SPC St. Petersburg College
WORKFORCE INSTITUTE

Contract

Workforce Development Programs and Services

Prepared for: CareerSource Tampa Bay

Date: July 13, 2026

CONFIDENTIAL

July 13, 2026

St. Petersburg College proposes to deliver youth instructor-led career development program(s) for **Tampa Bay Workforce Alliance, Inc. DBA CareerSource Tampa Bay (hereafter referred to as "CareerSource Tampa Bay" or "client").** We value the opportunity to collaborate with you and appreciate the opportunity to provide training for your organization.

The program(s) will provide a balance of theory and exposure to "real-world" relevance, with an emphasis on practical workplace applications. Interactive skill exercises will be used by the facilitator to tailor the program to typical on-the-job needs. Please review program fees, training schedule, term and conditions of the training, then sign and return to me via e-mail: berry.belinthia@spcollege.edu.

Requested Solution:
Projected Start Date: July/August 2026
Timeframe: time varies on topic (s)
Trainer: SPC Career Service staff; OPS faculty
Maximum Number of Participants: varies
Platform: Inperson

Program Fees: See Summer Budget Proposal

The charges for corporate educational programs represent SPC price for instructional services design, development, delivery, evaluation, resource support materials, and overhead associated with program administration. An invoice will be provided at the conclusion of the course for fees, which will include additional participants, if necessary.

How to pay:

- Payment for courses can be paid over the phone, online, or in person.
- SPC accepts cash, checks, money orders, Visa or Master Card, and purchase orders

St. Petersburg College is flexible in its offering of professional development and enhancement programs. SPC will work with **CareerSource Tampa Bay** to arrange a program schedule and to determine specific target dates that are convenient for its associates and our instructional staff.

Approval of the training schedule will be provided by the client by signing the proposal attachment pertaining to the particular project. A minimum of two (2) weeks' notice is required to ensure that a start date is established, suitable space is arranged, proper materials are ordered and the appropriate instructor is available.

Terms and Conditions

The terms and conditions below shall govern the provisions and use of the services provided by St. Petersburg College's Workforce Institute to **CareerSource Tampa Bay** for all professional development services outlined in this agreement including any and all attachments.

Payment of Fees
When multiple sessions have been authorized in advance, St. Petersburg College will invoice at the commencement and conclusion of each program. Payment is due within forty-five (45) days of invoice.

Cancellation Policy

Should **CareerSource Tampa Bay** find it necessary to cancel a scheduled program, please immediately contact St. Petersburg College at (727) 341-4445. Notify us first by phone and then follow up your cancellation by written notification, preferably using email or hand delivery. If St. Petersburg College cancels a scheduled course, SPC will attempt to notify **CareerSource Tampa Bay** by phone. In addition, all fees, excluding material cost, will be fully refunded if a request is received at SPC at least 14 days prior to the course date for services not rendered.

Should notification be provided to St. Petersburg College with less than fourteen (14) calendar days' notice, the client agrees to pay 50% of the program delivery fee plus any and all expenses relating to the program. Under the Force Majeure condition (below), if the service is cancelled within fourteen (14) calendar days in advance of the first day of instruction, the Cancellation Policy is waived.

Force Majeure
In no event shall either Party have any claim or right against the other for any failure of or delay in performance by such other Party if such failure or delay is caused by or the result of causes beyond the reasonable control of such other Party, including, but not limited to, acts of God, fire, flood, hurricane or other natural catastrophe; laws, orders, rules, regulations, directions or actions or governmental authorities having jurisdiction over the subject matter hereof; or any civil or military authority, national emergency; insurrection, riot war, natural catastrophe, strikes or work stoppages.

If the service provided by St. Petersburg College has been contracted, both parties will establish an agreed upon continuation date or **CareerSource Tampa Bay** will pay the services rendered up to the time period the service was disrupted.

Limited Commercial Use of Client Name
St. Petersburg College upon **CareerSource Tampa Bay** approval, may use client's company name in e-marketing, print advertising and press releases for the purpose of providing potential SPC clients with previous or ongoing service solutions that SPC has provided. SPC will not disclose any transactional data or proprietary information other than the clients name and the solution provided. X

Instructor Expertise/Exclusive Supplier Statement
The instructor(s) to be used in the design, development, and delivery of this program is made available exclusively under the auspices of St. Petersburg College. SPC instructors have signed a non-solicitation contract stating they cannot seek work with **CareerSource Tampa Bay** as an instructor within two (2) years of our most recent program offering. If the instructor does this, the instructor's contract will be viewed as a conflict of interest, breach of contract, and is prohibited.

Equal Opportunity Statement
The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct.

