB CATEGORY*	TOTAL EMPLOYEES		MALES					FEMALES				
	MAL E	FE M	WH T	BL K	HIS P	AP I	A I	WH T	BL K	HIS P	AP I	A I
OFFICIALS and MANAGERS												
PROFESSIONALS												
TECHNICIANS												
SALES WORKERS												
OFFICE and CLERICAL												
CRAFTSMAN (SKILLED)												
OPERATIVES (SEMI-SKILLED)												
LABORERS (UNSKILLED)												
SERVICE WORKERS												
TOTAL												

***JOB CATEGORIES AS PROVIDED HEREIN, ARE THOSE CATEGORIES IDENTIFIED AND USED IN EEO (1-6) REPORTING REQUIREMENTS REQUIRED FROM EMPLOYERS BY THE FEDERAL GOVERNMENT.**

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HISP: HISPANIC

API: ASIAN/PACIFIC ISLANDER

AI: AMERICAN INDIAN

(REV) BID/EEO/G

EXHIBIT “E” (continued)

The AGENCY’S failure to complete the requirements of these pages may result in the termination of this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The undersigned AGENCY, by the signature of its corporate officer below represents that the foregoing information is true and correct. The undersigned AGENCY by the signature of its corporate officer below provides assurance to Hillsborough County of its compliance with Federal, State and County Affirmative Action and Equal Opportunity requirements. The undersigned AGENCY further assures that it and its subcontractors’ facilities are accessible to persons with disabilities.

IN WITNESS WHEREOF, this Equal Employment Opportunity Questionnaire is hereby signed as of the date indicated below.

ATTEST: Attest for the Agency
(Two Witnesses Required)

AGENCY: Tampa Bay Workforce Alliance, Inc.,
d/b/a CareerSource Tampa Bay

By: _____

By: _____
Signature of Authorized AGENCY Representative

Print Name: _____

By: _____

Print Name: _____

Print Name: _____

Date Signed: _____

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