

**AGREEMENT BY AND BETWEEN  
HILLSBOROUGH COUNTY, FLORIDA  
AND  
TAMPA BAY WORKFORCE ALLIANCE, INC., d/b/a CAREERSOURCE TAMPA BAY  
(Targeted Industry Sector Workforce Training and Placement Program)**

**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 4350 West Cypress Street, Suite 875, Tampa, FL 33607 ("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, 2025, through September 30, 2026 ("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) 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) **813-273-3719,**
  - b) **PetrovicJ@hcfl.gov,**
  - c) **Jaksa Petrovic, Director, Economic Development Department,  
601 E. Kennedy Blvd., 20<sup>th</sup> 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 the requirements of all applicable federal, state and local laws prohibiting discrimination and the rules, regulations, policies, and executive orders promulgated thereunder, all of which are incorporated herein by reference.

**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 The AGENCY shall comply with the requirements of all applicable federal, state and local laws and the rules, regulations, policies and executive orders promulgated thereunder, all of which are incorporated herein by reference.

**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:**

Mr. Ron Barton, Assistant County Administrator  
Economic Prosperity

To the following address for U.S. mail:

Post Office Box 1110  
County Center – 20<sup>th</sup> Floor  
Economic Prosperity  
Tampa, FL 33601-1100

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

601 E. Kennedy Blvd.  
County Center – 20<sup>th</sup> Floor  
Economic Prosperity  
Tampa, FL 33602

**AGENCY**

Ms. Keidrian Kunkel, President & CEO  
CareerSource Tampa Bay  
Telephone: (813) 460-9253  
Email: kunkelk@careersourcetb.com

To the following address for U.S. mail:

4350 West Cypress Street, Suite 875  
Tampa, FL 33607

- 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.

**ARTICLE 31**  
**E-Verify Requirement**

- 31.1 To comply with Executive Order 12989 (as amended), the State of Florida Executive Order No. 11-116 and Section 448.095(2), Fla. Stat., the AGENCY agrees to utilize the U.S. Department of Homeland Security's E-Verify System (<https://e-verify.uscis.gov/emp>) to verify the employment eligibility status of all new employees hired by the AGENCY during the term of the Agreement. If the AGENCY enters into a contract with a subcontractor for the services to be provided hereunder, the subcontractor must provide the

AGENCY with an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien, a copy of which affidavit(s) shall be maintained by the AGENCY for the duration of the Agreement or longer as provided in Article 6.

## **ARTICLE 32**

### **Restriction on Funding for Identification**

- 32.1 Awardee is prohibited from using any funds paid by the COUNTY under this Agreement to provide funds to any person, entity, or organization to issue or secure identification documents to or for any individual who does not provide proof of lawful presence in the United States.

## **ARTICLE 33**

- 33.1 **Prohibition Against Economic Incentives for Foreign Entities**

Pursuant to Section 288.0071, F.S, as a condition of this Agreement, the Agency is required to provide an executed affidavit (in the form attached hereto as Exhibit E) signed under penalty of perjury verifying that the Agency is not a foreign entity or a foreign country of concern such as the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro or the Syrian Arab Republic with whom the County is prohibited from contracting with under Florida law.

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

ATTEST: Victor Crist, Clerk of the Court

By: [Signature]  
Deputy Clerk

10/1/2025

Date



COUNTY: Hillsborough County, Florida

By: [Signature: Ken Hagan]  
Title: Chair, Board of County Commissioners

10/1/2025

Date

Approved as to Form and Legal Sufficiency:

By: Katherine M. Benson  
Senior Assistant County Attorney

ATTEST: Attest for the AGENCY

By: [Signature]

Print Name: Anna Munro

By: [Signature]

Print Name: Tammy Stchlgrer

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

By: [Signature]  
Chair, Board of Directors

Print Name: Barclay Harless

BOCC Document Number: 25-1015

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 18 day of September, 2025 by Barclay Harless, Board Chair  
Tampa Bay Workforce Alliance, Inc, Name and Title of Officer or Agent  
of DBA CareerSource Tampa Bay, a Florida corporation on behalf of the Corporation.  
(Name of Corporation/Grantee) (State of Incorporation)

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

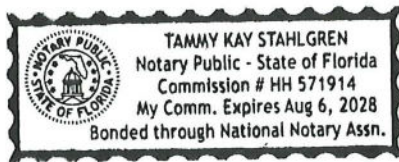
Tammy Stahlgren  
Signature of Notary

Tammy Stahlgren  
Name of Notary Typed, Printed or Stamped

Executive Administrative Assistant  
Title or Rank

9/18/2025  
Date

\_\_\_\_\_  
(Commission Expiration 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 continue to refine 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.

