



**REQUEST FOR PROPOSALS FOR
TEMPORARY STAFFING AND PAYROLL SERVICES
RFP NUMBER TS/PS-PY26**

ADDENDUM #2

Request For Proposal No.: ***TS/PS-PY26***, for ***TEMPORARY STAFFING AND PAYROLL SERVICES*** is hereby amended as follows:

This addendum No.: 2 is issued to clarify the previously issued request for proposal documents and is hereby made as part of the contract documents. All requirements of the documents not modified herein shall remain in full force and effect as originally set forth.

The following are questions received for clarification purposes, along with their answers with respect to this solicitation.

Additionally, attached please find the following Exhibits as requested:

Agreement with ManpowerGroup - Exhibit "A"

Agreement with AppleOne - Exhibit "B"; AND

Agreement with QLM – Exhibit "C"

Questions/Clarifications RE: RFP TS/PS PY 26/27	Answers/Responses
Is this a new solicitation, or is it a re-bid/renewal of an existing contract	This is a competitive solicitation for services CSCF currently uses. The resulting agreement would be a new contract with an anticipated January 1, 2027 start, not an automatic renewal.
If this is a re-bid, could you please provide the current/incumbent vendor name, if that information is available?	CSCF currently has three vendors that provide this service: Manpower, Apple One, and QLM
If partial bidding is permitted, are there any specific sections, service categories, or pricing components that vendors may bid on independently?	Please refer to section 3.0 and 9.0 of the RFP for more details.
What is the intended number of awards (approximate number)?	CSCF has not committed to a specific number. Section 9 allows multiple contracts if that serves CSCF's interests.
What are the estimated funds allocated for this contract?	The RFP states no guaranteed contract amount or allocation. Actual use is subject to program demand, funding availability, and negotiated terms.
What is the work location of the proposed candidates?	Assignments may occur at participating host sites or CSCF locations across Orange, Osceola, Seminole, Lake, and Sumter counties. Specific locations vary by assignment.
Is this a new contract, or are there any incumbents? If there is an incumbent, please provide the incumbent's name and pricing, and confirm whether the incumbent is eligible to resubmit the proposal.	See response 2 for verified incumbent identity. The RFP does not prohibit an incumbent from submitting a proposal; all proposals must satisfy the same requirements. Current mark-up percentage ranges between 22%-30% for participant internships (external) and between 27% and 34% for internal positions. The mark-up percentages include payroll taxes, insurance and administrative cost.
Are there any pain points or issues with the current vendor(s)?	CSCF's priorities are accurate and timely payroll, reliable onboarding, clear communications, grant-specific invoicing, secure technology, and responsive issue resolution.
Could you please share the previous spending on this contract, if any?	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
Is there any mandatory subcontracting requirement for this contract? If yes, is there a specific goal for the subcontracting?	No subcontracting goal is stated. Attachment D states the contractor shall not subcontract services named in the agreement. Any proposed subcontracting would require CSCF's express written consideration and an applicable contract provision.
Can we submit good faith efforts if we are unable to find a subcontractor?	There is no subcontracting goal for which good-faith efforts would substitute. See response 10.
How many positions were used in the previous contract (approximate)?	In Program year 2025-26 (July 25 - June 26) an estimated 800 internships, depending on the type of program.
How many positions will be required per year or throughout the contract term?	The RFP estimates payroll and related support for approximately 400-1,000 workers, varying annually. No minimum number of assignments or workers is guaranteed.
If the resources we provide at the time of proposal submission are unavailable at the time of a potential contract award, could vendors replace them with equally qualified resources?	Proposals should describe organizational capacity and key contacts. CSCF may consider equally qualified replacement personnel after award, subject to approval and contract terms.
Can we provide hourly rate ranges in the price proposal?	CSCF establishes participant hourly wages. Attachment B requires markup percentages and the base to which each markup applies; a wage range does not replace the completed price form
Will the County allow mid-contract price adjustments (e.g., for agency fees or wage rates), and if so, under what conditions?	No automatic rate adjustment is promised. Any price change would require CSCF's review and a written contract amendment, subject to funding and required approvals.
If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?	The RFP specifies no CPI escalator or annual increase. Renewal terms are subject to successful negotiation; Attachment D requires mutual written modification for applicable changes.
Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?	Submit firm initial pricing using Attachment B, and clearly identify any proposed future adjustment terms as an exception or proposal condition for CSCF's evaluation and negotiation. Do not assume an adjustment will be accepted.
What are the invoice/payment terms (NET 30, NET 45, etc.) and required invoice fields?	NET30

What are the candidate reporting requirements?	Weekly reports must cover cumulative hours and wages, active workers by host site/classification, assignment and separation details, and fiscal totals by worker and funding source. CSCF may request custom fiscal/performance reports; see §3.6
Is the work entirely onsite, or is there a possibility for remote operations and performance?	Work assignments depend on the host site and position. Vendor onboarding may be virtual or at CSCF locations; in-person delivery is preferred when requested. The RFP does not guarantee remote work assignments.
Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?	The RFP does not require actual or sample candidate resumes. Respondents must document capacity and experience within the required proposal format.
Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?	The RFP does not supply a holiday calendar or establish paid leave or holiday pay for assignments.
Recruiting and payroll responsibilities. a. Please identify which pricing categories require the Respondent to recruit and source candidates and which categories involve payroll and employer-of-record services for individuals referred by CareerSource.	CSCF recruits and refers approved program participants for work experience and internships under §3.1. Attachment B's "CSCF Internal Positions ... Sources" calls for respondent sourcing; "Payrolls" denotes payroll/employer-of-record administration for CSCF-identified individuals.
Recruiting and payroll responsibilities. Are the following primarily payroll and employer-of-record assignments unless CareerSource separately requests candidate sourcing? • Traditional Work Experience/Internships • Special Project Internships—clerical, administrative, and professional • Special Project Internships—light industrial with lifting under 35 pounds • Special Project Internships—light industrial with lifting over 35 pounds • Ambassadors and consultants	Yes, these are principally payroll and employer-of-record assignments for CSCF-referred individuals, unless CSCF separately asks the vendor to source a worker. The "Sources" internal-position category is different.
Recruiting and payroll. Attachment B includes separate CSCF internal-position categories described as "Sources" and "Payrolls." Please confirm that "Sources" requires the Respondent to recruit candidates, while "Payrolls" refers to individuals identified or referred by CareerSource for payroll and employer- of-record services.	Yes. "Sources" means respondent recruitment for CSCF internal temporary positions; "Payrolls" means administration of CSCF-identified workers.
Recruiting and Payroll. When CareerSource requests full candidate sourcing, may the Respondent propose a different full-service staffing markup from its payroll-only markup?	Attachment B provides a separate "Sources" pricing line for internal positions. Respondents should complete that line and disclose any other proposed fee or variation clearly; CSCF has not authorized unlisted alternate markups.
Recruiting and Payroll. For the Summer Youth Program, CareerSource will provide participant and host-site lists. Please clarify what is required when the Respondent is asked to match interns to host sites. Will CareerSource provide job requirements or preliminary matches, or must the Respondent independently evaluate and select each participant-to-host-site match?	CSCF will provide participant and host-site lists, internship responsibilities, required skills, worksite locations, schedules and hours, and each participant's interests and top internship choices. The respondent will use this information to match interns with appropriate host sites, confirm assignments, and communicate placement details and changes to both interns and host sites.
Workers' compensation coverage. Please identify the State of Florida program, insurance carrier, policy, or statutory authority providing workers' compensation coverage for eligible program participants.	https://floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/memos/2026-memoranda/workers-compensation-memo-2026-2027-(002).pdf?sfvrsn=28a48615_1
Workers' compensation coverage. Are only certain positions, programs, funding sources, or participant categories eligible for State-provided workers' compensation coverage? If so, please identify the positions and categories that qualify.	Coverage depends on the participant's applicable program and funding source (not position) which is determined by CSCF before placement

Workers' compensation coverage. When a position or participant may be eligible for State-provided workers' compensation coverage, what determines whether coverage will be provided by the State or must be carried by the Respondent?	https://floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/memos/2026-memoranda/workers-compensation-memo-2026-2027-(002).pdf?sfvrsn=28a48615_1
Workers' compensation coverage. Who makes and documents the determination regarding whether State or Respondent- provided workers' compensation applies?	CSCF will identify the program and funding source and confirm in writing when vendor-provided coverage is required
Workers' compensation coverage. Will the selected Respondent receive written confirmation and evidence of State coverage before each covered participant begins an assignment?	https://floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/memos/2026-memoranda/workers-compensation-memo-2026-2027-(002).pdf?sfvrsn=28a48615_1
Workers' compensation coverage. Does the State-provided policy protect the selected Respondent in its capacity as employer of record, and does it include employer's liability coverage?	For traditional WIOA work experience/internship participants, workers' compensation coverage is provided by the State of Florida. Additional employer liability coverage would need to be provided by the selected third party payroll company.
Workers' compensation coverage. Who will be responsible for reporting and administering workplace injuries, communicating with the State's carrier, managing return-to-work activities, and completing applicable OSHA reporting?	There is a written incident-notice and claims protocol identifying the host site, vendor, CSCF, and State administrator duties. The vendor remains responsible for its applicable employer obligations.
Workers' compensation coverage. If a participant is incorrectly classified as State-covered, becomes ineligible, or the State or its carrier denies coverage, which party will be financially responsible for the claim?	The selected Respondent, as employer of record, is responsible for ensuring appropriate workers' compensation coverage for participants not covered by the State of Florida. Any responsibility arising from a participant's ineligibility for State coverage or denial of a claim would be determined in accordance with applicable law and the terms of the resulting contract.
Workers' compensation coverage. What documentation will be provided so the Respondent's workers' compensation carrier can exclude State-covered participant payroll from its premium audit?	https://floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/memos/2026-memoranda/workers-compensation-memo-2026-2027-(002).pdf?sfvrsn=28a48615_1
Workers' compensation coverage. May the Respondent require written confirmation of State coverage before excluding workers' compensation costs from its markup?	https://floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/memos/2026-memoranda/workers-compensation-memo-2026-2027-(002).pdf?sfvrsn=28a48615_1
Workers' compensation coverage. For assignments requiring Respondent-provided workers' compensation coverage, will CareerSource provide the job description, duties, worksite, lifting requirements, and applicable workers' compensation classification before the Respondent accepts the assignment?	CSCF will provide available assignment duties, site, lifting requirements, and other relevant details before placement
Program size, historical spend, and anticipated payroll volume. The RFP estimates approximately 400–1,000 workers. Does this represent unique workers served during the year, anticipated active headcount at one time, or the maximum potential enrollment?	This is a planning estimate of workers to be supported, varying annually, not a guaranteed simultaneous active headcount or maximum enrollment.
Program size, historical spend, and anticipated payroll volume. Please provide the total program spend for calendar or program year 2025, including a breakdown by position, occupational category, or Attachment B pricing category.	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
Program size, historical spend, and anticipated payroll volume. Is comparable spend and position information available for 2026?	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M

Program size, historical spend, and anticipated payroll volume. What total spend, headcount, hours, and payroll volume are projected for 2027?	CSCF does not guarantee a specific level of spend, headcount, hours, or payroll volume for 2027, as service levels will be driven by program needs and available funding. Proposers should provide pricing that can accommodate fluctuations in participant and temporary staffing volume throughout the contract period.
Program size, historical spend, and anticipated payroll volume. Please provide the historical or projected headcount, total payroll dollars, total hours, average assignment duration, and peak weekly payroll for each pricing category.	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
Program size, historical spend, and anticipated payroll volume. Please identify the program's peak operating seasons and, if available, provide a historical or projected monthly-spend breakdown.	Peak - Summer (May- August) -LEO
Program size, historical spend, and anticipated payroll volume. Approximately how many participants are expected to be covered by the State's workers' compensation program versus the Respondent's policy?	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
Program size, historical spend, and anticipated payroll volume. What are the anticipated start dates and peak operating periods for the Summer Youth Program and other large participant groups?	The SYEP program runs from June 1- July 30, program administration and onboarding begins in February.
Five-county service area and on-site requirements. Please provide the estimated distribution of participants and host sites among Orange, Seminole, Osceola, Lake, and Sumter counties.	Assignments can occur throughout the five-county region; no county or host-site allocation is guaranteed however Orange and Osceola are our biggest service areas.
Five-county service area and on-site requirements. How frequently will the Respondent be expected to provide in-person onboarding, orientation, or participant support in each county?	Vendor must be capable of one-on-one and group onboarding throughout the region, with in-person delivery when requested. Frequency will vary with assignments and cohort schedules
Five-county service area and on-site requirements. Will CareerSource facilities be available for group onboarding and orientation sessions throughout the five-county region?	Section 3.4 permits delivery at CSCF locations or virtually. Specific space, dates, and capacity must be coordinated with CSCF
Five-county service area and on-site requirements. May routine onboarding and orientation be conducted virtually, with in-person services provided when specifically requested?	Yes, subject to assignment requirements and CSCF coordination. In-person sessions must be available when requested, with bilingual assistance as needed
Five-county service area and on-site requirements. Will CareerSource provide a host-site list containing addresses, job duties, schedules, anticipated headcounts, and on-site supervisor information before implementation?	CSCF will provide participant and host-site lists for Summer Youth. For other programming, both the intern and the host site will be provided to the respondent upon assignment.
Five-county service area and on-site requirements. Is the selected Respondent required to maintain a dedicated on-site representative at any CareerSource or host-site location?	The RFP requires primary and secondary vendor contacts but does not mandate a permanently stationed representative.
Five-county service area and on-site requirements. If dedicated on-site representatives are required, how many representatives will be needed, at which locations, and during what schedules or peak periods?	No dedicated on-site staffing schedule is prescribed. Respondents should explain how they will meet requested in-person service and peak demand.
Pricing and reimbursable costs. Please confirm whether the proposed markup is applied to gross wages only.	The percentage mark-up is applied to gross wages only.
Pricing and reimbursable costs. Should statutory employer payroll costs—including FICA, FUTA, and Florida reemployment tax—be included in the markup, or may they be identified and billed separately?	The price form calls for an all-inclusive markup and separately identified pass-through costs.

Pricing and reimbursable costs. For State-covered participants, should the Respondent exclude only the workers' compensation premium from the markup?	Workers' compensation costs must be excluded for State-covered participants. Other cost components are governed by the all-inclusive price form and any expressly identified permitted pass-throughs; see response 56.
Pricing and reimbursable costs. For Respondent-covered participants, may separate markups be proposed based on occupational category and workers' compensation exposure, including separate rates for professional and clerical positions and the two light-industrial classifications?	Attachment B provides separate lines for clerical/professional, light industrial under 35 pounds, and light industrial over 35 pounds, plus internal-position categories. Respondents may price those lines separately and must identify coverage responsibility as shown.
Pricing and reimbursable costs. The Price Proposal Form states that a for-profit entity must identify profit separately. Should profit be shown as a percentage, a dollar amount, or the portion of profit included within each proposed markup?	The profit should be included as a percentage of gross wages. The mark-up percentage should include payroll taxes, insurance, and administrative cost/profit.
Pricing and reimbursable costs. Are background checks, drug screenings, and motor-vehicle record checks reimbursed at actual documented cost without markup?	Section 3.4 expressly reimburses approved background-check and drug-screening costs at actual documented cost. Attachment B also lists driver's-license checks.
Pricing and reimbursable costs. If these screening expenses are reimbursed at cost, must the administrative cost of coordinating the services be included in the base markup?	The all-inclusive markup includes administrative labor and other costs necessary to deliver the service. Approved third-party screening charges should be separately documented
Financial capacity, invoicing, and reimbursement. Based on historical or projected activity, what is the estimated maximum weekly and monthly payroll-funding requirement?	Volume of activity varies during the year with the Summer Youth Program having the highest level of activity between June and August. Firms need to have the financial capacity to advance up to \$500K monthly while invoices are reconciled and paid.
Financial capacity, invoicing, and reimbursement. Is reimbursement normally issued within 30 calendar days after receipt of a complete weekly invoice?	Yes
Financial capacity, invoicing, and reimbursement. Are payments issued by ACH?	Yes
Financial capacity, invoicing, and reimbursement. Does the payment period begin when the invoice is received or after CareerSource completes its review and approval?	When the invoice is received.
Financial capacity, invoicing, and reimbursement. If invoices are separated by grant or funding source, could a delay involving one funding source delay payment of otherwise approved invoices?	Invoices should be submitted with sufficient detail to identify the applicable grant or funding source and will be reviewed and processed based on the costs associated with that invoice. A delay or issue involving one funding source would not generally be expected to delay payment of otherwise complete and approved invoices attributable to another funding source
Financial capacity, invoicing, and reimbursement. If CareerSource or a host site delays approving a timecard, what process will be followed to ensure the Respondent can pay the employee timely and receive reimbursement?	The selected Respondent, as employer of record, is responsible for ensuring timely payment of employees. CSCF will work with the Respondent and applicable host site to resolve outstanding timecard approvals as promptly as possible
Financial capacity, invoicing, and reimbursement. Section 3.6(a) requires weekly electronic invoices in Microsoft Excel supported by participant and supervisor-approved timecards. Will CareerSource accept the Respondent's standard invoice when it is accompanied by the required Excel detail and timecards, or must the Excel submission serve as the official invoice?	Digital invoices in Microsoft Excel are required. Each invoice must include a separate line item for each participant paid and associated background-check and drug-screening costs, supported by participant- and supervisor-signed timecards and applicable vendor invoices.