Special Needs and Accommodations

St. Petersburg College conducts its programs in barrier-free facilities. Prior arrangements to provide special assistance or accommodation must be requested directly through the site at least (5) business days in advance of the accommodation need.

The terms and conditions contained herein are acceptable to **CareerSource Tampa Bay.**

Client Approval: Kristian Kunkel Date: 08/03/2026

Proposal/Attachment approved by:
Belinthia A. Berry
St. Petersburg College
Dean, Workforce Development

Belinthia A. Berry Date: 08/03/2026

Statement of Work

Introduction:

The document is the Statement of Work (SOW) for support and implementation of programs/services provided by St. Petersburg College (SPC) to create deliverables for individuals and multiple group engagements.

Scope of Work:

The overarching goal of this project is to provide youth summer career exploration program to CareerSource Tampa Bay in order to support the agency youth employment initiatives and goals.

Future Makers: Advanced Manufacturing Camp

Location: Chris Sprowls Innovation Center, St. Petersburg College – Tarpon Springs

Target Audience

High School Students (Grades 9–12)

1. Program Overview

The Future Makers: Advanced Manufacturing Camp is a two-day immersive program designed to introduce high school students to foundational concepts and hands-on skills in modern manufacturing. The camp emphasizes emerging technologies including 3D printing, CNC machining, and laser cutting, while connecting students to real-world applications through employer engagement. Students will participate in interactive workshops, hands-on lab activities, and an industry site visit to manufacturers such as Jabil and Honeywell.

2. Objectives

- Introduce students to career pathways in advanced manufacturing
  - Provide hands-on experience with industry technologies
  - Build awareness of local employers and workforce needs
  - Develop technical and problem-solving skills
  - Encourage postsecondary education and training

3. Target Outcomes-Students will understand manufacturing processes, demonstrate basic technical knowledge, identify career pathways, experience real workplaces, and show increased career interest.

4. Program Agenda - Day 1-Registration, Career Exploration, 3D Printing Workshop, Lunch with Speaker, CNC Workshop, Reflection

5. Program Agenda - Day 2-Recap, Laser Cutting Workshop, Career Readiness, Employer Site Visit, Closing Session

6. Entrepreneurship & Business Planning Module

Students will participate in an entrepreneurship session where they will:

- Learn basics of starting a manufacturing-related business
- Develop a simple business idea based on a product created during camp
- Understand pricing, marketing, and production basics
- Present a short business pitch in teams

6. Employer Partners- Jabil, Honeywell, and local manufacturers
7. Program Logistics-2-day camp, 10 to 12 students
8. Equipment & Resources-3D printers, CNC machines, laser cutters, CAD software, safety equipment
9. Evaluation-Surveys, participation tracking, employer feedback
10. Conclusion-The program provides hands-on exposure to advanced manufacturing and entrepreneurship, preparing students for future careers and education pathways.

NextGen Makers: Manufacturing, Robotics & Mechatronics Camp Proposal

Location: St. Petersburg College (SPC), Midtown Campus
Target Audience: High School Students (Grades 9–12)
Program Overview: The NextGen Makers Camp is a two-day hands-on learning experience designed to introduce high school students to the fundamentals of modern manufacturing, with a focus on soldering, mechatronics, and robotics. Hosted at the SPC Midtown Campus, the camp blends technical skill-building, career exploration, and direct exposure to local employers.

Objectives

- Introduce core manufacturing concepts and emerging technologies
  - Provide hands-on training in soldering, robotics, and mechatronics
  - Increase awareness of high-demand careers
  - Connect students with employers such as Jabil and Honeywell
  - Encourage technical education pathways

Target Outcomes

- Students will:
  - Demonstrate basic soldering skills
  - Understand mechatronics and robotics fundamentals
  - Identify at least three career pathways
  - Gain insight into real workplaces
  - Show increased interest in STEM careers

Day 1 Agenda
8:30–9:00 Registration & Welcome
9:00–10:30 Career Exploration
10:45–12:30 Soldering Workshop
12:30–1:15 Lunch & Guest Speaker
1:15–2:45 Mechatronics Workshop
2:45–3:00 Wrap-Up
Day 2 Agenda
8:30–9:00 Recap
9:00–10:45 Robotics Workshop
10:45–11:15 Career Readiness
11:30–2:00 Employer Visit (Jabil or Honeywell)
2:00–3:00 Closing
Employer Partners: Jabil, Honeywell, and local manufacturing companies
Program Logistics

Duration: 2 days (8:30 AM–3:00 PM)
Capacity: 10 to 12 Students

Equipment & Resources: Soldering stations, electronics kits, robotics kits, mechatronics equipment, PPE, instructional materials

Evaluation: Pre/post surveys, participation tracking, feedback from students and employers
Conclusion: This camp provides an engaging introduction to advanced manufacturing, equipping students with foundational skills and connecting them to high-demand career opportunities.

