

SECOND AMENDMENT AND RENEWAL
of the
SUBAWARD AGREEMENT BETWEEN WORKNET PINELLAS, INC. D/B/A CAREERSOURCE
PINELLAS N/K/A TAMPA BAY WORKFORCE ALLIANCE, INC. D/B/A CAREERSOURCE
HILLSBOROUGH PINELLAS
and
THE KAISER GROUP (DE), LLC

This Second Amendment to the Subaward Agreement is entered into as of July 1, 2024, between the Tampa Bay Workforce Alliance, Inc. a Florida not-for-profit corporation d/b/a “CareerSource Hillsborough Pinellas” and The Kaiser Group (DE), LLC, a Delaware limited liability company authorized to do business in Florida d/b/a Dynamic Workforce Solutions, (“Subrecipient” or “Service Provider”) and amends the Subaward Agreement between WorkNet Pinellas, Inc. and Subrecipient entered into on July 1, 2022 and amended by the First Amendment and Renewal on June 30, 2023 (collectively the “Agreement”).

WHEREAS, all incorporated and unincorporated areas within Hillsborough County and Pinellas County have been consolidated and designated by the Governor of the State of Florida as the Local area, as provided by CareerSource Florida, effective July 1, 2024, hereinafter referred to as “Region 28.”

WHEREAS, the two separate legal entities, previously designated as the local workforce development boards for Hillsborough and Pinellas County agreed to a merger whereby the legal entity f/k/a as CareerSource Tampa Bay is the surviving entity.

WHEREAS, the two separate legal entities competitively re-procured and designated separate One Stop Operators for their respective local areas of Hillsborough and Pinellas County.

WHEREAS, the Hillsborough Pinellas Workforce Development Consortium, a group of chief elected officials (hereinafter referred to as “CEOs”) appointed by the respective Hillsborough and Pinellas CEOs to act as the chief elected officials (hereinafter referred to as “Consortium”) of Region 28, must designate and certify One Stop Operators in the local area.

WHEREAS, Subrecipient entered into the Subaward Agreement with WorkNet Pinellas, Inc. dba CareerSource Pinellas and to promote uninterrupted and continuous delivery of One Stop Operator services for Region 28, CSHP Board and the Consortium agreed to designate the existing One Stop Operators of Hillsborough and Pinellas County to provide services for their respective service delivery areas.

WHEREAS, the Subrecipient coordinates programs among the WIOA one-stop partners specific to the Pinellas County service area.

WHEREAS, and based upon the merger of WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas with and into Tampa Bay Workforce Alliance, Inc., d/b/a CareerSource Hillsborough Pinellas, the parties desire to amend the Agreement as set forth below.

Now, therefore, in consideration of the above and mutual covenants contained herein, the parties agree that:

1. The Term of the Agreement is hereby extended for one year, through June 30, 2025 (the “Second Renewal Term”).
2. All references to “CareerSource Pinellas” in the Agreement are hereby amended and replaced with “CareerSource Hillsborough Pinellas.”
3. The compensation to be paid by CareerSource Hillsborough Pinellas to Subrecipient for the Second Renewal Term will not exceed \$52,000.00, as outlined in **Attachment A** to this Amendment.
4. Exhibit A to the Agreement “Statement of Work” is hereby replaced in its entirety with the Statement of Work set forth in **Attachment B** to this Amendment.
5. Exhibit B to of the Agreement “Subaward Data” is hereby replaced in its entirety as set forth in **Attachment C** to this Amendment.
6. Section 7 of the Agreement “Compliance Requirements” is hereby amended to add the following requirements applicable to Subrecipient:
 - a. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).
 - b. Title III of the Americans with Disabilities Act of 1990, 42 U.S.C. 12181 et seq.
 - c. Equal Treatment for Faith-Based Organizations (29 CFR 2, Subpart D).
 - d. Purchase of American-Made Equipment and Products (P.L. 103-333 Sec. 507).
 - e. Lobbying (Secs. 216.647, Fla. Stat. and 2 CFR 200.450).
 - f. Confidential Records (119.021, Fla. Stat.); Retention requirements for records (2 CFR 200.334); Access to records (2 CFR 200.337).
 - g. Statutory and national policy requirements (2 CFR 200.300).
 - h. Pursuant to Executive Order 13798 Promoting Free Speech and Religious Liberty and Executive Order 13864 Improving Free Inquiry, Transparency and Accountability at College and Universities.
7. The contact information for CareerSource Pinellas in Section 14 of the Agreement is revised and updated to the Contact Information for CareerSource Hillsborough Pinellas in **Attachment C** to this Amendment.
8. All other terms and conditions of the Agreement remain in full force and effect.

Duly authorized representatives of the parties are executing this Second Amendment effective on the date first set forth above.

[signatures are on the following page]

Tampa Bay Workforce Alliance, Inc.