Financial capacity, invoicing, and reimbursement. If a standard invoice is accepted, may the Respondent submit a PDF invoice together with the Excel billing detail, approved timecards, and supporting documentation?	Yes. The Respondent may submit a PDF invoice accompanied by the required Excel billing detail, approved timecards, and applicable supporting documentation; the Excel billing detail is required to facilitate CSCF's review and reconciliation process.
Participant benefits and youth employment. What are the expected weekly hours and average assignment durations for participants?	Participants may work up to a maximum of 40 hours per week and assignments may last 5-12 weeks.
Participant benefits and youth employment. Is the Respondent expected to offer health insurance or other benefits to participants who satisfy applicable eligibility requirements?	No
Participant benefits and youth employment. Are paid sick leave, paid time off, holiday pay, retirement benefits, or other benefits required under the contract?	No
Participant benefits and youth employment. What are the anticipated minimum and maximum ages of Summer Youth Program participants?	For the experience track, ages 16-19
Participant benefits and youth employment. If participants include minors, who will obtain parental consent, monitor work-hour restrictions, and confirm that each assignment complies with federal and Florida child-labor requirements?	The employer of record
Host-site supervision and safety. Who will be responsible for daily supervision, site-specific safety training, personal protective equipment, and enforcement of workplace safety requirements at each host site?	Daily supervision is the responsibility of the host site, basic safety training is the responsibility of the employer of record.
Host-site supervision and safety. Will CareerSource inspect and approve host sites before participants are assigned?	Yes
Host-site supervision and safety. Will the Respondent have the right to inspect a host site and decline or discontinue an assignment that presents an unacceptable safety, workers' compensation, or employment-law risk?	Yes
Host-site supervision and safety. Will host sites be required to report injuries, attendance issues, harassment complaints, workplace incidents, and changes in job duties immediately to the Respondent?	Yes
Host-site supervision and safety. Will the resulting contract include appropriate protections for the employer of record regarding a host site's supervision, workplace conditions, safety violations, or actions?	Yes
Overtime and timekeeping. Section 3.2 states that unauthorized overtime will be the Respondent's sole responsibility. If a participant works overtime without prior authorization, will CareerSource reimburse the regular wages and statutory employer costs while excluding only the unauthorized overtime premium, or will the entire overtime payroll expense be disallowed?	Any hours worked by a participant over 40 hours in a workweek are the sole responsibility of the Proposer.
Overtime and timekeeping. What controls will CareerSource and the host sites maintain to prevent unauthorized overtime?	This is addressed in the host site contract.
Overtime and timekeeping. Must the Respondent use its own secure online timekeeping system, or does CareerSource maintain a system with which the Respondent must integrate?	The Proposer must maintain timecards through an online application that supports timecard review and W-2 printing and must orient employers on its use.

Insurance and contract requirements. Please provide the anticipated insurance requirements and minimum limits, including workers' compensation, employer's liability, commercial general liability, professional liability, cyber liability, employment-practices liability, and automobile liability, if applicable.	The selected Respondent will be required to maintain insurance appropriate to the services provided, including applicable workers' compensation (where applicable) and employer's liability, general liability, and automobile liability coverage. Specific insurance requirements will be established in the resulting contract with the selected Respondent.
Insurance and contract requirements. Will CareerSource, the State of Florida, or participating host sites require additional-insured status or waivers of subrogation?	The selected Respondent will be required to list CareerSource Central Florida as an additional insured on its general liability, umbrella, and fidelity bond insurance policies to the extent of the Respondent's negligence.
Insurance and contract requirements. Will the selected Respondent have an opportunity to review and negotiate the proposed agreement, including indemnification, insurance, data-security, and workers' compensation provisions, before execution?	The selected Respondent will have an opportunity to review the proposed agreement prior to execution
Please confirm if this is a new initiative or a re-bid of an existing contract?	Re-bid.
Please confirm the budget allocated for this project.	Leo
If it is a re-bid, please share the names of the current service providers/incumbent vendors? Additionally, how many active resources are working under the previous contract?	CareerSource Central Florida's current incumbent service providers for temporary staffing and payroll services are ManpowerGroup US Inc. (Manpower) and AppleOne Employment Services. In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
Please provide the historical spending associated with this contract.	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
Are there any specific challenges, pain points or areas of concern that you are currently experiencing with the existing vendors?	Yes. CSCF currently utilizes incumbent providers for these services. Areas of improvement include timely and accurate invoicing and reconciliation, reporting, and timely resolution of payroll or billing issues.
Please clarify the anticipated number of awards expected under this RFP.	Between one and three awardees.
Is there a local preference in connection with this RFP?	Yes. There is a local preference as it relates to the logistics and ability to effectively onboard participants into the program; however, this does not preclude or disqualify proposers located outside the Central Florida area. All proposals will be evaluated in accordance with the evaluation criteria established in the solicitation.
Please confirm the evaluation criteria and weighting (e.g., technical vs. cost).	The evaluation is: Qualifications/Knowledge and Experience/Narrative—45 points; Innovation—20; Cost/Price—25; References—10; plus up to 5 bonus points for certified minority-, women-, or veteran-owned status, for 105 total possible points.
Will there be an opportunity for a virtual/on-presentation or negotiation meeting during the evaluation process?	CSCF may request additional information, clarification, presentations, and/or discussions with the top proposers during the evaluation process, if deemed necessary. Any such opportunity will be communicated directly to the applicable proposer(s) as part of the procurement process.
What is the expected timeline for award notification and contract execution?	CSCF anticipates completing the evaluation and award process promptly following the October 15, 2026 proposal submission deadline followed by contract negotiations. Contract execution is targeted for December 2026 with a contract commencement date of 01/01/2027.
What is the anticipated volume of staffing requests (e.g., estimated number of requisitions per year)?	The number of staffing requests will vary based on program funding, participant volume, employer needs, and CSCF's internal staffing requirements. CSCF does not guarantee a specific number of requisitions annually; proposers should demonstrate the capacity and flexibility to respond to fluctuating demand, including periods of higher activity associated with seasonal programs such as Summer Youth.
Could you please provide details on the job categories, labor classifications or skill sets most requested?	Clerical
Is there an employee conversion policy (i.e., can the department directly hire contractor staff after a defined period)?	At the end of a participant's paid internship, worksite management may offer continued employment without the Proposer receiving a placement fee.

Will timekeeping be handled through the department's system or will vendors be required to provide a platform?	The Proposer must provide an online timecard application with electronic access for reviewing timecards and printing W-2s.
In the event of a contract award, please clarify whether awarded vendors will be permitted to directly engage with individual departments/agencies for staffing requests or if all requirements will be routed through a centralized system?	All requirements will be routed through a centralized system.
Attachment D, Section VI prohibits subcontracting. Does this prohibition apply to (a) commercially licensed payroll, timekeeping, or HRIS software operated by the contractor; (b) background-check and drug-testing vendors whose costs are billed as pass-throughs; or (c) a payroll service bureau or PEO?	The prohibition is intended to prevent the selected Respondent from subcontracting its primary contractual responsibilities without CSCF approval; it does not prohibit the use of commercially licensed payroll/timekeeping/HRIS platforms or third-party background-check and drug-testing vendors used in the normal course of providing services. Use of a payroll service bureau, PEO, or other entity to perform material employer-of-record or payroll responsibilities would be considered subcontracting and would require CSCF's prior written approval.
Does the assignment restriction in Attachment D, Section VI prohibit the contractor from assigning or factoring receivables under the contract, or granting a lender a security interest in them?	Yes. The assignment restriction applies to the assignment of rights or monies due under the resulting contract, including the assignment or factoring of receivables. Any such arrangement, including granting a lender a security interest in contract receivables, would require CSCF's prior written approval.
What insurance coverages, limits, and additional-insured requirements will apply to the resulting contract, and when must certificates be provided?	The selected Respondent will be required to maintain insurance appropriate to the services provided and to list CSCF as an additional insured on its general liability, umbrella, and fidelity bond policies to the extent of the Respondent's negligence. Final coverage types, limits, and certificate requirements will be established in the resulting contract, and evidence of required coverage must be provided prior to contract execution or commencement of services, as directed by CSCF.
Section 4.0 requires funds to cover a minimum of two months of expenses. What documentation will CSCF accept to demonstrate this, and must it be submitted with the proposal or at contract execution?	Proposers may demonstrate financial capacity through financial statements, evidence of credit lines, or other documentation demonstrating the ability to cover a minimum of two months of operating expenses. Supporting documentation should be submitted with the proposal to demonstrate compliance with Section 4.0.
To support accurate pricing, can CSCF provide historical or projected participant counts by month or season and by pricing category, along with typical hourly wage ranges and average weekly hours by program?	Participant volume and utilization may fluctuate significantly based on program funding, employer demand, and seasonal initiatives, and CSCF does not guarantee a specific number of participants, hours, or payroll volume by pricing category. Proposers should develop pricing based on percentage of wages to better accommodate variable program volumes.

Section 3.6(b) lists "applicable payroll costs" as a separate invoice element, while Attachment B requires an all-inclusive markup and asks respondents to identify the amount to which the markup applies. Should statutory payroll costs (employer FICA, FUTA, SUTA) be billed as a separate line at actual cost with the markup applied to gross wages, or included within the markup percentage? If included within the markup, may the rate be adjusted when statutory rates change during the contract term? Likewise, should any legally mandated benefit, paid-leave, or ACA-related costs be included in the markup or billed separately?	Proposers should submit an all-inclusive markup percentage that incorporates applicable statutory payroll costs and other required employer costs, including FICA, FUTA, SUTA, and applicable legally mandated benefit/ACA-related costs, unless specifically identified in the proposal as a separate pass-through cost. If statutory or government-mandated payroll burden costs change during the contract term, CSCF may consider an equitable adjustment supported by documentation of the actual change in cost, consistent with the resulting contract.
Will Summer Youth participants include individuals under 18? If so, does CSCF or the contractor handle any required work permits and minor hour restrictions?	Yes, Summer Youth participants may include individuals under the age of 18. The selected Respondent, as employer of record, will be responsible for ensuring compliance with applicable federal and state employment requirements for minors, including any required documentation and restrictions on permissible work hours and duties, in coordination with CSCF.
For Level 2 screening under Section 3.4(f), does CSCF require screening through a specific agency, clearinghouse, or provider?	The RFP does not require Level 2 screening to be conducted through a specific agency, clearinghouse, or provider.
The Technology and Process Improvements criterion gives preference to solutions that integrate efficiently with CSCF processes. What systems does CSCF currently use for participant tracking and financial processing, and in what formats does CSCF prefer to receive payroll, invoice, and reporting data?	CSCF currently uses SAGE Intacct for financial processing; participant tracking is done through Salesforce. For purposes of this RFP, CSCF prefers electronic data that can be readily reviewed, reconciled, and imported or analyzed, including Excel-based detailed billing and reporting data accompanied by supporting timecards and documentation; proposers should describe any available integration, data-export, or automation capabilities that can improve efficiency with CSCF's processes.
Does CareerSource have any historical workers' compensation accident or injury data available for participants, such as OSHA logs, incident reports, or workers' compensation claim history? If so, could you please provide the most recent available data?	CSCF does not have historical workers' compensation accident, injury, OSHA log, or claims data available for distribution as part of this RFP. Proposers should develop their pricing and coverage assumptions based on the scope of services and participant/work assignment categories identified in the solicitation.
Approximately how many participants are required to drive an automobile as part of their work assignment? For those participants, are they generally driving their personal vehicle, a CareerSource/client-provided vehicle, or both?	None.
References - do you have a form for us to submit or do you want us to provide contact/company names, dates and services provided?	The draft requires credible references and gives preference to workforce-system-related experience, but it does not specify a reference form.
Criminal Background checks - is 7 year county criminal an acceptable search?	No. The minimum described is broader than a seven-year county search: criminal information must come directly from FDLE and include state and federal felony convictions, specified misdemeanors, Violent Crime Act offenses, and applicable pending deferred adjudications.
Drug Screening – how many panels do you require testing for?	Specific to host site requirements
The RFP alludes to EOR, AOR, Early Talent, and Temporary Staffing services; however, the price template only requests Payrolling markups. Please clarify what services you are explicitly soliciting pricing for in this RFP.	The scope primarily requires employer-of-record and payroll services for CSCF-referred participants. The Proposer may also be asked to source a worker for a specific position.

Of the total estimated 400-1,000 workers, what is the expected split across Traditional Work Experience/Internships, the three Special Project Internship sub-categories, Internal CSCF Temp-staff, and Ambassadors/Consultants? Further, please state the expected split across W2s, 1099s, and interns.	95% percent "Traditional Work Experience/Internships" and 5% Internal CSCF Temp Staff
Further, please state the expected split across W2s, 1099s, and interns.	95% percent Traditional Work Experience/Internships and 5% Internal CSCF Temp Staff.
How frequently does CSCF anticipate requesting the vendor to source candidates for CSCF's own internal positions?	CSCF anticipates that requests to source candidates for its own internal positions will be made on an as-needed basis and will represent a smaller portion (5%) of the services under this RFP.
Is this a re-compete or a new requirement?	Re-compete
If this is a re-compete, please name the incumbent and historical spend.	CSCF currently has three vendors that provide this service: Manpower, Apple One, and QLMB. In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
What is the YTD EOR headcount for 2025 and 2026?	
If there is an incumbent currently servicing this scope, can CSCF comment on any areas of desired improvement or gaps in service?	Yes, CSCF currently utilizes incumbent providers for these services. Areas of improvement include timely and accurate invoicing and reconciliation, reporting, and timely resolution of payroll or billing issues.
EARLY TALENT / SUMMER YOUTH - Will the vendor be responsible for acting as the EOR for underage workers or workers that are interacting with minors?	Any participant placed under the contract is an employee of the Proposer, which must inform the participant of that status before the assignment begins. Level II screening is required for referred participants working with youth or on a school campus.
EARLY TALENT / SUMMER YOUTH- Of the total worker population, how many will be required to undergo Level 2 background screenings?-	Approximately 20-25%
EARLY TALENT / SUMMER YOUTH-How often in practice does CSCF request bilingual (English/Spanish) onboarding or support, and at which locations?	As needed for the population being served.
EARLY TALENT / SUMMER YOUTH-What is the typical duration and peak timing of the Summer Youth Program, and does it run concurrently with other assignment types?	Summer onboarding begins in April with work assignments June-August. Runs concurrently with adult programming.
BACKGROUND SCREENINGS- What searches are involved in a Level 2 background screening?	Criminal information must be obtained directly from FDLE. At minimum, the check must cover state and federal felony convictions, misdemeanors involving moral turpitude, Violent Crime Act offenses, and applicable pending deferred adjudications. Level II screening is required for work with youth or on a school campus.
BACKGROUND SCREENINGS- For assignments where minors are present or participants interact with minors, does CSCF or the vendor bear responsibility for compliance with any additional state licensing or supervision requirements beyond the Level 2 screening?	Yes, Summer Youth participants may include individuals under age 18. The selected Respondent, as employer of record, will be responsible for compliance with applicable federal and state employment requirements for minors, including required documentation and restrictions on hours and duties, in coordination with CSCF.
PAY AND CLASSIFICATION- What is the hourly pay rate or rate range for each Attachment B category (Traditional Work Experience, the three Special Project sub-tiers, Internal CSCF positions, Ambassadors/Consultants)?	CSCF establishes participant hourly wages. Participant volume, hours, and wage ranges may fluctuate by program and are not guaranteed by pricing category; proposers should price using a percentage of wages.
PAY AND CLASSIFICATION- How were the populations in scope employed prior to this RFP (in-house, a prior vendor, or a mix), and is there a transition period expected at contract start?	Vendors
PRICING - Attachment B, the Price Proposal, only has line items listed for Payrolling markups; is it possible for providers to respond with their own price proposal?	Proposers should complete Attachment B – Price Proposal as provided to ensure consistency in the evaluation of pricing. Proposers may also submit supplemental pricing information or their own pricing schedule to provide additional detail or clarification; however, it should not replace the required Attachment B.