Pathways to Healthcare Careers Camp

Target Audience: High School Students (Grades 9–12)

Program Title: Pathways to Healthcare Careers

Program Overview

The Pathways to Healthcare Careers Camp is a one-day immersive experience designed to introduce high school students to career opportunities within the healthcare industry. The program combines career exploration, hands-on demonstrations, and direct employer engagement to help students make informed decisions about future education and career pathways.

Objectives

- Increase student awareness of healthcare career pathways (clinical and non-clinical)
- Provide hands-on exposure to essential healthcare skills, including CPR and First Aid
- Connect students with local healthcare employers and professionals
- Promote postsecondary education and training opportunities in healthcare fields
- Strengthen workforce pipeline development for the Tampa Bay healthcare sector

Target Outcomes

By the end of the program, students will:

- Identify at least 3 healthcare career options
- Gain introductory knowledge of CPR and First Aid procedures
- Understand education, certification, and career entry pathways
- Engage directly with a local healthcare employer
- Demonstrate increased interest in healthcare career fields

Proposed Agenda

8:30 AM – 9:00 AM: Registration & Welcome
9:00 AM – 10:00 AM: Healthcare Career Exploration Workshop
10:00 AM – 11:30 AM: CPR & First Aid Demonstration
11:30 AM – 12:15 PM: Lunch & Career Panel
12:30 PM – 2:30 PM: Employer Site Visit
2:30 PM – 3:00 PM: Reflection & Wrap-Up

Potential Employer Partners

- BayCare Health System
- Tampa General Hospital
- AdventHealth Tampa
- Local urgent care or specialty clinics

Program Logistics

Location: SPC Midtown Keene Center
Provided Group Size: 10 to 12 Students

Materials & Resources

CPR mannequins, AED training devices, First Aid kits, presentation materials, transportation, evaluation forms

Evaluation & Success Metrics

Pre- and post-program surveys, student engagement tracking, employer feedback, and student career interest indicators

Conclusion

The Pathways to Healthcare Careers Camp provides a meaningful, hands-on introduction to one of the region's fastest-growing industries. By combining skill-building, employer engagement, and career exploration, this initiative helps prepare students for future success while supporting Tampa Bay workforce needs.

SPC Summer Camp Budget

Manufacturing, Robotics & Mechatronics Camp Budget

Two-Day Summer Camp Budget (12 Students)

Budget Item	Calculation	Total
Instructor	$53.82/hour × 16 hours	**$861.12**
Lunch	$11 per student/12 × 2 days	**$264.00**
Student Supplies	$90 × 12 students	**$1,080.00**
Total Camp Budget		**$2,205.12**

Budget Summary

- **Program Length:** 2 days
- **Total Students:** 12
- **Instructor Cost: $861.12**
- **Lunch Cost: $264.00**
- **Supplies Cost: $1,080.00**

Total Budget: $2,205.12

Cost per Student: $183.76.

**This budget reflects all instructional, meal, and supply costs for a two-day manufacturing, robotics and mechatronics* summer camp serving 12 students.*

Healthcare Summer Camp Budget (12 Students)

Budget Item	Calculation	Total
Instructor	$48/hour × 8 hours	$384
Lunch	$11 per student x 12	$132
Student Supplies	$15 × 12 students	$180

	Calculation	Total
Budget Item		
Total Camp Budget		**$696**

Budget Summary

- **Program Length: 1 day**
- **Total Students: 12**

Total Budget: $696.00
Cost per Student: $58

This budget provides funding for instructor compensation, meals for participants, and hands-on healthcare training supplies for a one-day camp serving 20 students.

Future Makers: Advanced Manufacturing Camp

Two-Day Summer Camp Budget Summary

Budget Item	Cost
Instructor (2 days)	$500.00 flat rate
Lunch $11 per student x 12 x 2 days	$264.00
Supplies ($10 × 12 students)	$120.00
Total Budget	**$884.00**

Program Summary

- **Program Length:** 2 Days
- **Number of Students:** 12
- **Total Program Cost: $884.00**
- **Cost per Student: $73.66**

The requested budget will support the successful delivery of a one-day Future Makers: Advanced Manufacturing Camp for 15 students. Funding will cover instructional services, student meals, and hands-on materials necessary to provide an engaging, industry-focused learning experience.

Contract-Career Source Tampa Bay Youth Program_72026

Final Audit Report 2026-08-03

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