



**AMENDMENT 1 TO THE ENGAGEMENT LETTER FOR ORGANIZATIONAL
ASSESSMENT SUPPORT**

This Amendment No.1 ("Amendment") is made effective as of December 3, 2025 (the "Amendment Effective Date"), and entered into by and between Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay ("Client") and Deloitte Consulting LLP ("Deloitte Consulting" or "Deloitte").

WHEREAS, CareerSource Hillsborough Pinellas and Deloitte Consulting entered into an Engagement Letter for Organizational Assessment Support on March 14, 2025 ("Engagement Letter"); and

WHEREAS, at the time of execution of the Engagement Letter, the correct legal entity name for CareerSource Hillsborough Pinellas was Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas;

WHEREAS, on or about May 29, 2025, Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas changed their name to Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay ("Name Change"); and

WHEREAS, the parties seek to amend the Engagement Letter to accurately reflect the correct entity name for the Engagement Letter; and

WHEREAS, the parties also seek to amend the Engagement letter to reflect the Name Change; and

WHEREAS, the parties also seek to amend the Engagement Letter to add certain additional terms and conditions to include additional Responsibilities and additional Compensation; and

NOW, THEREFORE, in consideration of the promises contained herein,

the parties agree to amend the Engagement Letter as set forth below:

- A. The Engagement Letter shall be amended to change the signatory from "CareerSource Hillsborough Pinellas" to "Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas."
- B. Due to the Name Change, Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas shall now be referred to as Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay.
- C. For purposes of the Engagement Letter and this Amendment, "Client" shall now mean and refer to Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay..
- D. Section I.C Responsibilities of the Engagement Letter is amended by adding the following additions responsibilities:

Deloitte.

- “10. Draft, deploy, and analyze IT staff interviews/surveying with discussion of outputs
- 11. Analyze existing IT Managed Service Provider (MSP) contract for delineation of responsibility and scope
- 12. Evaluate IT MSP scope for risks, gaps, and opportunities to balance IT needs between the MSP and IT staffing in the next MSP contract
- 13. Develop IT MSP amendments or new provisions to address weaknesses or realignment in current services
- 14. Draft IT staffing recommendations based on optimal balance between staff workload and MSP services that maximizes efficiencies
- 15. Present IT MSP and staffing final recommendations with next steps to executive team”

C. Section V “Fees, Expenses and Payment Terms” of the Engagement Letter is amended in its entirety as follows:

Deloitte Consulting will perform the Services on a fixed-fee basis. Based on the scope, timing, Client responsibilities, and assumptions set forth herein, Deloitte Consulting’s fees for the Services will be \$220,000 (excluding applicable taxes).

Deloitte Consulting will invoice Client the fee amounts listed in the table below.

Invoice date	Fee amount
1. After week 4	[REDACTED]
2. After week 8	[REDACTED]
3. After submission of final deliverable at week 12	[REDACTED]
4. IT Assessment after submission of final deliverable	[REDACTED]
Total \$ 220,000.00	

Notwithstanding the foregoing, Client agrees to pay to Deloitte Consulting a pro-rata amount of the applicable fee amount within thirty (30) days of early termination of this Engagement Letter by either party as permitted under the General Business Terms attached hereto as

Appendix A. Except as expressly amended hereby, the Engagement Letter and any previous amendments thereto, if any, shall remain in full force and effect in accordance with its terms. Unless otherwise defined in this Amendment, capitalized terms used in this Amendment will have the meanings ascribed to such terms in the Engagement Letter.

The Engagement Letter, as modified by this Amendment, constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior understandings, proposals, negotiations, and communications, oral or written, between the parties or their representatives with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed and entered into by their respective duly authorized representatives as of the date first set forth above.

Deloitte.

Deloitte  LLP

By: _____

Name: Will Arnold

Title: Principal

Date: December 3, 2025

Tampa Bay Workforce Alliance, Inc. dba
CareerSource Tampa Bay

By: Keidrian Kunkel

Keidrian Kunkel (Dec 4, 2025 13:55:48 EST)

Name: Keidrian Kunkel

Title: President and CEO

Date: 12/04/2025

Amendment CareerSource Tampa Bay IT Assessment_Deloitte 3DEC2025

Final Audit Report

2025-12-04

Created:	2025-12-04 (Eastern Standard Time)
By:	Anna Munro (munroa@careersourcetb.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwwDrwmIHJ2PKRpgzzcDR5CQFAYJJaf3E

"Amendment CareerSource Tampa Bay IT Assessment_Deloitte 3DEC2025" History

-  Document created by Anna Munro (munroa@careersourcetb.com)
2025-12-04 - 1:49:12 PM EST
-  Document emailed to Keidrian Kunkel (kunkelk@careersourcetb.com) for signature
2025-12-04 - 1:50:48 PM EST
-  Email viewed by Keidrian Kunkel (kunkelk@careersourcetb.com)
2025-12-04 - 1:55:29 PM EST
-  Document e-signed by Keidrian Kunkel (kunkelk@careersourcetb.com)
Signature Date: 2025-12-04 - 1:55:48 PM EST - Time Source: server
-  Agreement completed.
2025-12-04 - 1:55:48 PM EST