PRICING - Approximately what percentage of total assignments fall under State-provided Worker Comp versus assignments requiring Respondent-provided coverage?	CSCF's allocation between State-provided and Respondent-provided workers' compensation coverage varies based on program and assignment type. Proposers should provide pricing for both coverage scenarios identified in the Price Proposal so CSCF can apply the appropriate rate based on each participant's program and workers' compensation coverage.
PRICING - Which specific programs or funding sources typically require Respondent-provided coverage, and how far in advance is CSCF typically able to confirm the requirement in writing?	For traditional WIOA work experience/internship participants, workers' compensation is generally provided by the State of Florida; for other programs or special projects, the selected Respondent may be required to provide coverage. CSCF will identify the applicable workers' compensation responsibility when assignments are authorized and will provide as much advance notice as practicable based on the applicable program and funding source.
Proposal Response - Does the ten-page narrative limit include supporting exhibits such as sample reports, technology screenshots, or org charts, or are those treated as separate appendices?	Organizational charts, sample reports, dashboard screenshots, implementation schedules, and other materials supporting the narrative must be included within the narrative page limit. Required attachments and forms, along with certification documentation required to substantiate claimed M/W/VET/LSBE status, are excluded. Optional security certifications or reports are not automatically excluded and must fit within the narrative page limit. Refer to Section 8.0, pages 8–9, and Section 13.0, page 11.
Proposal Response - Can CSCF please state whether the proposal will be reviewed holistically or if each section will be assigned to specific reviewers?	Holistically
The online portal requirement for timesheet approval: do we need to have it ONLY for the timesheet process, or are there other tasks as well that need to happen via the online portal, like PO creation, PO status, etc?	The online application must support timecard maintenance and review and W-2 printing. CSCF staff must also have electronic access to participant timesheets and paystubs; no PO functions are specified in the draft.
Is onsite presence in terms of office and representative absolutely mandatory? If yes, do you have any min requirement on the number of supplier personnel that need to be local?	Yes, as needed.
In Attachment B, under Table C, there is a condition mentioned stating that profit needs to be stated separately? Since the column for Markup is only 1, how does the client want us to do the bifurcation between markup and profit? Can we put both profit and markup under the markup percentage column?	The markup column must show the total all-inclusive markup percentage, including profit. For-profit Respondents must separately identify the profit component through either a clearly labeled "Profit Component (%)" column or a note beneath the applicable pricing table. If both figures appear in the same cell, clearly label the total markup and the profit portion included within it. Profit must not be added again or billed as an additional charge. Refer to Attachment B, pages 13–14.
Please clarify whether the Respondent may utilize subcontractors or third-party service providers for any component of payroll processing, background screening, drug testing, technology, or other ancillary services, while remaining fully responsible for contract performance, and identify any services that CSCF requires the awarded Respondent to perform directly.	The awarded Respondent may utilize customary third-party service providers for ancillary functions such as technology platforms, background screening, and drug testing while remaining fully responsible for contract performance. However, subcontracting or transferring material employer-of-record or payroll responsibilities requires CSCF's prior written approval; CSCF expects the awarded Respondent to retain direct responsibility for employer-of-record functions, payroll administration, tax and regulatory compliance, workers' compensation obligations, and overall contract management. PY26-Manpower Contract Renewal ...

Worker Volume and Service Mix Of the estimated 400–1,000 workers annually, please provide the anticipated number or percentage expected to fall into each service category: (a) CSCF-referred workers requiring Employer of Record/payroll services, (b) Summer Youth participants requiring participant-to-host-site matching, and (c) positions requiring the selected provider to directly source candidates.	a. 15% b. 80%, c. 5%
Historical Payroll and Hours Please provide, for the most recently completed 12-month period, the total number of workers, total hours worked, total gross wages/payroll, average hourly wage, and average assignment duration, if available.	In Program Year 2025-26 (July 2025-June 2026), contract spend was approximately \$2.3M. Historical volumes fluctuate based on funding, program design, host-site participation, and seasonal initiatives; detailed headcount, hours, average wage, assignment length, and peak weekly figures were not provided elsewhere.
. Participant Ages / Minors Please provide the anticipated age ranges of participants by program, including the Summer Youth Program, and approximately how many participants annually are expected to be under age 18.	Ages 16-19, Approximately 75%
Summer Youth Matching Scope For the Summer Youth Program, please provide the anticipated number of participants and host sites annually and clarify the provider’s responsibilities for matching participants to host sites, including whether CSCF will provide predetermined matching criteria, participant preferences, geographic considerations, transportation considerations, and host-site requirements.	CSCF will conduct outreach, recruitment, and enrollment, determine participant eligibility, and facilitate participant-to-employer matches. Participants are then referred to the Proposer for employer-of-record documentation and services.
Direct-Sourcing Scope For positions requiring the selected provider to source candidates, please provide anticipated annual volume, historical job titles/categories, typical pay ranges, work locations, expected assignment durations, and any required recruiting or time-to-fill service levels.	CSCF-referred EOR/payroll services are estimated at 15%, Summer Youth matching at 80%, and direct sourcing at 5%. Internal sourcing requests are expected on an as-needed basis. CSCF will provide available duties, worksite, lifting requirements, and other relevant details before placement. Participants may work up to 40 hours weekly and assignments may last 5-12 weeks; no separate time-to-fill standard was provided.
In-Person Service Volume The RFP indicates that onboarding/orientation may be provided virtually or at CSCF locations, with in-person delivery preferred when requested. Please provide the anticipated frequency and volume of in-person sessions, including the estimated number of individual and group sessions required annually.	Onboarding may be provided virtually or at CSCF locations, with preference for CSCF locations. The draft does not provide an expected annual session volume.

In-Person Locations and Coverage Please identify the CSCF and/or host-site locations where the selected provider may be expected to deliver in-person services across Lake, Orange, Osceola, Seminole, and Sumter counties, and clarify whether the provider is expected to maintain a dedicated local presence, designated local personnel, or specific response/travel-time coverage within the five-county region.	CSCF offices through out our 5 county region, in person presence as requested on an as needed basis.
On-Site Responsibilities Please clarify which activities CSCF anticipates may require physical presence versus remote delivery, including onboarding/orientation, I-9 verification, participant support, host-site meetings, issue resolution, training, screening coordination, and other program activities.	The draft permits onboarding virtually or at CSCF locations, with CSCF-location delivery preferred. One-on-one and group orientations at Career Centers across the five-county region must be available when requested.
Workers' Compensation and Pricing Mix Please provide the historical or anticipated percentage of workers/assignments for which workers' compensation will be provided by the State of Florida versus assignments requiring the selected provider to furnish workers' compensation, preferably by major program or worker category.	Approximately 90% Coverage through the State of Florida
Program Volume and Historical Information - The RFP estimates approximately 400-1,000 workers. For the most recently completed program year, can CSCF provide the total number of unique participants served, the average active weekly headcount and the peak concurrent headcount?	The 400-1,000 figure is a planning estimate of workers supported annually, not a guaranteed simultaneous headcount or maximum enrollment. Summer Youth is approximately 500-800 students, with onboarding beginning in April and assignments running June-August; other requested historical headcount measures were not provided.
Program Volume and Historical Information - What was the approximate total gross payroll processed through the program during the most recently completed program year?	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
Program Volume and Historical Information - What were the approximate average hourly wage and average weekly hours worked per participant during the most recently completed program year?	Participants may work up to 40 hours per week and assignments may last 5-12 weeks. CSCF does not guarantee average hours or wage ranges by pricing category.
Program Volume and Historical Information - Are there predictable periods during the year when participant volume increases significantly? If so, can CSCF provide the approximate peak headcount and timing?	Summer onboarding begins in April with work assignments June-August. Runs concurrently with adult programming. Summer youth is approximately 500-800 students.
Program Volume and Historical Information - Can CSCF provide approximate historical participant volume by the categories identified in Attachment B, including Traditional Work Experience/Internships, Special Project Internships and CSCF Internal Positions?	Approximately 95% are Traditional Work Experience/Internships and 5% are Internal CSCF Temp Staff.
Program Volume and Historical Information - Approximately what percentage of participants historically fall under State of Florida-provided workers' compensation versus assignments requiring the payroll administrator to provide workers' compensation?	Approximately 90% Coverage through the State of Florida
Summer Youth Program - Approximately how many participants and host sites are anticipated for the Summer Youth Program, and what is the typical duration and average weekly hours of these assignments?	Participants may work up to 40 hours per week. The draft does not state the anticipated Summer Youth participant count or typical duration.

Summer Youth Program - For Summer Youth, can CSCF confirm that the selected respondent will be matching CSCF-approved participants with CSCF-approved host sites and will not be responsible for recruiting additional participants or developing additional host sites unless separately requested?	CSCF, not the Proposer, will conduct participant outreach, recruitment and enrollment, determine eligibility, and facilitate matches between participants and employers before referring participants to the Proposer.
Invoicing and Payment - The RFP states that reimbursement is generally made within approximately one month following receipt of a properly documented invoice. What has been the average payment time for properly submitted invoices during the most recent 12 month period?	Net 30
Invoicing and Payment - During the same period, approximately what percentage of properly submitted invoices were paid within 30 days, and what was the longest payment period for an undisputed invoice?	Net 30 from receipt of a properly submitted invoice. No historical percentage paid within 30 days or longest undisputed payment period was provided.
Invoicing and Payment - Does the payment period begin from the date the invoice is received, the date it is approved by CSCF, or another point in the approval process?	When the invoice is received.
Invoicing and Payment - If an individual participant, timecard or line item is disputed, will CSCF process payment of the undisputed portion of the invoice while the disputed item is being resolved?	Invoices are reviewed and processed based on the costs associated with each invoice. A delay involving one funding source would not generally delay otherwise complete and approved invoices attributable to another funding source.
Financial Capacity - The RFP requires the selected respondent to maintain sufficient resources to cover a minimum of two months of expenses. What documentation will CSCF require from respondents to demonstrate this financial capacity?	Proposers may demonstrate financial capacity through financial statements, evidence of credit lines, or other documentation demonstrating the ability to cover a minimum of two months of operating expenses. Supporting documentation should be submitted with the proposal to demonstrate compliance with Section 4.0.
Financial Capacity- Would an established accounts receivable/factoring facility or written funding commitment from a financial institution be acceptable evidence of this requirement? If so, is there a specific level of committed funding CSCF expects the respondent to demonstrate?	No specific form is required solely for the two-month capacity requirement. Proposers should attest to their ability to meet it; CSCF may request financial statements, bank letters, or evidence of available credit during evaluation or contracting.
Pricing and Markup - Attachment B requires an all-inclusive markup percentage and also states that a for-profit respondent must separately identify profit. Can CSCF clarify how it would like the profit component presented while maintaining an all-inclusive markup percentage?	For-profit Respondents may add a clearly labeled "Profit Component (%)" column to the applicable pricing tables in Attachment B identifying the portion of each proposed markup attributable to profit. Alternatively, this information may be provided in a clearly labeled note beneath each table. The markup must remain all-inclusive, including profit. The separately disclosed profit component must not be added again or billed as an additional charge. Refer to Attachment B, pages 13–14.
Pricing and Markup - Can CSCF clarify the amount to which the proposed markup percentage should be applied? Specifically, should the markup be calculated against gross wages only?	The percentage mark-up is applied to gross wages only.
Pricing and Markup- Should employer payroll expenses such as FICA, FUTA, SUTA and other statutory employer costs be included within the quoted markup percentage, or are any statutory costs separately reimbursable?	The price form calls for an all-inclusive markup and separately identified pass-through costs.
Pricing and Markup - For assignments where the State of Florida provides workers' compensation coverage, can CSCF confirm that no workers' compensation expense should be included within the respondent's markup?	For paid internship and worksite program participants, workers' compensation coverage is provided through the State of Florida and the Proposer is not required to provide it.

Pricing and Markup - If statutory payroll costs, minimum wages, workers' compensation premiums or other government-mandated employment costs materially change during the contract term, does the contract provide a mechanism for adjusting the applicable markup or pricing?	The RFP specifies no CPI escalator or annual increase. Renewal terms are subject to successful negotiation, and CSCF may consider a documented equitable adjustment for statutory or government-mandated payroll burden changes, consistent with the resulting contract.
Timekeeping, Reporting and Technology - Can CSCF provide a sample or template of the current weekly invoice, participant report and funding-source report expected from the selected respondent?	Digital invoices in Microsoft Excel are required, and the format and content must meet CSCF requirements. The draft does not include a sample template.
Timekeeping, Reporting and Technology - Can CSCF clarify the level of system access required for participants, host-site supervisors, and CSCF personnel? Specifically, does CSCF require each party to have individual access to the respondent's timekeeping system for entry, review and/or approval of timecards?	The timecard application must provide electronic timecard-review access and W-2 printing. CSCF staff must have electronic access to participant timesheets and paystubs.
Timekeeping, Reporting and Technology - Does CSCF require any direct technology integration with its existing systems, such as an API, SFTP, single sign-on or other data exchange, or is secure portal access combined with the required electronic reporting sufficient?	CSCF uses SAGE Intacct for financial processing and Salesforce for participant tracking. The Proposer must maintain an online timecard application with electronic review access and W-2 printing. Excel-based detailed billing and reporting with supporting timecards is preferred; proposers should describe available integration and export capabilities.
Timekeeping, Reporting and Technology - The RFP states that unauthorized overtime is the respondent's responsibility. If an employee works legally compensable overtime without prior CSCF authorization, can CSCF clarify whether the respondent is responsible for absorbing the additional overtime cost, and what documentation constitutes authorized overtime?	Any hours worked over 40 in a workweek are the sole responsibility of the Proposer. The draft does not identify a separate authorization document.
Implementation and Award - Does CSCF anticipate awarding the entire scope to a single respondent, or may multiple respondents be awarded contracts? If multiple respondents are selected, how does CSCF anticipate allocating participants or service categories among the selected providers?	CSCF reserves the right to award the RFP to a single respondent or multiple respondents based on the proposals received and the best interests of CSCF. If multiple contracts are awarded, CSCF does not guarantee a specific allocation of participants, volume, or service categories; assignments may be distributed based on program needs, provider capacity, performance, responsiveness, geographic/logistical considerations, and other operational requirements.
Implementation and Award - Approximately how many existing participants, if any, would need to transition from the current provider to the successful respondent for the January 1, 2027 start date, and what transition period and participant data will CSCF provide to facilitate that process?	None.
Implementation and Award - Can CSCF provide the approximate aggregate annual amount invoiced under the current Temporary Staffing and Payroll Services contract during the most recently completed program year?	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
1. Is this a re-compete RFP?	Yes.
a. Could you please the name of Current Suppliers (who are currently providing services to Agency)?	CSCF currently has three vendors providing these services: Manpower, AppleOne, and QLM.
b. Could you please share current Suppliers pricing and Proposals?	Current markup percentages range from 22%-30% for participant internships (external) and 27%-34% for internal positions. The markups include payroll taxes, insurance, and administrative costs. Previous proposals were not provided.
c. When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?	This is a re-compete. Program Year 2025-26 contract spend was approximately \$2.3M. No inception date or annual spend since inception was provided elsewhere.
d. How many resources are currently engaged in the current contract?	The number of resources currently engaged under the existing contracts fluctuates throughout the year based on program activity and participant demand.

e. Can you please share the no. of positions served in previous years under this contract?	In Program year 2025-26 (July 25 - June 26) the contract supported an estimated 800 internships ranging between one and three months in duration, depending on the type of program.
f. Can you please share the amount of business each vendor did under this contract in previous years?	CSCF is not providing historical spend by individual incumbent vendor as part of this solicitation. Combined In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
Is there any local preference for this contract?	Yes. There is a local preference as it relates to the logistics and ability to effectively onboard participants into the program; however, this does not preclude or disqualify proposers located outside the Central Florida area. All proposals will be evaluated in accordance with the evaluation criteria established in the solicitation.
What will be the estimated annual budget for this project?	The RFP states no guaranteed contract amount or allocation. Actual use is subject to program demand, funding availability, and negotiated terms.
How many vendors agency is planning to select?	Between one and three awardees.
What would be the shift timings for the given positions?	Shift times will vary based on the specific position, host employer/worksites, and program requirements and are not predetermined under this RFP.
6. Can you please confirm the most commonly filled positions of this contract?	Anticipated assignments may include clerical/administrative, professional, and light-industrial positions, including work below or above 35 pounds.
7. Can you please provide Job descriptions for each position listed in this RFP?	CSCF will provide available assignment duties, worksite, lifting requirements, and other relevant details before placement.
8. What would be the estimated hours for given positions?	Participants may work up to a maximum of 40 hours per week; assignments may last 5-12 weeks.
9. Participant Screening: Is the Respondent responsible for screening participants against the host site's requirements before placement?	The Proposer must conduct the required state-level background check, ensure drug testing when required by an employer, provide documented results to CSCF, and disclose participant results to the worksite employer before work begins.
10. Participant Recruitment: Will CSCF refer all eligible participants to the Respondent, or is the Respondent also responsible for recruiting participants for host-site placements?	CSCF will conduct outreach, recruitment and enrollment, determine eligibility, facilitate participant-employer matches, and refer participants to the Proposer. The Proposer may be asked to source a worker for a specific position.
11. Virtual Onboarding: Are virtual onboarding/orientation sessions acceptable?	Yes. Onboarding and participant orientation may be conducted virtually.
12. Location for In-Person Onboarding: If in-person onboarding is required, should sessions be conducted at CSCF locations, host-site locations, participating-agency locations, or any combination thereof?	In-person onboarding is to be provided at CSCF locations; the draft also permits virtual delivery and requires orientations at Career Centers throughout the five-county region when requested.
13. Virtual Interviews: Are virtual interviews acceptable for participant screening and placement?	Yes. Virtual interviews are acceptable for participant screening and placement when appropriate for the position and host employer
14. Technical Services & Implementation Technical Services: Can you please confirm whether technical services such as data migration, data analytics, system configuration/integration, reporting, and related technical support are within the scope of the SOW? If yes, please provide details regarding the expected scope and requirements so that we can respond accordingly.	No. Technical services such as data migration, data analytics, system configuration/integration, or software implementation are not a separate scope of work under this RFP. The selected Respondent is expected to provide the technology and reporting capabilities necessary to support payroll, timekeeping, invoicing, participant records, and required reporting
15. Relationship Disclosure Form, Signature Requirement: Does the Relationship Disclosure Form require an original/wet-ink signature, or will an electronic signature be accepted as meeting the signature requirement?	Electronic signatures and scanned copies of wet-ink signatures executed by a duly authorized representative are acceptable on Attachment C, Relationship Disclosure Form. The "ORIGINAL SIGNATURE REQUIRED" notation does not require submission of a physical signed document for this electronic proposal submission.
16. For temporary staffing assignments, a. 2C Candidates: Does CSCF permit Corp-to-Corp (C2C) candidates for temporary staffing assignments under this RFP, or are all temporary workers required to be engaged directly as employees of the Respondent?	Participants placed under the contract must be employees of the Proposer and must be expressly informed of that status before beginning work.