By: Steven Meier
Steven Meier
Co-Interim Chief Executive Officer

By: Sheila Doyle
By: [Sheila Doyle \(Oct 31, 2024 10:44 EDT\)](#)
Sheila Doyle
Co-Interim Chief Executive Officer & CFO

The Kaiser Group (DE), LLC

By: Paul G. Dunn
Paul G. Dunn
Chief Executive Officer

**Attachment A
2024-2025 Budget**

Dynamic Workforce Solutions - CSHP PY 24/25 Budget			
Budget Line Item			
Revenue	Salary/Amount	FTE/Months	Total
Admin & Management Payroll (salaries and add fringe)	\$103,000	0.17	\$17,510
	\$94,500	0.01	\$945
	\$23.75 per hour X 11 hours per week, 52 weeks	1	\$13,585
			\$5,023
Other CoSR (Supplies, Paylocity, MS Office)	\$76	12	\$908
Other Staff Costs (Travel)	\$500	6	\$3,000
Communications & Licensing	\$33	12	\$392
Total Direct Costs			\$41,364
Admin Costs		8.5%	\$3,515.91
Total Costs			\$44,880
Agreed Upon Profit		10.0%	\$4,136
Subcontractor Costs (DWI)	\$2,740.00	1.0	\$2,740.00
Staff Development	\$200.00	1.22	\$244.00
Total Contract Value			\$52,000

Attachment B

Statement Of Work

Overview. The Service Provider shall provide the services required of a One-Stop Operator as defined in the USDOL final regulations; the USDOL's Training and Employment Guidance Letter (TEGL) 15-16, Competitive Selection of Service Providers, issued on March 2, 2022; and this statement of work.

For purposes of this Statement of Work, CareerSource Hillsborough Pinellas defines the basic role of a Service Provider as an entity that will coordinate the service delivery of participating one-stop partners and Service Providers within the Career Centers of CareerSource Hillsborough Pinellas specifically in Pinellas County.

Description of Specific Services to be provided. The following services shall be provided by the Service Provider. At a minimum, quarterly updates must be provided to the CareerSource Hillsborough Pinellas' Pinellas County management team on each of these services.

1. **Maintain Linkages.** The Service Provider shall coordinate the establishment and assisting in maintenance of linkages between all mandatory one-stop partners designated by the co-interim CEO of CareerSource Hillsborough Pinellas. At a minimum, this requires the Service Provider to
 - a. Understand who is designated and defined as a partner by the CareerSource Hillsborough Pinellas co-interim CEO.
 - b. Gather each designated partners' contact information and a description of services provided that supports the one-stop system.
 - c. Identify how each partner wishes to receive referrals from other designated partners.
 - d. Maintain the contact information, services provided descriptive information and referral preferences in an up-to-date format.
 - e. Clearly describe each partner's role and responsibilities in the one-stop delivery system.
 - f. Share, following review and approval by CareerSource Hillsborough Pinellas, up-to-date contact information, services provided descriptive information, referral preferences and each partner's role and responsibilities with all designated partners and CareerSource at least quarterly and more frequently if changes are noted.
 - g. Maintain an on-line portal that will allow the partners to easily post and access forms, processes, performance tracking, etc.

2. **Coordinate quarterly meetings.** The Service Provider shall schedule and coordinate quarterly meetings with all designated partners and CareerSource Hillsborough Pinellas. These meetings are intended to:
 - a. Discuss and deliberate as a whole with no standing subcommittees.
 - b. Find ways to reach agreement and stay focused on common goals in spite of differing philosophy, focus, mission, and perceptions, which may sometimes come into conflict with one another.
 - c. Develop a common language among the designated one-stop partners and CareerSource Hillsborough Pinellas, as it is recognized that each has its own terminology, jargon, and acronyms.

- d. Create strong feedback loops within the partners and CareerSource Hillsborough Pinellas so successes and issues are brought to light immediately and celebrated or resolved.
 - e. Discuss how to improve and maintain an effective and successful one-stop delivery system.
 - f. Identify any misunderstandings, unreasonable expectations, myths, previous problems, current conflicts or other issues to be reported to the CareerSource Hillsborough Pinellas co-interim CEO.
 - g. Discuss ways to ensure performance is tracked in accordance with the goals established by the USDOL, the State of Florida and the CareerSource Hillsborough Pinellas Board of Directors through submission to the CareerSource Hillsborough Pinellas co-interim CEO.
 - h. Discuss opportunities as a group for performance improvement and collect data from each partner on challenges/roadblocks, successes and outcomes achieved.
3. **Memoranda of Understanding.** The Service Provider shall assist CareerSource Hillsborough Pinellas in the identification of appropriate clauses for each Memorandum of Understanding (MOU) with all designated One-Stop partners as it relates to sharing of information, reporting of performance and tracking of customers. The Service Provider will ensure that all required partners execute an MOU at least every four years and other community-based partners execute an MOA. The Service Provider will establish an MOU database to easily track organizational involvement and expiration dates of the MOU. Monthly MOU reports will be generated and provided to CareerSource Hillsborough Pinellas. The database will be shared and accessible to CareerSource Center management staff.
 4. **Universal Design.** The Service Provider shall assist CareerSource Hillsborough Pinellas to facilitate and encourage designated One-Stop partners to use the principles of universal design in their operations to ensure customer access. Universal design is defined as a seamless, customer- focused one-stop delivery system that integrates service delivery across all programs and enhances access to the programs' services. CareerSource Hillsborough Pinellas promotes accessibility for all job seekers to our career centers and program services and is fully compliant with accessibility requirements for individuals with disabilities within our centers. This includes, but is not limited to, ensuring assistive technology and materials are in place.
 5. **Barriers to Employment.** The Service Provider shall assist CareerSource Hillsborough Pinellas with identifying practices that encourage the designated One-Stop partners to provide services to individuals with barriers to employment, including individuals with disabilities, who may require longer- term services, such as intensive employment, training, and education services.
 6. **Strategic Plan.** The Service Provider shall assist CareerSource Hillsborough Pinellas in creating a strategic plan to integrate the intake, case management, and reporting of the One-Stop partners.
 7. **Customer Satisfaction Initiatives.** The Service Provider shall manage, track and oversee CareerSource Hillsborough Pinellas' Customer Satisfaction initiatives through Survey Monkey. Utilizing CareerSource Hillsborough Pinellas' current job seeker survey initiatives,