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 during the Term and Forty-One Thousand Six Hundred Seventy-Four Dollars (\$41,674) for the 12<sup>th</sup> month during the Term.
- The not-to-exceed total amount is Five Hundred Thousand Dollars (\$500,000) for 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. Alliance for Workforce Innovation ("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.
- 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. Continued 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 during the Term and Forty-One Thousand Six Hundred Seventy-Four Dollars (\$41,674) for the 12<sup>th</sup> month during the Term. Notwithstanding the foregoing, if the AGENCY fails to submit proper Exhibit C, Request for Payment forms totaling \$500,000 for 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 ten (10) 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 1<sup>st</sup> and ends on September 30<sup>th</sup> of the following calendar year. Invoices with supporting documentation for services delivered between October 1<sup>st</sup> and September 30<sup>th</sup> must be received no later than October 5<sup>th</sup> 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 "C"**  
**REQUEST FOR PAYMENT FORM**

HILLSBOROUGH COUNTY ECONOMIC DEVELOPMENT DEPARTMENT  
P.O. BOX 1110, TAMPA, FLORIDA 33601  
(813) 272-6212

AGENCY: CareerSource Tampa Bay

PROGRAM: Targeted Industry Sector Workforce Training and Placement Program

REQUEST NUMBER: \_\_\_\_\_ MONTH: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

***FINANCIAL STATUS REPORT***

BUDGET CATEGORIES	TOTAL (ANNUAL) APPROVED BUDGET	EXPENDITURES		REMAINING BALANCE \$
		CURRENT REQUEST \$	YTD REQUESTS \$	
Management and Administration, and Targeted Industry Sector Workforce Training and Placement Services (\$41,666 for months 1-11 and \$41,674 for month 12)	\$500,000			
<b>TOTAL:</b>	<b>\$500,000</b>			

I certify that the services provided by this request have been provided to the County in accordance with the terms and conditions of the Agreement and that the documentation provided in the attached Program Performance Report form is true, accurate, and complete.

\_\_\_\_\_  
Authorized Agency Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

=====

**FOR COUNTY USE ONLY**

ACCT CODE: \_\_\_\_\_

SUPPLIER: \_\_\_\_\_

P.O. #: \_\_\_\_\_

APPROVED: \_\_\_\_\_

I verify that Hillsborough County (based upon certification of Agency Official) has received the goods and/or services.

TYPE OF REVIEW	APPROVED	DATE
FISCAL		
PROGRAMMATIC		
DIRECTOR		

COMMENTS: Payment of the request shall be made within fifteen (15) business days after approval of such request by the County.

**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)

Units of Service Provided	Program Goal	Report Period	Year to Date	% of Goal Completed
Workforce Training & Placement Program	12			

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**  
**AFFIDAVIT OF COMPLIANCE**

Before me, a notary public, in and for the State of Florida – at large, personally appeared,  
Barclay Harless, and having first made due oath or affirmation, states:  
(Full Name)

1. My name is Barclay Harless  
(Full Name)

2. I am the Board Chair of Tampa Bay Workforce Alliance, Inc. DBA CareerSource Tampa Bay  
(Job Title) (Company Name)

3. The Company was formed in United State, Florida and is a Not-for-Profit/ 501(c)(3)  
(Country and State) (Type of Entity (i.e., LLC., Inc.))

4. I am duly authorized and empowered and have sufficient knowledge to execute and deliver this Affidavit.

5. I affirm that the Company is not:

- a. Owned or controlled by the government of the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic (collectively and individually, a Foreign Country of Concern), including any agency of or any other entity of significant control of such Foreign Country of Concern. Where 'controlled by' means *having possession of the power to direct or cause the direction of the management or policies of a company, whether through ownership of securities, by contract, or otherwise; or a person or entity that directly or indirectly has the right to vote 25 percent or more of the voting interests of the company or that is entitled to 25 percent or more of its profits is presumed to control the foreign entity; or*
- b. A partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a Foreign Country of Concern, or a subsidiary of such entity.

Under penalties of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

  
(Signature of Affiant)

The foregoing instrument was acknowledged before me this 12 day of September, 2025  
by Barclay Harless.  
(Name of Affiant)

Personally known X

OR Produced Identification \_\_\_\_\_

Type of Identification Provided \_\_\_\_\_

Tammy Stahlgren

PRINT, TYPE OR STAMP NAME OF NOTARY