16. For temporary staffing assignments, b. Can CSCF provide an estimate of the number of temporary staffing requirements/positions expected under this contract, particularly those where the Respondent/vendor will be responsible for candidate sourcing, recruitment, screening and placement? This will help us understand the expected scope and volume of vendor-led temporary staffing services.	CSCF anticipates direct-sourcing requests for its own internal positions on an as-needed basis, representing approximately 5% of services.
1. Payroll volume / working-capital requirement: To help respondents assess the requirement to maintain sufficient cash resources to cover a minimum of two months of expenses, can CSCF provide historical or anticipated average hourly wage, average weekly hours per participant, typical assignment duration, average and peak number of participants actively employed at one time, and/or historical annual or peak two-month gross payroll volume?	CSCF does not guarantee spend, headcount, hours, or payroll volume. Participants may work up to 40 hours weekly and assignments may last 5-12 weeks. Program Year 2025-26 contract spend was approximately \$2.3M.
2. Participant ages: Does CSCF anticipate referring participants under age 18 to the selected Respondent, including through the Summer Youth Program? If so, what is the minimum participant age and approximately what percentage or number of annual participants are expected to be under 18?	Summer Youth participants are ages 16-19; approximately 75% are expected to be under 18.
3. Attachment B assignment mix / workers' compensation: Can CSCF provide the historical or anticipated percentage of participants or assignments within each of the work categories listed in Attachment B, including the approximate percentage for which the Respondent is expected to provide workers' compensation coverage?	Approximately 90% of participants are covered through the State of Florida. CSCF will determine the applicable coverage based on the specific program and assignment; proposers should price both coverage scenarios.
4. Screening volume: We understand that CSCF will reimburse approved background-check and drug-screening costs at the Respondent's actual documented cost. For purposes of assessing anticipated onboarding volume and administrative requirements, can CSCF provide the historical percentage of participants requiring (a) state-level background checks, (b) Level 2 background screenings, and (c) drug screenings?	Approximately 20%-25% of the total worker population is expected to require Level II screening. Drug-screening requirements are specific to the host site. No separate percentages were provided for state-level checks or drug screenings.
1. Since the RFP asks to include recruited rates - What percentage of the candidates onboarded are pre-identified by CareerSource (payrolled) and what percentage is "recruited" by the selected supplier?	CSCF is responsible for participant outreach, recruitment, enrollment, eligibility and matching before referral. The Proposer may be requested to source a worker for a specific position, but the draft gives no percentage split.
2. What is the minimum age of the candidates we would be expected to onboard?	For the Summer Youth experience track, the minimum age is 16.
3. What percentage of light industrial positions in this engagement; are there heavy industrial positions included in this scope of services?	Anticipated assignments may include clerical/administrative, professional, and light-industrial positions, including light-industrial work below or above 35 pounds. No percentage split was provided.
• Historical Volume: Please provide the approximate number of participants/workers processed annually under the current or most recent contract, including peak concurrent headcount. The RFP estimates 400–1,000 workers but does not provide historical utilization.	The 400-1,000 figure is a planning estimate of workers supported annually, not a guaranteed simultaneous active headcount. Summer Youth is approximately 500-800 students; no overall peak concurrent headcount was provided.

•Program Breakdown: Of the estimated 400–1,000 workers, approximately how many are expected under Traditional Work Experience/Internships, Special Project Internships, Summer Youth, and CSCF internal temporary staffing?	95% percent "Traditional Work Experience/Internships" and 5% Internal CSCF Temp Staff
•Incumbent Vendor: Is there a current/incumbent provider for these services? If so, please provide the vendor name and current contract information, if available.	CSCF currently has three vendors that provide this service: Manpower, Apple One, and QLM
•Historical Spend/Budget: What was the approximate annual expenditure under the current/previous contract, and has CSCF established an estimated annual budget or not-to-exceed amount for this procurement?	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
•Number of Awards: Does CSCF anticipate awarding to a single provider or multiple providers? The RFP states that multiple responses could be selected, but does not identify an anticipated number of awards.	CSCF reserves the right to award the RFP to a single respondent or multiple respondents based on the proposals received and the best interests of CSCF. If multiple contracts are awarded, CSCF does not guarantee a specific allocation of participants, volume, or service categories; assignments may be distributed based on program needs, provider capacity, performance, responsiveness, geographic/logistical considerations, and other operational requirements.
•Payroll Frequency/Volume: Please provide the approximate number of workers expected to be processed during a typical weekly payroll cycle and during peak periods.	CSCF does not guarantee a specific weekly or peak worker count; participant volume and utilization fluctuate with funding, employer demand, and seasonal initiatives.
•Summer Youth Program: What is the anticipated number of Summer Youth participants, typical program duration, anticipated start/end dates, and expected peak onboarding period?	Summer Youth is approximately 500-800 students. The program runs June 1-July 30; administration and onboarding begin in February, with onboarding activity also noted as beginning in April.
•Participant-to-Host Matching: For the Summer Youth Program, what specific criteria should the selected contractor use when matching CSCF-provided participants to CSCF-provided host sites?	CSCF will provide participant and host-site lists, internship responsibilities, required skills, worksite locations, schedules and hours, and participant interests and choices. CSCF facilitates matches before referral to the Proposer.
•Staffing/Sourcing Volume: Approximately what percentage or number of assignments will require the contractor to source/recruit candidates, rather than simply payroll participants referred by CSCF? The RFP contemplates both models.	Direct sourcing is expected to represent approximately 5% of services and will be requested on an as-needed basis.
•Job Titles/Pay Rates: Can CSCF provide anticipated job classifications/titles and current or estimated hourly pay rates for internships, temporary positions, Ambassadors, Consultants, and other anticipated assignments?	Anticipated classifications include clerical/administrative, professional, and light-industrial work below or above 35 pounds. CSCF establishes participant hourly wages, but no category-specific pay rates were provided.
•Assignment Duration: What is the typical or anticipated duration of Traditional Work Experience, Special Project Internship, Summer Youth, and internal CSCF temporary assignments?	Participants may work up to 40 hours per week and assignments may last 5-12 weeks. The Summer Youth Program runs June 1-July 30. No separate durations by every Attachment B category were provided.
•Five-County Coverage: Does CSCF require the selected contractor to maintain a physical office within Lake, Orange, Osceola, Seminole, or Sumter County, or can services be supported through a combination of remote and on-site resources?	The draft does not require a physical office. It requires the ability to provide onboarding at CSCF locations or virtually and orientations at Career Centers throughout the five-county region when requested.
•On-Site Support: Approximately how frequently does CSCF anticipate requiring in-person onboarding/orientation sessions, and at which CSCF locations? The RFP requires virtual or CSCF-location availability and indicates in-person delivery is preferred when requested.	Onboarding may be virtual or at CSCF locations, with CSCF-location delivery preferred. One-on-one and group orientations at Career Centers throughout the five-county region must be provided when requested; no frequency is stated.

•Bilingual Support: Is bilingual English/Spanish capability required only upon request, or does CSCF expect dedicated bilingual personnel throughout the contract?	Bilingual English/Spanish staff must be available to CSCF upon request.
•Background Screening: Please confirm the specific level/type of state background check required for assignments not subject to Level 2 screening and whether CSCF has established screening packages or standards beyond those identified in the RFP.	Criminal information must be obtained directly from FDLE. At minimum, the check must cover state and federal felony convictions, misdemeanors involving moral turpitude, Violent Crime Act offenses, and applicable pending deferred adjudications. Level II screening is required for work with youth or on a school campus.
•Screening Pricing: Should background checks and drug screenings in Attachment B be quoted strictly at anticipated third-party cost without markup, given that the RFP states CSCF will reimburse approved screening costs at actual documented cost?	Approved background-check and drug-screening expenses are reimbursed at the rate actually paid by the Proposer. Supporting vendor invoices must accompany the invoice.
•Workers' Compensation: Can CSCF provide historical or estimated percentages of workers expected to be covered by the State of Florida versus those requiring workers' compensation coverage from the selected contractor?	CSCF's allocation between State of Florida workers' compensation coverage and contractor-provided coverage varies by program and assignment type. Proposers should price both coverage scenarios identified in the Price Proposal and anticipate that the applicable coverage will be determined based on the specific program and assignment.
•Workers' Compensation Classification: For assignments requiring contractor-provided workers' compensation, can CSCF provide anticipated job classifications and applicable workers' compensation class codes, particularly for light-industrial assignments?	CSCF does not have specific workers' compensation class codes available to provide, as assignments may vary based on program and employer needs. Anticipated assignments may include clerical/administrative, professional, and light-industrial positions, including light-industrial assignments involving work below or above 35 pounds;
•Markup Calculation: Please clarify the exact cost base to which the markup percentage in Attachment B should be applied (e.g., gross wages only or another defined base).	The percentage mark-up is applied to gross wages only.
•Separate Profit Disclosure: Attachment B states that for-profit entities must state profit separately. Please clarify where and how CSCF would like the profit component disclosed on the Price Proposal Form.	For-profit Respondents may add a clearly labeled "Profit Component (%)" column to the applicable pricing tables in Attachment B identifying the portion of each proposed markup attributable to profit. Alternatively, this information may be provided in a clearly labeled note beneath each table. The markup must remain all-inclusive, including profit. The separately disclosed profit component must not be added again or billed as an additional charge. Refer to Attachment B, pages 13–14.
•Overtime Pricing: How should authorized overtime be invoiced and should the standard markup percentage apply to overtime wages?	Any hours worked over 40 in a workweek are the sole responsibility of the Proposer. The draft does not identify a separate authorization document or state how markup applies to authorized overtime.
•Benefits/PTO: Are temporary workers expected to receive any CSCF-required benefits, paid leave, holidays, or other benefits beyond those legally required, and should such costs be incorporated into the markup?	No CSCF-required health insurance, paid sick leave, PTO, holiday pay, retirement, or other benefits are required. Legally mandated benefit/ACA-related costs should be incorporated in the all-inclusive markup unless specifically identified as a pass-through.
•Technology Integration: Does CSCF currently use any HRIS, payroll, timekeeping, financial, case-management, or workforce system with which the selected contractor's solution will be expected to integrate?	CSCF uses SAGE Intacct for financial processing and Salesforce for participant tracking. The Proposer must maintain its own online timecard application with electronic review access and W-2 printing.
•Data Migration: Is migration of existing participant, employee, payroll, or historical records anticipated at implementation? If so, please identify the approximate volume and current system/file format.	None. No existing participants are expected to transition from the current provider.

•Timekeeping System: Is CSCF expecting the successful contractor to provide its own secure timekeeping platform, or is there an existing CSCF system that the contractor will be required to use or integrate with?	The Proposer is expected to maintain an online timecard application that supports electronic timecard review and W-2 printing and to orient employers on its use.
•Data Migration: Is migration of existing participant, employee, payroll, or historical records anticipated at implementation? If so, please identify the approximate volume and current system/file format.	None. No existing participants are expected to transition from the current provider.
•Timekeeping System: Is CSCF expecting the successful contractor to provide its own secure timekeeping platform, or is there an existing CSCF system that the contractor will be required to use or integrate with?	The Proposer is expected to maintain an online timecard application that supports electronic timecard review and W-2 printing and to orient employers on its use.
•Invoice Template: Will CSCF provide a required Excel invoice/reporting template and funding-source coding structure to the awarded contractor, or should respondents propose their own format?	Digital invoices in Microsoft Excel are required, and the format and content must meet CSCF requirements. The draft does not include a sample template.
•Security Certifications: Are SOC 1, SOC 2, or any other security certifications mandatory for award, or are they preferred where available? The RFP asks respondents to identify applicable reports/certifications "when available"	SOC 1, SOC 2, and other security certifications should be identified when available; the RFP wording does not make them mandatory for award.
•Implementation Timeline: What implementation/go-live period does CSCF anticipate between contract award/finalization and the January 1, 2027 anticipated contract commencement date?	Contract execution is targeted for December 2026, with commencement on January 1, 2027. No separate implementation period was stated.
•Subcontracting: Attachment D states that the contractor shall not subcontract services and that assignment/transfer requires Board approval. Please confirm whether all services must be self-performed, or whether specialized third-party providers for background checks, drug testing, payroll technology, or similar ancillary services are permitted.	he subcontracting restriction does not prohibit the use of customary third-party providers for ancillary services, such as background checks, drug testing, payroll/timekeeping technology, or similar support services. The selected Respondent must remain fully responsible for contract performance; subcontracting or transferring material contractual responsibilities, including employer-of-record or payroll obligations, requires CSCF's prior written approval.
•MBE/WBE/Veteran Status: Are there any M/W/VET/LSBE participation goals or preferences associated with this procurement, or is certification information requested solely for identification/reporting purposes? Section 13 encourages certified firms to identify themselves but does not state a participation percentage.	The draft provides 5 bonus points for certified minority-owned, women-owned, or veteran-owned business status. It does not state a participation goal or mention LSBE status.
•Acceptable Certifications: Which federal, State of Florida, or local certification agencies will CSCF recognize for M/W/VET/LSBE status?	The RFP provides 5 bonus points for certified minority-owned, women-owned, or veteran-owned status but does not identify accepted certifying agencies.
•Original Signature: Attachment C states "ORIGINAL SIGNATURE REQUIRED," while the RFP requires electronic PDF submission. Will a scanned wet-ink signature or compliant electronic signature satisfy this requirement?	Yes. Scanned wet-ink signatures and compliant electronic signatures executed by a duly authorized representative are acceptable, including on Attachment C. A physical signed document is not required for this electronic submission.
•10-Page Limit: Please confirm that the 10-page narrative limit excludes the Cover Letter, Attachments A–D, certification documentation, and any other required supporting documentation.	The narrative page limit excludes the cover letter, required Attachments A–D, and certification evidence required to substantiate claimed M/W/VET/LSBE status. Other supporting materials are not automatically excluded and must comply with the supporting-materials clarification in this addendum. Refer to Section 8.0, pages 8–9, and Section 13.0, page 11.
•Supporting Materials: May respondents include supporting materials such as organizational charts, sample reports/dashboard screenshots, implementation schedules, security certifications, and MBE certifications as appendices outside the 10-page narrative limit, or must these materials be incorporated within the 10 pages?	Organizational charts, sample reports, dashboard screenshots, implementation schedules, and other materials supporting the narrative must be included within the narrative page limit. Required attachments and forms, along with certification documentation required to substantiate claimed M/W/VET/LSBE status, are excluded. Optional security certifications or reports are not automatically excluded and must fit within the narrative page limit. Refer to Section 8.0, pages 8–9, and Section 13.0, page 11.