which include Customer Service/Resource Room, Employability Skills and WTP Lab, the Service Provider will track weekly performance data by category and center. Monthly Customer Satisfaction Reports will be generated that identify overall levels of success summary details and comprehensive reports as well. Reports will be provided on an agreed upon schedule. Customer comments will be tracked to identify positive, negative and neutral comments. The Service Provider will be responsible for reviewing customer comments, identifying trend data and making continuous improvement recommendations to the CareerSource Hillsborough Pinellas management team.

8. **Timeline.** The Service Provider shall provide CareerSource Hillsborough Pinellas with a timeline for the initial term of One-Stop Operator activities and for each annual extension within 30 days of start for each respective term or any subsequent amendment. Prior approval will be sought and obtained where amendment is sufficient in scope or content.
9. **Customer Service Training.** The Service Provider shall conduct Customer Service training for CareerSource Hillsborough Pinellas staff in order to provide staff with the skills and tips to effectively deliver a high level of quality customer service. This customer service training will consist of customer service training, designed to ensure that all CareerSource Hillsborough Pinellas staff provide a high level of service to every customer, regardless of program or funding stream.
 - a. Extreme Customer Service Training will consist of an online course, study guide and final test. This training would be administered to staff on an annual basis.
 - b. Live Customer Service Training will be delivered to a small group of management staff and would encompass the concepts of concierge customer service and provide managers with tools and skills to continue to reinforce the training learned in the Extreme Customer Service online course.

One-Stop Operator may not perform the following functions:

- Convene system stakeholders to assist in the development of the local plan.
- Prepare and submit local plans (as required under sec. 107 of WIOA).
- Be responsible for oversight of itself.
- Manage or significantly participate in the competitive selection process for one-stop operators.
- Select or terminate one-stop operators, career service providers, and youth providers.
- Negotiate local performance accountability measures.
- Develop and submit budget for activities of the Local WDB in the local area.

Attachment C -- Subaward Data

Subrecipient Name	The Kaiser Group (DE), LLC d/b/a Dynamic Workforce Solutions
Subrecipient Unique Entity Identifier:	KSRPXNJLBK99
Federal Award Identification Number (FAIN)	WIOA DW 2024-202624A55AW000057 WIOA AD 2024-2026: 24A55AT000058 WIOA Youth 2024-2026: 24A55AY000073 RESEA 2024: 24A60UR000069 SNAP 2023: 245FL412Q7503 TANF 2024: G-2401FLTANF Wagner Peyser 2024: 24A55WP000080
Federal Award Date of Award to the Recipient by the Federal Agency	PY 2024/FY 2025
Subaward Period of Performance Start Date:	July 1, 2024
Subaward Period of Performance End Date:	June 30, 2025
Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	\$52,000
Name of Federal Awarding Agency	U.S. Department of Labor U.S. Department of Health and Human Services U.S Department of Agriculture
Name of Pass-Through Entity	Florida Department of Economic Opportunity
Contact Information for CareerSource Hillsborough Pinellas Authorizing Official	Steven Meier, co-interim Chief Executive Officer Sheila Doyle, co-interim Chief Executive Officer 13805 58 th Street N. Suite 2-140 Clearwater, FL 33760 smeier@careersourcehp.com doyles@careersourcehp.com
Contact Information for Subrecipient Authorizing Official	Paul G. Dunn, CEO, The Kaiser Group (DE), LLC d/b/a Dynamic Workforce Solutions 237 South Street, Waukesha, WI 53186 pdunn@dwfs.us
Assistance Listing Numbers and Name:	WIOA Youth 17.259 WIOA Adult 17.258 WIOA Dislocated Worker 17.278 RESEA 17.225 SNAP 10.561 TANF 93.558 Wagner Peyser 17.207

Identification of Whether Subaward is R&D:	No
Federal Award Project Description:	One-Stop Operator Services