•References: Is there a required format for the three references, and must all three specifically be workforce-development organizations, or will comparable government/public-sector EOR, payroll, and temporary staffing engagements be acceptable?	Three references must credibly validate the ability to provide the RFP services. Workforce-system-related experience is preferred, but the draft does not state that all references must be workforce-development organizations or prescribe a form.
•Financial Capacity Documentation: The RFP requires the contractor to have funds available to cover at least two months of expenses. Is any financial documentation such as audited financial statements, bank letters, or lines of credit, required with the proposal to demonstrate this capacity, or will documentation be requested only from the selected respondent?	No specific form of financial documentation is required with the proposal solely to demonstrate the two-month financial capacity requirement. Proposers should attest to their ability to meet this requirement, and CSCF reserves the right to request supporting documentation, such as financial statements, bank letters, or evidence of available credit, during the evaluation or contracting process.
1.Markup basis (Att. B; Para. 3.6b). Attachment B says to "identify the amount to which the markup will be applied," and Para. 3.6(b) lists "applicable payroll costs" as a separate invoice line. Should the markup be applied to gross wages only, with employer statutory taxes (FICA, FUTA, Florida reemployment tax) billed separately at cost? Or is the markup expected to include employer taxes?	The price form calls for an all-inclusive markup and separately identified pass-through costs.
2.Profit presentation (Att. B). Attachment B asks for an "all-inclusive" markup that includes profit, but also says for-profit respondents "must state profit separately." Should profit appear as a separate percentage within the markup, and may we add a column to Attachment B for it?	Yes. For-profit Respondents may add a clearly labeled "Profit Component (%)" column to Attachment B identifying the portion of each proposed markup attributable to profit. The markup column must show the total all-inclusive percentage, including profit. The separately disclosed profit component is informational and must not be added again to the markup or billed as an additional charge. Refer to Attachment B, pages 13–14.
3.Internal position definitions (Att. B, Section B). Please confirm that "Third-Party Payroll Administrator Sources" means the respondent recruits and sources the candidate, and "Payrolls (Ambassadors, Consultants)" means CSCF identifies the candidate and the respondent payrolls only.	CSCF generally identifies and refers participants for employer-of-record/payroll services. When CSCF specifically requests the Proposer to source a worker, sourcing is part of that request.
4.Historical volumes (Para. 3.0). Please provide the prior 12–24 months of data by Attachment B category: - oHeadcount; - oTotal hours; - oTotal gross wages; - oAverage hourly rate; - oAverage assignment length; - oPeak weekly headcount, including Summer Youth; - oNumber of host sites.	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M. Historical volumes fluctuate significantly based on funding, program design, employer/host-site participation, and seasonal initiatives such as Summer Youth; therefore, proposers should base pricing on the estimated annual volume provided in the RFP and be prepared to accommodate fluctuations in participant counts, hours, wages, assignment duration, and host sites.
5.Incumbent and current pricing. Who is the current provider, and what are the current markup rates and annual contract value?	CSCF currently utilizes ManpowerGroup US Inc. and AppleOne Employment Services for these services. Current Manpower markup rates range from 22.89% to 34.39%, depending on the service category and workers' compensation requirements; CSCF does not guarantee or provide a fixed annual contract value, as expenditures are driven by program funding and actual participant utilization.

6. ~~S~~ubcontracting (Att. D, Para. VI). Attachment D prohibits subcontracting "any of the services." Does this bar the respondent from using: ~~o~~ ☐ accredited third-party background screening vendors; ~~o~~ ☐ drug testing laboratories; ~~o~~ ☐ payroll or HR technology platforms; ~~o~~ ☐ a teaming partner for regional onboarding?	No. The prohibition is not intended to prevent the selected Respondent from using customary third-party providers for background screening, drug testing, or payroll/HR technology platforms, provided the Respondent remains fully responsible for contract performance. A teaming partner performing regional onboarding or other material services under the contract would be considered subcontracting and would require CSCF's prior written approval in accordance with Attachment D.
7. ~~L~~evel 2 screening pricing (Para. 3.4f; Att. B, Section C). Level 2 fingerprint screening is required for youth and school assignments but has no pricing line. Should it be billed as a pass-through under "Criminal Background Checks," or as a separate line?	Approved Level II/background-screening expenses are reimbursed at the rate actually paid by the Proposer, with vendor invoices, and without markup or administrative fees.
8. ~~A~~CA and reemployment claims. For CSCF internal positions that average 30 or more hours a week, may ACA-required coverage costs be billed as a pass-through? And is there any way to address reemployment tax rate increases should claims filed after program assignments end?	Applicable legally mandated benefit/ACA-related costs should be included in the all-inclusive markup unless specifically identified as a pass-through. CSCF may consider a documented equitable adjustment if statutory payroll burden costs change during the contract term.
Technical Approach Summer Youth (Para. 3.1d). Please provide: ~~o~~ ☐ the expected number of participants and host sites; ~~o~~ ☐ the age range (will any participants be under 18?); ~~o~~ ☐ when participant and host-site lists are delivered, relative to start dates; ~~o~~ ☐ the matching criteria CSCF wants applied.	Summer Youth is approximately 500-800 students, ages 16-19, with about 75% under 18. The program runs June 1-July 30; administration/onboarding begins in February. CSCF provides participant and host-site information and facilitates matches before referral to the Proposer.
10. ~~O~~nboarding logistics (Para. 3.4b–c). About how many orientation sessions per year, and what are typical group sizes? Will CSCF provide space at its career centers? What share of sessions is expected in person?	Onboarding may be virtual or at CSCF locations, with CSCF-location delivery preferred. One-on-one and group orientations at Career Centers across the five-county region must be provided when requested; no annual frequency or typical group size was stated.
11. ~~S~~creening triggers (Para. 3.4e–g). Which assignment types require the state-level check? Which drug panel do host sites typically require? If a participant fails screening, is the screening cost still reimbursable?	Drug-screening panels are specific to host-site requirements. Level II screening is required for referred participants working with youth or on a school campus. Approved screening costs are reimbursed at actual documented cost, including when supported by vendor invoices; no separate failure exception was stated.
12. ~~S~~ystems integration (Para. 3.6j; Para. 3.8). Does CSCF expect data exchange with Employ Florida or any internal system? Is there a required file format for referrals coming in and reports going out?	CSCF uses SAGE Intacct for financial processing and Salesforce for participant tracking. Excel-based billing/reporting is preferred, and the Proposer must maintain an online timecard application; no required API, SFTP, or specific referral file format was stated.
13. ~~F~~unding sources (Para. 3.6b). About how many distinct funding sources or grants are active at the same time? That tells us how many separate invoices to expect each week.	The number of active funding sources may vary throughout the contract term based on CSCF's grant portfolio and program activity. Historically its been between 5-10 distinct funding sources.
14. ~~P~~ayment methods (Para. 3.2b). Are pay cards acceptable as an option alongside direct deposit and paper checks?	Yes. Pay cards could be an acceptable method as an additional payroll distribution option alongside direct deposit and paper checks, and could be discussed during the contracting process.
15. ~~L~~ocal presence. Does CSCF require or prefer a physical office or on-site staff within the five-county region?	The draft does not require a physical office. It requires virtual or CSCF-location onboarding and the ability to conduct orientations at Career Centers across the five-county region when requested.
16. ~~T~~ransition (Para. 3.11). Will participants currently on assignment transfer to the new provider on 1/1/2027? Will any data migration from the current provider be required?	None. No existing participants are expected to transition from the current provider, so no related data migration was identified.

17. Insurance. No insurance requirements are listed. Will the contract require general liability, EPLI, crime/fidelity, or cyber coverage, and at what limits?	The selected Respondent must maintain appropriate workers' compensation, employer's liability, general liability, and automobile liability coverage. Final coverage types and limits will be established in the resulting contract; no separate performance-bond requirement was identified.
18. Draft contract. Attachment D refers to a "modified agreement." Is a draft contract or standard terms available for review?	The selected Respondent will have an opportunity to review the proposed agreement prior to execution.
19. Assembly order. The Para. 8.0 outline lists the cover letter and Attachments A–D but not the technical narrative. Please confirm where the narrative should be placed.	proposal assembly order is: cover letter, technical narrative, Attachment A, Attachment B, Attachment C, and Attachment D. This clarifies the assembly order in Section 8.0, page 8.
20. Financial capacity (Para. 4.0). What documentation will CSCF accept to show the two-month cash reserve: audited financials, a bank letter, or a line-of-credit letter?	No specific form of financial documentation is required with the proposal solely for the two-month capacity requirement. CSCF may request financial statements, bank letters, or evidence of available credit during evaluation or contracting.
Attachment D states that the contractor shall not subcontract the named services without Board approval. May a respondent include a proposed subcontractor or teaming partner in its proposal and request Board approval for that arrangement as part of the evaluation/award process? If yes, what documentation should be included for the proposed subcontractor or teaming partner?	Attachment D, Section VI prohibits subcontracting the services named in the agreement. The written Board-approval provision applies to the sale, transfer, or assignment of the contract; it does not establish an approval process for proposed subcontractors or teaming partners. Accordingly, the RFP does not provide for requesting approval of such an arrangement through the evaluation/award process or specify documentation for that purpose. Refer to page 20, Attachment D, Section VI.
Does CSCF permit a joint proposal, joint venture, or other formal teaming arrangement between two legal entities? If permitted, must one entity be identified as the prime respondent/employer of record and contractual signatory? Please clarify whether qualifications, past performance, and references may be evaluated across the approved team or only for the prime respondent.	CSCF will permit a joint proposal or formal teaming arrangement; however, the proposal must identify one legal entity as the prime Respondent, employer of record, and contractual signatory, which will remain fully responsible for performance of the resulting contract.
If the prime respondent remains fully responsible as employer of record and for payroll compliance, but uses a third-party software platform or technology provider for timekeeping, onboarding, payroll processing, employee self-service, reporting, or related technology, would CSCF consider that use to be subcontracting of the named services requiring Board approval?	Customary third-party technology, background-screening, and drug-testing providers may be used while the Respondent remains fully responsible. Subcontracting or transferring material EOR/payroll responsibilities requires prior written approval.
Section 4.0 states that the successful respondent must have funds available to cover a minimum of two months of expenses. What financial evidence will CSCF accept to demonstrate this capacity (for example, cash on hand, committed line of credit, bank letter, or other financing evidence), and should the demonstrated capacity cover gross wages, employer payroll taxes, benefits, screening costs, and other reimbursable program expenses at expected peak volume?	Proposers should attest to their ability to cover at least two months of operating expenses. CSCF may request financial statements, bank letters, or evidence of available credit; the requirement applies to expenses necessary to perform the contracted services.

To help respondents size the required liquidity and operating capacity for the estimated 400–1,000 workers, can CSCF provide historical or anticipated peak weekly worker count, average weekly hours, or approximate weekly payroll volume for comparable temporary staffing/payroll activity?	CSCF does not guarantee a peak weekly worker count, average weekly hours, or weekly payroll volume. Program Year 2025-26 contract spend was approximately \$2.3M, and utilization fluctuates by funding and seasonal demand.
1. References - do you have a form for us to submit or would you like us to provide contact/company names, dates and services?	The draft requires credible references and gives preference to workforce-system-related experience, but it does not specify a reference form.
2. Background checks - is 7 year county criminal an acceptable search?	No. The minimum described is broader than a seven-year county search and requires criminal information directly from FDLE, including the listed state and federal conviction and deferred-adjudication categories.
3. Drug Screening – How many panels do you require testing for?	Specific to host-site requirements.
4. Can you have job descriptions?	CSCF will provide available assignment duties, worksite, timing requirements, and other relevant details before placement.
Section 3.5(j) refers to situations where CSCF requests the Respondent to source a worker. Please clarify which positions or programs require the Respondent to perform sourcing/recruitment activities versus situations where CSCF provides the approved participant and the Respondent performs employer-of-record and payroll services	CSCF will recruit, enroll, determine eligibility and facilitate matching for program participants, then refer them to the Proposer for employer-of-record and payroll services. The Proposer may separately be requested to source a worker for a specific position.
Section 3.4(h) states that CSCF reimburses approved background-check and drug-screening costs at the Respondent's actual documented cost and separately identifies these items as pass-through costs in Attachment B. Please confirm whether these costs are reimbursed without markup or administrative fees and whether all third-party processing or vendor fees associated with the screening are eligible for reimbursement at actual documented cost.	Approved background-check and drug-screening expenses are reimbursed at the rate actually paid by the Proposer and must be supported by applicable vendor invoices. The draft does not authorize markup or administrative fees on these costs.
With reference to Attachment C – Relationship Disclosure Form, which states “ORIGINAL SIGNATURE REQUIRED” in Part III, please confirm whether electronically executed or scanned signatures are acceptable for the required signed forms and attachments submitted electronically, or whether CSCF requires an original wet signature.	Electronic signatures and scanned copies of wet-ink signatures are acceptable on all required signed forms and attachments, including Attachment C, provided they are executed by a duly authorized representative. Attachment C’s “ORIGINAL SIGNATURE REQUIRED” notation does not require delivery of a physical signed document for this electronic submission.
The RFP requires three credible references validating the Respondent’s ability to provide the required services and states that workforce-system experience is preferred. Please confirm whether commercial/private-sector client references are acceptable, or whether CSCF requires references from public-sector, government, or workforce-development organizations.	The draft requires credible references validating the ability to perform the RFP services and states a preference for workforce-system-related experience; it does not expressly prohibit commercial/private-sector references.
Could you please share the estimated budget for this RFP?	The RFP states no guaranteed contract amount or allocation. Actual use is subject to program demand, funding availability, and negotiated terms.
Could you please share the incumbent vendor’s name, their previous response, and associated pricing for a similar contract?	CSCF currently utilizes ManpowerGroup US Inc. and AppleOne Employment Services for these services. Current Manpower markup rates range from 22.89%-34.39%, depending on service category and workers' compensation requirements. Previous proposals were not provided.
Could you please provide the annual spending details for similar contracts from the past three years?	Program Year 2025-26 contract spend was approximately \$2.3M. Expenditures for the other two years were not provided elsewhere.
Please confirm that the requirement is for payroll services only and the staffing is not required from the contractors.	No. The scope includes employer-of-record and payroll services for CSCF-referred participants and also permits CSCF to request that the Proposer source a worker for a specific position.

Please confirm if the Evaluation Criteria must be incorporated in the response apart from cover letter, attachment A-D.	Yes. The submittal must include a narrative, and the information in that narrative will be used to evaluate responses. It must address the stated evaluation considerations.
Are NMSDC certified MBE considered for certified M/W/VET/LSBE status?	The RFP provides 5 bonus points for certified minority-owned, women-owned, or veteran-owned status but does not identify accepted certifying agencies or specifically confirm NMSDC.
Are contractors with Workforce-system experience given preference or additional points in evaluation?	Yes. Knowledge of local, state and federal workforce services is an evaluation factor, and workforce-system-related reference experience is preferred.
Can we provide more than three references?	
Are commercial references acceptable?	The draft does not exclude commercial references. It requires credible references validating the ability to perform the services and gives preference to workforce-system-related experience.
Can you please share the amount of business each vendor did under this contract in previous years?	CSCF is not providing historical spend by individual incumbent vendor as part of this solicitation. Combined the Program Year 2025-26 contract spend was approximately \$2.3M.
What are current benefits being provided to the candidates?	No CSCF-required health insurance, paid sick leave, PTO, holiday pay, retirement, or other benefits are required.
What benefits does CSCF require the firms to provide to the candidates?	No CSCF-required health insurance, paid sick leave, PTO, holiday pay, retirement, or other benefits are required.
Which candidates are eligible for benefits?	No CSCF-required benefits are identified; legally required benefits apply according to employee eligibility.
Please confirm if there is any mandatory goal for the RFP. If yes, what are the documents required for the subcontractor?	No subcontracting goal is stated. Attachment D states the contractor shall not subcontract services named in the agreement. Any proposed subcontracting would require CSCF's express written consideration and an applicable contract provision.
Are the preference or additional points in evaluation for M/W/VET/LSBE?	Yes. Certified minority-owned, women-owned, or veteran-owned business status is worth 5 bonus points.
Please clarify whether all workers will become employees of the selected Respondent as EOR, or whether any worker populations will remain under another employment arrangement.	Any participant placed under the contract is an employee of the Proposer, and the Proposer must expressly inform the participant of that status before the assignment begins.
Are the preference or additional points in evaluation for M/W/VET/LSBE?	Yes. Certified minority-owned, women-owned, or veteran-owned business status is worth 5 bonus points.
Please clarify whether all workers will become employees of the selected Respondent as EOR, or whether any worker populations will remain under another employment arrangement.	Any participant placed under the contract is an employee of the Proposer, and the Proposer must expressly inform the participant of that status before the assignment begins.
Does the estimated 400–1,000 workers represent active workers at one time, unique workers annually, or another measurement?	This is a planning estimate of workers to be supported, varying annually, not a guaranteed simultaneous active headcount or maximum enrollment.
Please provide the anticipated workforce volume by program/funding source, if available.	Estimated service mix is 15% CSCF-referred EOR/payroll, 80% Summer Youth matching, and 5% direct sourcing. No funding-source-level volume was provided.
Please identify CSCF's current payroll, HRIS, timekeeping, participant-management, finance, and grant-tracking systems and the required integrations.	CSCF uses SAGE Intacct for financial processing and Salesforce for participant tracking. The Proposer must maintain an online timecard application with electronic review access and W-2 printing; no other required integrations were stated.
Please provide the required payroll schedule, including timecard cutoff, approval, payroll processing, and employee payment dates.	Payroll must occur weekly. The draft does not provide specific timecard cutoff, approval, processing, or payment dates.
Please clarify the expected reimbursement/payment cycle for weekly invoices, particularly in light of the requirement that the contractor front at least two months of expenses.	Payment terms are Net 30 from receipt of a properly documented invoice.
Please clarify the basis on which the proposed markup is calculated and whether it applies only to gross wages or to other employer costs as well.	The percentage mark-up is applied to gross wages only.

Please clarify how Respondents should calculate the separate State-provided versus vendor-provided Workers' Compensation markups in Attachment B.	The markup is applied to gross wages only. The price form requires an all-inclusive markup and separately identified pass-through costs. For State-covered assignments, the Proposer is not required to include workers' compensation expense; both State- and vendor-covered scenarios should be priced.
Please clarify whether profit must be included within the proposed markup or identified separately.	The profit should be included as a percentage of gross wages. The mark-up percentage should include payroll taxes, insurance, and administrative cost/profit.
Please clarify how funding-source/grant coding will be provided to the selected Respondent and whether a participant may be charged to multiple funding sources during a pay period	Invoices must include sufficient detail to identify the applicable grant or funding source. A delay involving one funding source would not generally delay otherwise complete and approved invoices for another source. No answer was provided on splitting one participant across multiple sources in a pay period.
Please provide sample weekly invoice/reporting templates, if available.	Digital invoices in Microsoft Excel are required, and the format and content must meet CSCF requirements. The draft does not include a sample template.
Please clarify whether CSCF is transitioning from an incumbent EOR/payroll provider and, if so, the expected number of active participants and historical records requiring transition.	None. No existing participants are expected to transition from the current provider.
Please clarify whether the selected Respondent is responsible for determining participant-to-host matches or whether CSCF will provide predetermined assignments for processing.	CSCF will determine participant eligibility and facilitate matches between participants and employers before referring participants to the Proposer.
Please clarify whether third-party payroll, screening, technology, or payment providers may be used as supporting vendors without being considered subcontractors under the RFP.	Customary third-party payroll technology, screening, and similar ancillary providers may be used while the Respondent remains fully responsible. Material EOR or payroll subcontracting requires CSCF's prior written approval.
Please provide the anticipated contract start date, required go-live date, and implementation period.	Contract execution is targeted for December 2026, with the period of performance beginning January 1, 2027. No separate implementation period was stated.
Are candidate resumes required with the bid response submission? If so, should they be actual resumes or sample resumes, and how many resumes are required?	The RFP does not require actual or sample candidate resumes. Respondents must document capacity and experience within the required proposal format.
Please confirm that there is no mandatory M/W/VET/LSBE subcontracting participation percentage or goal under this RFP and that a certified M/W/VET/LSBE prime contractor may self-perform 100% of the required services.	The draft does not state a mandatory participation percentage or subcontracting goal. It provides 5 bonus points for certified minority-owned, women-owned, or veteran-owned business status.
Is there an incumbent for this contract? If yes, could you provide the incumbent pricing and details?	CSCF currently utilizes ManpowerGroup US Inc. and AppleOne Employment Services. Current Manpower markup rates range from 22.89%-34.39%, depending on service category and workers' compensation requirements.
Are there any Pain points with the incumbent?	CSCF's priorities are accurate and timely payroll, reliable onboarding, clear communications, grant-specific invoicing, secure technology, and responsive issue resolution.
What is the budget allocated to this contract?	The RFP states no guaranteed contract amount or allocation. Actual use is subject to program demand, funding availability, and negotiated terms.
What is the previous spending?	In Program year 2025-26 (July 25 - June 26) the contract spend was ~\$2.3M
Is it a single award contract?	CSCF may award between one and three contracts and reserves the right to make single or multiple awards based on its best interests.

Please provide the anticipated job titles/position classifications, estimated number of workers by classification, and expected hourly pay rates for the temporary staffing and internship categories identified in Attachment B. Alternatively, please confirm whether CSCF will provide specific position requirements and pay rates on an as-needed basis during the contract.	CSCF will provide available assignment duties, site, lifting requirements, and other relevant details before placement. CSCF establishes participant hourly wages, but does not guarantee worker counts, hours, or wage ranges by classification.
Please confirm whether LanceSoft's MBE certification through NMSDC and NCTRCA, WBE certification through NCTRCA, and MWBE certification through Virginia SWaM qualify under Section 13.0, and whether a certified M/WBE prime contractor that self-performs 100% of the services is eligible for any preference or evaluation consideration.	The draft provides 5 bonus points for certified minority-owned, women-owned, or veteran-owned status but does not identify accepted certifying agencies or specifically address the listed certifications.
Of the estimated 400–1,000 workers, what is the anticipated average weekly active headcount, annual paid hours and distribution by program? How much of this volume is associated with the Summer Youth Program?	The 400-1,000 figure is an annual planning estimate, not a simultaneous headcount. Summer Youth is approximately 500-800 students; no annual paid-hours or average weekly active-headcount figure was provided.
Please provide the anticipated hourly pay rates, average assignment duration and historical annual spend, if available.	Participants may work up to 40 hours weekly and assignments may last 5-12 weeks. Program Year 2025-26 contract spend was approximately \$2.3M. No anticipated wage ranges were provided.
What percentage of assignments is expected to require vendor-provided workers' compensation, and can CSCF provide the anticipated job classifications and corresponding exposure by category?	Approximately 90% of participants are covered through the State of Florida. Vendor-covered assignments may include clerical/administrative, professional, and light-industrial work below or above 35 pounds; no detailed exposure percentage by category was provided.
Will CSCF provide all candidates for internships and work-experience programs? For internal CSCF positions, what proportion of requisitions will require the selected vendor to source and recruit candidates?	For internship and work-experience participants, CSCF conducts outreach, recruitment, enrollment, eligibility determination and matching before referral. The Proposer may be requested to source a worker for a specific position; no proportion is stated.
For Summer Youth placements, will CSCF provide confirmed participant-to-host-site assignments, or will the vendor be responsible for evaluating host-site suitability and independently matching participants?	CSCF will determine eligibility and facilitate participant-to-employer matches, then refer participants to the Proposer.
Does CSCF have an existing timekeeping or payroll platform that the selected vendor must integrate with, or may the vendor provide its own secure solution?	The Proposer must maintain an online application for timecards with electronic review access and W-2 printing and provide employer orientation on its use.
For the all-inclusive markup, should statutory employer payroll costs be included within the percentage or identified separately? Please also clarify how for-profit respondents should separately state profit.	The price form calls for an all-inclusive markup and separately identified pass-through costs. The profit should be included as a percentage of gross wages. The mark-up percentage should include payroll taxes, insurance, and administrative cost/profit.
Does CSCF anticipate a single primary award or multiple vendors? If multiple vendors are selected, how will assignments and program volume be allocated?	CSCF may award contracts to multiple Respondents at its discretion. The RFP does not establish a specific number of awards or a method for allocating assignments and program volume. Team confirmation is needed for the allocation portion. Reference: page 9, Section 9.0.
Will the selected vendor be permitted to use its established third-party screening, payroll technology and other service partners, given Attachment D's prohibition on subcontracting?	Customary third-party screening and payroll-technology providers may be used while the Respondent remains fully responsible. Material employer-of-record or payroll subcontracting requires CSCF's prior written approval.
Are all candidates at least 18 years or older?	No. Summer Youth participants may be ages 16-19, with approximately 75% expected to be under 18.
On Attachment B, what is the distinction between "CSCF Internal Positions – Third-Party Payroll Administrator Sources" and "CSCF Internal Positions – Third-Party Payroll Administrator Payrolls (Ambassadors, Consultants)"? Does "Sources" refer to positions the vendor recruits?	The draft supports the distinction that CSCF normally identifies and refers participants for payroll/EOR services, while the Proposer performs sourcing when CSCF specifically requests a worker for a position.

Who is the incumbent provider, and what markup rates are currently in place?	CSCF currently utilizes ManpowerGroup US Inc. and AppleOne Employment Services. Current Manpower markup rates range from 22.89%-34.39%, depending on category and workers' compensation requirements.
Should Affordable Care Act costs for internal temporary staff averaging 30 or more hours per week be included in the markup or billed as a pass-through?	Applicable legally mandated benefit/ACA-related costs should be incorporated in the all-inclusive markup unless specifically identified as a separate pass-through cost.
Are volume-tiered markups or prompt-payment discounts acceptable, and should they be shown on Attachment B or described in the narrative?	Yes. Proposers may offer volume-tiered markups and/or prompt-payment discounts as supplemental pricing and included in Attachment B
What are the anticipated Summer Youth Program start dates and duration, and what is the expected peak onboarding window?	The SYEP program runs from June 1- July 30, program administration and onboarding begins in February.
Approximately how many participants will require Level 2 screening, and will Level 2 fingerprinting costs be reimbursed at actual cost like other screenings?	Level II screening is required for referred participants working with youth or on a school campus. Background-check costs are reimbursed at the rate actually paid by the Proposer, with supporting vendor invoices; the draft gives no volume estimate.
What types and limits of insurance are required (e.g., general liability, employment practices liability, crime/fidelity, cyber, workers' compensation), and is a performance bond required?	The selected Respondent must maintain appropriate workers' compensation, employer's liability, general liability, and automobile liability coverage. Final types and limits will be established in the resulting contract; no performance-bond requirement was identified.
What is CSCF's typical payment turnaround from receipt of a properly documented invoice, and is there a firm payment term?	Net 30 from receipt of a properly documented invoice.
If a host site approves hours over 40 in a week without CSCF's prior written authorization, will that overtime be considered "unauthorized" and the vendor's sole responsibility under Section 3.2(g)?	Yes. The draft states that any hours worked over 40 in a workweek are the sole responsibility of the Proposer; it does not provide a separate host-site authorization exception.
Does the no-conversion-fee provision in Section 3.2(i) apply only to internship participants?	The no-placement-fee provision specifically applies at the end of a participant's paid internship.
Can CSCF provide the draft contract, including indemnification and limitation-of-liability terms?	The selected Respondent will have an opportunity to review the proposed agreement prior to execution.
How frequently is in-person onboarding expected, and at which CSCF locations?	Onboarding may be virtual or at CSCF locations, with CSCF-location delivery preferred. Orientations at Career Centers throughout the five-county region must be available when requested; no frequency is stated.
Are electronic signatures acceptable on all attachments, including Attachment C, which references an "original signature"?	Yes. Electronic signatures and scanned copies of wet-ink signatures are acceptable on all required attachments, including Attachment C, provided they are executed by a duly authorized representative. For this electronic submission, Attachment C's "original signature" requirement does not require delivery of a physical signed document.
Please clarify which Attachment B lines should be priced as payrolling markups (CSCF identifies and refers the worker; vendor serves as employer of record only) versus recruited staffing markups (vendor sources, screens and selects the candidate). Specifically: (a) Are all four lines in Section A, Work Experience/Internships Pricing, payrolling only? (b) In Section B, Internal CSCF Temp-staff Pricing, does the "Sources" line refer to positions the vendor recruits, and does the "Payrolls (Ambassadors, Consultants)" line refer to CSCF-identified workers? (c) If CSCF requests vendor sourcing under Section 3.5(j) for internship or work-experience positions, should respondents propose a separate recruiting markup for those placements?	The draft indicates that CSCF generally recruits, enrolls, determines eligibility and matches participants before referral for payroll/EOR services. The Proposer performs sourcing when CSCF specifically requests a worker for a position; the draft does not map this distinction to every Attachment B line.
1. Are respondents required to bid on all position types and categories in order to be deemed responsive?	Please refer to Sections 3.0 and 9.0 of the RFP for details regarding scope and awards.

2. ~~If~~ not all-or nothing, will bidding on only select position types and categories negatively impact respondents' evaluation score?	Respondents may propose on select position types or service categories; however, proposals will be evaluated based on the criteria established in the RFP, including the respondent's ability to meet CSCF's overall service needs.
3. ~~Could~~ CSCF provide detailed job descriptions for the positions sought in the solicitation?	CSCF will provide available assignment duties, worksite, lifting requirements, and other relevant details before placement.
4. ~~What~~ were the expenditures for the last three years for temporary staffing/payroll services?	Program Year 2025-26 contract spend was approximately \$2.3M. Expenditures for the other two years were not provided elsewhere.
5. ~~What~~ is the anticipated annual and total spend for this contract?	No annual or total spend is guaranteed. Program Year 2025-26 contract spend was approximately \$2.3M; future use depends on program demand and funding.
6. ~~To~~ ensure FCRA compliance, is it our company's policy to provide Clients with an attestation of completion of background check pursuant to Clients' requirements, but not the actual results. Will CSCF accept letters of attestation in lieu of actual background check results for any temporary staff placed?	The draft requires the Proposer to provide CSCF staff with documented background-check results and to disclose participant results to the worksite employer before work begins. It does not state that a completion attestation may replace the results.
7. ~~With~~ respect to Affordable Care Act (ACA) costs, would CSCF prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?	Applicable legally mandated benefit/ACA-related costs should be included in the all-inclusive markup unless specifically identified as a separate pass-through cost.
8. ~~Is~~ the Living Wage Ordinance (LWO), Federal Funding, SCA, or the Davis Bacon Act applicable to this contract?	Services may be supported by federal, state, and local funding sources. The Respondent must comply with applicable employment laws and funding-specific requirements. Attachment D, Section VII addresses Davis-Bacon requirements as applicable. The RFP does not expressly establish applicability of a Living Wage Ordinance or the Service Contract Act to this procurement.
Incumbent Vendor: Please identify the current vendor(s) providing these services, and share the current markup rates for each work description listed in Attachment B.	CSCF has three current vendors: Manpower, AppleOne, and QLM. Current markup ranges are 22%-30% for participant internships and 27%-34% for internal positions; category-by-category rates were not provided.
Workforce Volume: Section 3.0 estimates 400 to 1,000 workers. Please provide: a. The number of workers currently active under the existing contract b. The approximate breakdown by category (Traditional Work Experience/Internships, Special Project Internships, Summer Youth Program, and CSCF Internal Positions) c. The peak headcount during the Summer Youth Program and the typical months of that peak	Approximately 95% of workers are Traditional Work Experience/Internships and 5% Internal CSCF Temp Staff. Summer Youth is approximately 500-800 students, with onboarding beginning in April and assignments June-August. Current active headcount was not provided.
Transition of Existing Workers: At contract commencement (January 1, 2027), will the selected Respondent be required to transition currently active workers from the incumbent vendor as employer of record, or will services apply only to new referrals issued after the contract start date? If a transition is required, please indicate the expected number of workers and whether CSCF will facilitate data transfer (employee records, YTD payroll and tax data) from the incumbent.	None. No existing participants are expected to transition from the current provider at contract commencement.

Please confirm whether CSCF will provide all eligible and approved participants, with the Respondent primarily responsible for EOR, onboarding, screening, payroll, and assignment administration. If the Respondent must independently source candidates, please provide the expected position types and required turnaround time.	CSCF will provide recruited, enrolled, eligibility-approved and matched participants to the Proposer for EOR, onboarding, screening and payroll administration. The Proposer may also be requested to source a worker for a specific position; no turnaround time or position list is stated.
Please provide, if available, a breakdown of the estimated 400–1,000 workers by program and pricing category identified in Attachment B, including anticipated average weekly hours and assignment duration.	Approximately 95% are Traditional Work Experience/Internships and 5% Internal CSCF Temp Staff. Participants may work up to 40 hours weekly and assignments may last 5-12 weeks; no more detailed category breakdown was provided.
Please clarify the exact basis for the markup percentage in Attachment B. Should the markup apply to gross wages only, or to gross wages plus employer payroll taxes and other statutory employment costs?	The percentage markup is applied to gross wages only. The price form calls for an all-inclusive markup and separately identified pass-through costs.
Please clarify which employer-related costs must be included in the markup and which costs may be reimbursed separately or treated as pass-through costs.	Approved background-check and drug-screening expenses are reimbursed at the rate actually paid by the Proposer and supported by vendor invoices. Any hours over 40 in a workweek are the Proposer's sole responsibility; the draft does not otherwise allocate employer-related costs between markup and pass-throughs.
Attachment B references a “Third-Party Payroll Administrator,” while Attachment D restricts subcontracting. Please confirm whether the Respondent may use a third-party payroll platform/provider while retaining full contractual responsibility for all services.	Third-Party Payroll Administrator” in Attachment B refers to the selected Respondent serving as CSCF’s payroll administrator; it does not itself authorize subcontracting. Attachment D, Section VI prohibits subcontracting the named services. Refer to page 13, Attachment B, and page 20, Attachment D, Section VI.
Please confirm whether CSCF currently uses a specific payroll, timekeeping, HRIS, workforce management, or VMS system that the selected Respondent must integrate with.	CSCF uses SAGE Intacct for financial processing and Salesforce for participant tracking. The Proposer must maintain an online timecard application with electronic review access and W-2 printing.
The RFP states that the Respondent must have sufficient funds to cover a minimum of two months of expenses. Please clarify the expected payment timeline, including the standard number of days from receipt and approval of a properly documented invoice to payment.	Section 4.0 states that reimbursement is usually made within one month of an invoice submitted with proper documentation. Cash advances are not available. The RFP does not establish a guaranteed number of days from receipt or approval to payment. Refer to page 6, Section 4.0.
Please confirm whether the two-month cash-flow requirement applies to worker wages, employer payroll taxes, unemployment insurance, workers’ compensation, screening costs, and other employment-related expenses.	The Respondent must have sufficient resources to front at least two months of expenses necessary to perform the contracted services while awaiting reimbursement. Refer to page 6, Section 4.0. Finance should confirm the specific expense categories listed in the question.
Please confirm whether CSCF will reimburse actual wages and applicable employer payroll costs and identify which employment-related costs remain the Respondent’s responsibility under the proposed markup.	Invoices must separately identify gross wages, applicable payroll costs, approved screening costs, and the markup. The markup must include administrative labor, materials, travel, overhead, technology, implementation, transaction costs, profit, and other expenses necessary to perform the required services. Approved background-check and drug-screening costs are reimbursed at actual documented cost. Refer to pages 4–5, Section 3.6(b); page 4, Section 3.4(h); and page 13, Attachment B. Finance must clarify whether statutory employer payroll costs are included in the markup or reimbursed separately.
Please confirm whether the estimated 400–1,000 workers represents a guaranteed minimum/maximum volume or only an estimated volume with no guaranteed workload.	The 400–1,000 workers represents an estimate, not a guaranteed minimum or maximum workload. Actual volume may vary based on program needs and funding availability. Refer to page 2, Section 3.0.
Please clarify whether Respondents are required to provide pricing for every category listed in Attachment B or may submit pricing only for the categories they are qualified to support.	Respondents must provide pricing for every category listed in Attachment B. Proposals limited to selected categories will not satisfy the complete pricing requirement. Refer to page 13, Attachment B, and page 9, Section 10.0.

Please confirm whether any fees other than the proposed markup and specifically identified pass-through costs will be permitted during the contract term.	All proposed pass-through costs, optional services, and additional charges must be separately identified in the proposal. The markup must include the expenses specified in Attachment B. Any subsequent change to agreed pricing must be documented through a written contract modification signed and dated by both parties. Refer to page 13, Attachment B, and page 22, Attachment D, Section XVII.
Please confirm whether the three required references must specifically demonstrate EOR/payroll services for temporary staffing or whether comparable staffing/payroll engagements will be accepted.	Yes, provided the three credible references validate the Respondent's ability to perform the required services. Workforce-system experience is preferred, but references are not restricted exclusively to workforce-system clients. Refer to page 10, Section 10.0, References.
Please confirm whether CSCF anticipates awarding the contract to one Respondent or multiple Respondents and, if multiple awards are possible, how assignments/work will be distributed.	CSCF may award contracts to multiple Respondents at its discretion. The RFP does not establish a specific award count or a method for distributing assignments among awarded providers. Refer to page 9, Section 9.0. Team input is needed to describe any planned allocation method.
1. ~~Reference:~~ Page 2 of 24, 3.0 Scope of Work Question: Are offerors expected to address all tasks and subtasks within the Scope of Work, or only those specifically requested within the evaluation criteria?	The narrative is used to evaluate responses and must demonstrate the Proposer's ability to meet the Temporary Staffing and Payroll Services needs and the Scope of Work, including the stated administrative, qualifications, knowledge and experience requirements.
2. ~~Reference:~~ Page 3 of 24, Section 3.2 Employer of Record and Payroll Responsibilities, "The Respondent must describe its ability to process regular, off-cycle and supplemental payrolls; calculate and file applicable federal, state and local payroll taxes; provide direct deposit and check-payment options; administer deductions, garnishments and wage attachments; produce payroll registers and audit reports; manage tax notices; and complete year-end W-2 and, when applicable, 1099 processing." Question: Please confirm this information should be included within the proposal and, if so, which section should it be placed?	Yes. Include this information within the proposal narrative under a clearly labeled "Employer of Record and Payroll Responsibilities" heading, addressing all capabilities identified in Section 3.2(b). Refer to page 3, Section 3.2(b).
3. ~~Reference:~~ Page 5 of 24, Section 3.8 Employee and Employer Self Service, "Respondents must describe available mobile access, reporting and analytics tools, and integrations for time and attendance, onboarding, leave tracking and benefits administration, as applicable to the services requested by CSCF." Question: Please confirm this information should be included within the proposal and, if so, which section should it be placed?	Yes. Include this information within the proposal narrative under a clearly labeled "Employee and Employer Self Service" heading, describing the capabilities applicable to CSCF's requested services. Refer to page 5, Section 3.8(a).
4. ~~Reference:~~ Page 3 of 24, Section 3.3 Workers Compensation and Pricing, "The Respondent must identify separate markup rates for assignments where workers' compensation is provided by the State and assignments where the Respondent is required to provide workers' compensation." Question: Please confirm this information should be included within the proposal and, if so, which section should it be placed?	Yes. Provide the applicable markup percentages in Attachment B's corresponding pricing rows, distinguishing assignments with State-provided coverage from those requiring Respondent-provided coverage. Any supporting explanation may be included in the proposal narrative under "Pricing." Refer to page 3, Section 3.3, and page 13, Attachment B.

5. ~~R~~Reference: Page 5 of 24, Section 3.6 Invoicing Recordkeeping and Reporting, “The Respondent’s submittal must include a narrative addressing its qualifications, service approach, technology and process improvements, pricing, references, and any proposed additional program benefits and incentives identified in the evaluation criteria.” Question: Please confirm this information should be included within the proposal and, if so, which section should it be placed?	Yes. Include this information in the proposal narrative, immediately after the cover letter and before Attachments A–D, using clearly labeled headings corresponding to the evaluation criteria. Attachment B must also be completed for pricing. Refer to page 5, Section 3.6(p), and pages 9–10, Section 10.0.
6. ~~R~~Reference: Page 5 of 24, Section 3.6 Invoicing Recordkeeping and Reporting, “The narrative must describe practical technology solutions that improve onboarding, participant and host-site coordination, communications, timekeeping, invoicing, funding-source tracking, reporting, data accuracy, and the participant and host-site experience.” Question: Please confirm this information should be included within the proposal and, if so, which section should it be placed?	Yes. Include this information within the proposal narrative under “Technology and Process Improvements,” addressing the functions identified in Section 3.6(q). Refer to page 5, Section 3.6(q), and page 10, Section 10.0.
7. ~~R~~Reference: Page 5 of 24, Section 3.6 Invoicing Recordkeeping and Reporting, “The narrative must describe any feasible and legally allowable cost-saving measures, pricing incentives, service enhancements, operational efficiencies, or other value-added approaches included in the proposal.” Question: Please confirm this information should be included within the proposal and, if so, which section should it be placed?	Yes. Include this information within the proposal narrative under “Additional Program Benefits and Incentives.” Explain the proposed methodology, assumptions, timing, and applicable conditions. Refer to page 5, Section 3.6(r), and page 10, Section 10.0.
8. ~~R~~Reference: Page 5 of 24, Section 3.8 Employee and Employer Self Service, “Respondents must describe available mobile access, reporting and analytics tools, and integrations for time and attendance, onboarding, leave tracking and benefits administration, as applicable to the services requested by CSCF.” Question: Please confirm this information should be included within the proposal and, if so, which section should it be placed?	Yes. Include this information within the proposal narrative under a clearly labeled “Employee and Employer Self Service” heading, addressing the capabilities applicable to CSCF’s requested services. Refer to page 5, Section 3.8(a).
9. ~~R~~Reference: Page 6 of 24, Section 3.9 Human Resources and Related Services, “The Respondent must describe available new-hire onboarding, time-and-attendance integration, paid-time-off and leave tracking, benefits-administration integration, and workforce reporting and analytics. The proposal must clearly distinguish services included in the base solution from optional modules or add-on services.” Question: Please confirm this information should be included within the proposal and, if so, which section should it be placed?	Yes. Include this information within the proposal narrative under a clearly labeled “Human Resources and Related Services” heading. Clearly distinguish services included in the base solution from optional modules or add-on services and identify any associated additional costs in Attachment B. Refer to page 6, Section 3.9(a), and page 13, Attachment B pricing instructions.

10. Reference: Page 6 of 24, Section 3.10 Technical and Security Requirements, “The Respondent must describe whether its solution is cloud-based or on-premises; system availability and uptime commitments; encryption and cybersecurity safeguards; role-based access, audit trails and internal controls; privacy protections; backup practices; and disaster-recovery and business-continuity capabilities. The proposal must identify applicable independent controls reports or security certifications, including SOC 1 or SOC 2 reports when available, and explain how security incidents and data breaches will be reported to CSCF.” Question: Please confirm this information should be included within the proposal and, if so, which section should it be placed?	Yes. Include this information within the proposal narrative under a clearly labeled “Technical and Security Requirements” heading, addressing all requirements in Section 3.10. Refer to page 6, Section 3.10.
11. Reference: Page 6 of 24, Section 3.11 Implementation and Customer Support, “The Respondent must provide an implementation plan addressing configuration, data migration when required, testing, administrator and employee training, go-live support and ongoing account management. The proposal must identify support hours and channels, primary and escalation contacts, target response and resolution times, service-level commitments and procedures for resolving payroll, tax, system-access and reporting issues.” Question: Please confirm this information should be included within the proposal and, if so, which section should it be placed?	Yes. Include the implementation plan and customer-support information within the proposal narrative under a clearly labeled “Implementation and Customer Support” heading, addressing all requirements in Section 3.11. Refer to page 6, Section 3.11.
12. Reference: Page 8 of 24, Section 8.0 Format for Preparing the Proposal Question: Please clarify where the narrative pages should be included as they are not listed within the outline.	The proposal narrative should be placed immediately after the cover letter and before Attachments A–D. Section 8.0’s assembly order is clarified as follows: cover letter, proposal narrative, Attachment A, Attachment B, Attachment C, and Attachment D.
13. Reference: Page 8 of 24, Section 8.0 Format for Preparing the Proposal, “Each proposal is limited to ten (10) narrative pages (excluding the Cover Letter and required attachments and forms) and should be prepared simply and economically, providing a straightforward response to this RFP.” Question: Due to the number of items required within both the evaluation criteria and placed throughout the Scope of Work (SOW), would CareerSource please increase the page limit to 20 pages to ensure offerors can properly address each point?	The ten (10)-page narrative limit remains unchanged. Respondents should provide concise responses addressing the Scope of Work and evaluation criteria. The cover letter and required attachments and forms are excluded from this limit.
14. Reference: Page 8 of 24, Section 8.0 Format for Preparing the Proposal, “Each page of the proposal should be numbered sequentially at the bottom of the page. The Cover Letter is not numbered, nor are any of the signed forms.” Question: Please clarify how/if the cover letter and signed forms should be numbered.	The cover letter and signed forms should remain unnumbered. Other proposal pages should be numbered sequentially at the bottom. Refer to Section 8.0, page 9.

15. Reference: Page 8 of 24, Section 8.0 Format for Preparing the Proposal, “Each page of the proposal should be numbered sequentially at the bottom of the page. The Cover Letter is not numbered, nor are any of the signed forms.” Question: Should the cover letter and signed forms be submitted within one single document or as separate attachments?	Submit the complete proposal, including the cover letter, narrative, and completed required attachments/forms, as one consolidated PDF. The cover letter and signed forms should remain unnumbered within that PDF.
16. Reference: Page 11 of 24, Section 13.0 Minority/Women/Veteran Business/Labor Surplus Enterprises, “Respondents that qualify as minority-owned, women-owned, veteran-owned or labor surplus enterprises under a federal, state or local government or public authority certification process (M/W/VET/LSBE) are encouraged to submit proposals and to identify themselves as M/W/VET/LSBE respondents. Any vendor, firm, or organization wishing to be considered as such, must provide evidence of certified M/W/VET/LSBE status (such as a copy of the certification letter, etc.).” Question: Is an M/W/VET/LSBE certification required for this submission?	No. Certification is not required to submit a proposal. Respondents seeking recognition as a certified M/W/VET/LSBE firm must provide evidence of qualifying certification. Refer to Section 13.0, page 11.
17. Question: Is this a labor hours contract?	The RFP requests temporary staffing and employer-of-record/payroll services priced through markup percentages and identified pass-through costs. Participant wages are based on hours worked at hourly rates established by CSCF. The RFP does not designate the resulting agreement as a “labor-hours contract.” Refer to Section 3.2(e), page 3; Section 3.6(a)–(b), pages 4–5; and Attachment B, pages 13–14.
18. Reference: Attachment B, “Respondents must provide an all-inclusive markup percentage and identify the amount to which the markup will be applied.” Question: Where should respondents include “the amount to which the markup will be applied” as there is only a spot for the mark-up percentage?	Respondents may include a clearly labeled note beneath the applicable pricing table in Attachment B identifying the cost base to which the proposed markup percentage will apply. If the same cost base applies to all categories, one note is sufficient; otherwise, identify the applicable cost base for each category.
19. Question: Are Cover Pages, Table of Contents, Executive Summaries, and Compliance Matrices subject to the page limitation?	The ten-page limit applies to the proposal narrative. The cover letter and required attachments and forms are excluded. A separate title/cover page and table of contents will also be excluded. Executive summaries and compliance matrices count toward the ten-page narrative limit.
20. Question: Is the Cover Page subject to the formatting restrictions (i.e., margins, font size, etc.)?	A separate title/cover page may use a different layout and font size, provided it is clear and legible. The required Attachment A Cover Sheet must be completed as provided.
21. Question: Can the font size for any tables, graphs, figures, graphics, etc. be placed in 10 pt. font?	Yes. A minimum 10-point font may be used within tables, graphs, figures, and graphics, provided all content remains legible. Twelve-point font remains preferred for the narrative text.
22. Question: Is there an incumbent currently performing this work? If so, please provide the name of the contractor and the contract number.	CSCF currently has three vendors providing these services: Manpower, AppleOne, and QLM. No contract number was provided elsewhere.
23. Question: What is the estimated period of performance start date?	The period of performance will begin 01/01/27 to 12/31/27, with four additional renewal options.
he	Any changes to the solicitation will be identified in the issued addendum, with references to the affected sections. A redlined or highlighted version of the full solicitation will not be provided.

25. Question: Can CareerSource please ensure that all questions provided to the government are responded to? We understand that some may appear to be duplicates between vendors, however this ensures all questions are accounted for.	CSCF will address all questions received by the inquiry deadline. Duplicate or substantially similar questions may be consolidated or answered by reference to another response in the addendum.
26. Question: Can the proposal volumes be submitted in PDF format?	Yes. Section 5.0 requires proposal documents to be submitted as PDF attachments by email to Procurement@careersourcecf.com, using the subject line "PROPOSAL – TS/PS-PY26." Refer to page 7, Section 5.0.
27. Question: In order to effectively respond to the solicitation, can CareerSource please provide a one-week extension once the Q/As are posted?	The proposal submission deadline remains October 15, 2026, at 5:00 p.m., as stated in the RFP. Responses to vendor questions are scheduled for publication October 5, 2026. No extension is granted at this time. Refer to
Who are the incumbents on this contract?	CSCF currently has three vendors providing these services: Manpower, AppleOne, and QLM.
Are you able to share incumbent pricing and previous expenditure?	Current markup percentages range from 22%-30% for participant internships and 27%-34% for internal positions. Program Year 2025-26 contract spend was approximately \$2.3M.
Are there any specific pain points that you hope are resolved with a new vendor?	Yes. Areas of desired improvement include timely and accurate invoicing and reconciliation, reporting, and timely resolution of payroll or billing issues.
1. Volume by category Reference: Section 3.0, Scope of Work (page 2); Attachment B, Price Proposal Form, Sections A and B (page 13) Section 3.0 estimates 400 to 1,000 workers. Roughly how many of these workers fall into each pricing category on Attachment B: Traditional Work Experience/Internships, the three Special Project Internship categories, and the two CSCF Internal Position categories?	Approximately 95% are Traditional Work Experience/Internships and 5% Internal CSCF Temp Staff.
2. Pay rates and hours Reference: Section 3.2(e) and (f) (page 3); Attachment B (page 13) What pay rates and weekly hours are typical for each category? What was the total payroll under this program in the most recent year?	Participants may work up to 40 hours weekly and assignments may last 5-12 weeks. Program Year 2025-26 contract spend was approximately \$2.3M. No typical pay rates were provided.
3. Current vendor Reference: Attachment B, Price Proposal Form (page 13) Who is the current provider of these services, and what markup rates are being charged under the current contract?	CSCF currently utilizes ManpowerGroup US Inc. and AppleOne Employment Services. Current Manpower markup rates range from 22.89%-34.39%, depending on service category and workers' compensation requirements.
4. Employer payroll taxes Reference: Attachment B, opening instructions (page 13); Section 3.6(b), Invoicing, Recordkeeping and Reporting (page 4) Attachment B asks for an all-inclusive markup. Section 3.6(b) lists "applicable payroll costs" as a separate invoice item. Should employer payroll taxes (Social Security, Medicare, and federal and state unemployment) be built into the markup or billed as a separate line?	The percentage markup is applied to gross wages only. The price form calls for an all-inclusive markup that incorporates applicable statutory payroll costs and separately identified pass-through costs.

5. Internal position categories Reference: Attachment B, Section B, Internal CSCF Temp-staff Pricing (page 13) What is the difference between "CSCF Internal Positions Third-Party Payroll Administrator Sources" and "CSCF Internal Positions Third-Party Payroll Administrator Payrolls (Ambassadors, Consultants)"? Does "Sources" mean the vendor recruits the worker, while "Payrolls" means CSCF provides the worker for payroll only?	The draft supports the distinction that CSCF normally identifies and refers participants for payroll/EOR services, while the Proposer performs sourcing when CSCF specifically requests a worker for a position.
6. Summer Youth Program size Reference: Section 3.1(d) and (e), Program Roles and Referrals (page 2); Section 10.0, Service Delivery Approach (page 9) About how many Summer Youth participants and host sites are expected, and during which months does the program run?	Summer Youth is approximately 500-800 students. The program runs June 1-July 30, with administration and onboarding beginning in February. The number of host sites was not provided.
1. Will CSCF provide qualified candidates for CSCF Internal Positions, or will the selected Respondent be responsible for sourcing and recruiting candidates?	For internships and work-experience programs, CSCF recruits, determines eligibility, and facilitates matching before referral. The Proposer may be asked to source a worker for a specific internal position; such requests are on an as-needed basis and represent about 5% of services.
2. Can CSCF provide anticipated annual staffing volumes by program, including internships, Summer Youth, Special Projects, and CSCF Internal Positions, along with historical or peak volumes if available?	Approximately 95% of workers are Traditional Work Experience/Internships and 5% Internal CSCF Temp Staff. Summer Youth is approximately 500-800 students, with onboarding beginning in April and assignments June-August; no other historical or peak volumes were provided.
3. What is the typical minimum and maximum duration of internship/work experience assignments by program? For the Summer Youth Program, what participant and host-site information will CSCF provide for matching?	Participants may work up to 40 hours weekly and assignments may last 5-12 weeks. For Summer Youth, CSCF provides participant and host-site details and facilitates matching; the program runs June 1-July 30.
4. Does CSCF currently use any HRIS, payroll, timekeeping, financial, or workforce-management systems that the selected Respondent must integrate with?	CSCF uses SAGE Intacct for financial processing and Salesforce for participant tracking. The Proposer must maintain an online timecard application with electronic review access and W-2 printing.
5. Please confirm the payroll cycle, timecard approval deadlines, employee pay dates, and expected invoice payment timeframe.	Payroll must occur weekly. Specific timecard cutoff, approval, processing, and employee payment dates are not stated. Properly documented invoices are paid Net 30 from receipt.
6. Please confirm whether the proposed markup is applied to gross hourly wages and which employer/statutory and administrative costs must be included within the markup.	The percentage mark-up is applied to gross wages only. The price form calls for an all-inclusive markup and separately identified pass-through costs.
7. For vendor-provided workers' compensation, should the cost be included within the applicable markup or billed separately? Can CSCF provide the anticipated volume requiring vendor-provided coverage?	Approximately 90% of participants are covered through the State of Florida. Proposers should price both State-covered and vendor-covered scenarios; the percentage markup applies to gross wages and the price form requires an all-inclusive markup with separately identified pass-through costs.
8. Please confirm that approved background-check and drug-screening costs will be reimbursed at actual documented cost and treated outside the proposed markup.	Section 3.4 expressly reimburses approved background-check and drug-screening costs at actual documented cost. Attachment B also lists driver's-license checks.
9. Will CSCF establish the hourly wage for each participant/position? For authorized overtime, should the proposed markup also apply to overtime wages?	CSCF establishes participant hourly wages. Any hours worked over 40 in a workweek are the sole responsibility of the Proposer; the draft does not state how markup applies to authorized overtime.
10. Is there a minimum guaranteed staffing/payroll volume or expenditure? If available, can CSCF provide estimated annual payroll spend or average wage ranges?	There is no guaranteed staffing, payroll volume, or expenditure. Program Year 2025-26 contract spend was approximately \$2.3M; no average wage range was provided.

11. Will markup rates remain fixed throughout the contract and renewal periods, or will adjustments be permitted for changes in statutory or employment-related costs?	The RFP specifies no CPI escalator or annual increase. Renewal terms are subject to successful negotiation, and documented equitable adjustments may be considered for statutory or government-mandated payroll burden changes.
12. Is there an incumbent EOR/payroll provider, and will the selected Respondent be responsible for transitioning active workers and historical payroll/participant data? Please confirm the anticipated implementation/go-live timeframe.	CSCF currently uses Manpower, AppleOne, and QLM. No existing participants are expected to transition. Contract execution is targeted for December 2026, with commencement on January 1, 2027.
13. Are temporary participants eligible for any benefits, paid leave, PTO, or other employee benefits, and if so, which costs and administrative responsibilities are expected to be managed by the selected Respondent?	No CSCF-required health insurance, paid sick leave, PTO, holiday pay, retirement, or other benefits are required. The Proposer remains responsible for legally required employment obligations.
14. If a vendor is NMSDC-certified as an MBE. Please confirm whether NMSDC MBE certification satisfies the M/W/VET/LSBE designation under Section 13.0 and whether it provides any evaluation preference or additional consideration.	The RFP provides 5 bonus points for certified minority-owned, women-owned, or veteran-owned status but does not identify accepted certifying agencies or specifically confirm NMSDC.

Exhibit "A"



CSCF-MANPOWER - PY26



FAST TRACK AGREEMENT

CLIENT INFORMATION ("CLIENT"):

Company Name:	CareerSource Central Florida	Phone:	407-269-2456
Contact Name:	Peter Puterbaugh	Title:	Senior Sourcing Manager of Procurement & Contracts
Street Address:	390 N. Orange Avenue, Suite 700		
City:	Orlando	State:	FL
Zip:	32801		
Billing Address (If different than above):			
City:		State:	
Zip:			

MANPOWERGROUP INFORMATION:

Branch Manager Name:	Wesley Rapplean	Accoun Manager Name:	Wesley Rapplean
Phone:	407-803-4076	Phone:	407-803-4076
Street Address:	2432 Sand Lake Road		
City:	Orlando	State:	FL
Zip:	32809		
Effective Date:	7/1/2025		

ACKNOWLEDGED AND ACCEPTED:

ManpowerGroup US Inc., a Wisconsin corporation with its principal office located at 100 Manpower Place, Milwaukee, Wisconsin 53212, on behalf of itself and its affiliates and subsidiaries (each an "Affiliate," and collectively, "ManpowerGroup"), as set forth in the Exhibit A or an applicable statement of work or assignment order, and Client, as defined above, in consideration of the mutual covenants contained herein, agree to the Terms and Conditions attached hereto and incorporated in this Fast Track Agreement (the "Agreement") as of the Effective Date above.

ManpowerGroup US Inc. referred to as "Contractor" agrees to the Scope of Work/Administrative Requirements set forth in Exhibit B.

ManpowerGroup US Inc. referred to as "Contractor" agrees to the CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES set forth in Exhibit C.

The undersigned representatives, with the authority to enter into and execute this document, have read, understand, and agree to the terms of this Agreement.

CareerSource Central Florida

Electronically Signed
2025-06-06 14:56:08 UTC - 172.109.168.196
Pamela Nabors
Nintex Associates, Inc.
10/25/2019 12:00:00 PM - 4/15/2021 12:00:00 PM

06/06/2025

ManpowerGroup US Inc.

Wesley Rapplean

6/6/2025

Authorized Signatory

Date

Authorized Signatory

Date

Printed Name / Title

Printed Name / Title

Pamela Nabors - President/CEO

Wesley Rapplean- Market Manager

TERMS AND CONDITIONS

1. Services. ManpowerGroup will provide to Client the staffing services specifically listed in the attached Exhibit A or as indicated in the relevant assignment order or statement of work ("SOW"). For staffing services, ManpowerGroup will provide Assigned Employee(s) to perform work on behalf of the Client and at the Client's direction. ManpowerGroup will provide the staffing services generally described as follows: recruiting, interviewing and/or screening candidates; providing offers of employment to qualified candidates when appropriate; assigning candidates who have accepted employment with ManpowerGroup who, in ManpowerGroup's judgment, are qualified to perform the type of work described by Client ("Assigned Employees") and removing any Assigned Employees at the request of Client for any lawful reason. In addition, on behalf of all Assigned Employees, ManpowerGroup will maintain personnel and payroll records; pay, withhold and transmit payroll taxes; establish and contribute to such benefit programs as ManpowerGroup deems appropriate; make employer shared responsibility payments required under the Affordable Care Act ("ACA"); make unemployment contributions; and handle unemployment and workers' compensation claims with respect to compensation that ManpowerGroup has agreed to pay ("Employer Obligations"). For purposes of the ACA, ManpowerGroup will treat all Assigned Employees as common-law employees of ManpowerGroup. ManpowerGroup will screen the Assigned Employees based on the specific checks and tests set forth below, if any, the actual cost of which will be passed through to Client. Any discoveries, inventions, concepts or ideas (including improvements and modifications thereto) made or conceived solely or jointly with others by any Assigned Employee in connection with work to be performed hereunder will be the property of Client as "work made for hire." ManpowerGroup Assigned Employees are not entitled to benefits offered or provided by Client to its own staff. The Assigned Employee(s) will perform the work on behalf of Client at the locations within the United States specified within the Exhibit A or relevant SOW.

2. Limited Warranty. In the event that Client is not satisfied with the performance of any Assigned Employee, then upon Client's written request, ManpowerGroup will remove the Assigned Employee with whom Client is not satisfied from the assignment, relieve Client of the obligation to pay for the number of hours of work specified within the Exhibit A or relevant SOW and performed by the same Assigned Employee and use its best efforts to provide a replacement Assigned Employee as soon as practicable (the "Limited Warranty"). The Limited Warranty described herein shall be ManpowerGroup's sole obligation to Client and Client's exclusive remedy with respect to any nonconformity or deficiency in services, work product or deliverables furnished to Client.

3. Payment. ManpowerGroup is solely responsible for compensating the Assigned Employee for the work performed. Client agrees to pay ManpowerGroup for its staffing services and any other costs or fees at the rate(s) set forth below. Client understands and acknowledges that such rates include payroll burden costs, which represent the allocated share of estimated Employer Obligations. ManpowerGroup will invoice Client weekly at the address set forth below. Payment will be due upon receipt of invoice. Any late invoicing by ManpowerGroup shall not affect Client's obligation to pay for services rendered. Amounts invoiced for work performed by Assigned Employees will be calculated on the basis of hours shown on ManpowerGroup time records. Client or Client's designated representative will approve ManpowerGroup time slips within forty-eight (48) hours of receipt, certifying that the hours shown are correct and authorizing ManpowerGroup to bill Client for the hours worked by the named Assigned Employee. If Client or Client's designated representative are unavailable to approve time slips within forty-eight (48) hours, ManpowerGroup is authorized to approve such time slips, and such signed time slips will be conclusive as to the number of compensable hours worked by each Assigned Employee for that workweek, provided that Client will have thirty (30) days to contest any inaccuracies in such time slips. Client agrees that it will not request or require that Assigned Employee work any hours not recorded on a time slip. If ManpowerGroup is required to increase wage and/or payroll burden costs at any time during the term of this Agreement as the direct result of any determination, order or action by any applicable federal, state or local governmental authority, including, but not limited to, paid sick leave, prevailing wage and benefit requirements, or in order to meet Employer Obligations, Client will reimburse ManpowerGroup for any such increase or equitable adjustment. Any sales, use, excise or other such tax levied as a result of performance hereunder will be paid by Client. In the event that an Assigned Employee is required to incur business and/or travel expenses, such expenses will be paid by ManpowerGroup and reimbursed to ManpowerGroup by Client at ManpowerGroup's actual cost.

4. Term/Termination. The term length of this Agreement will be one (1) year from July 1, 2025 to June 30, 2026 and Either Party may terminate this Agreement without cause upon thirty (30) days written notice to the other Party. Client shall have the option to renew for one (1) additional year, based on performance and at the sole discretion of Client. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement immediately in the event the other party declares or becomes bankrupt or insolvent, dissolves or discontinues operations, or fails to make any payments within the time periods specified in this Agreement. Upon termination of this Agreement, ManpowerGroup will promptly provide an invoice to Client for all fees incurred by Client under this Agreement and Client will pay all amounts set forth on the invoice within thirty (30) days of receipt. Termination of this Agreement shall terminate all assignments. Notwithstanding any period of performance set forth herein, either Party may terminate an assignment upon reasonable prior written notice, which may be sent via email.

5. Client's Responsibilities. Client agrees to supervise and control the work, premises, processes and systems to be performed by Assigned Employee(s) and to review and approve the corresponding work product. In addition, Client will control the development, quality and implementation of the work product and provide the Assigned Employees with a safe workplace environment. Client will provide ManpowerGroup with a job description that accurately summarizes the primary duties of all Assigned Employees. This job description will be provided to ManpowerGroup prior to the Assigned Employee's commencing his or her

assignment. Client will not make material changes in any Assigned Employee's job duties or risks without ManpowerGroup's prior written approval. Client will not entrust any Assigned Employee with unattended property or valuables, such as cash, negotiable instruments, keys, merchandise and confidential or trade secret information, other than as is strictly required by the job description provided to ManpowerGroup. Client will not request or permit any Assigned Employee to use any vehicle, regardless of ownership, in connection with the performance of work for Client, other than as is clearly required by the job description provided to ManpowerGroup.

6. Compliance with Laws. ManpowerGroup shall comply with all applicable national, state and local laws and regulations governing the provision of services and ManpowerGroup's business generally. Client shall comply with all applicable national, state, and local laws and regulations governing the work product, performance of work by Assigned Employees and the Client's business generally. The parties agree to comply with all applicable laws regarding non-discrimination in employment, fair labor standards and data privacy.

7. Confidentiality. Both parties acknowledge that they may receive information that is proprietary or confidential to the other party or its affiliated companies and their clients. During the term of this Agreement and for one (1) year thereafter, both parties agree to take reasonable measures to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing hereunder or as required by law. Upon the expiration or termination of this Agreement each Party will return (or, if requested, destroy) the confidential information of the other Party in its possession at the time of termination or expiration.

8. Mutual Indemnification. To the extent permitted by law, the Parties agree to defend, indemnify and hold each other and their respective parents, subsidiaries, directors, officers, agents, representatives and employees harmless of and from any and all claims, losses, taxes, penalties and liabilities to the extent caused by their respective negligence, gross negligence, recklessness or willful misconduct or breach of this Agreement.

9. Limitation of Liability. Neither Party shall be liable for or required to indemnify the other Party for any incidental, consequential, exemplary, special or punitive damages, including lost profit, regardless of how characterized and even if such Party has been advised of the possibility of such damages, which arise from the performance of this Agreement or in connection with this Agreement, including but not limited to the acts or omissions of any Assigned Employee and regardless of the form of action (whether in contract, tort, negligence, strict liability or otherwise). ManpowerGroup's liability for damages hereunder, regardless of the form of action, shall not exceed per claim and in the aggregate the total amount paid under this Agreement. Neither Party may bring action or institute a proceeding against the other Party more than one (1) year after the event giving rise to such claim.

10. Insurance. ManpowerGroup will maintain in force during the term of this Agreement insurance coverage as follows: (i) Workers' Compensation – Statutory with limits as prescribed by applicable state law and Employer's Liability with limits of \$500,000, per accident and in the aggregate; (ii) Comprehensive General Liability and Property Damage Insurance, including coverage for products and completed operations, with limits of at least \$2,000,000 for each occurrence; and (iii) Excess Automobile Liability Insurance, covering any non-owned automobiles, with limits of at least \$1,000,000 for each occurrence; this coverage shall apply only to Assigned Employees who operate vehicles that are not owned, leased or rented by Client. Upon written request, ManpowerGroup will deliver to Client copies of certificates of the insurance policies described herein.

11. Miscellaneous. This Agreement contains the entire understanding between the Parties and supersedes all prior agreements and understandings relating to the subject matter hereof. No provision of this Agreement may be amended or waived unless such amendment or waiver is agreed to in writing signed by both Parties. Client represents that in executing this Agreement, Client did not rely on any inducements, promises or representations by ManpowerGroup other than the terms specifically set forth in this Agreement. Neither Party may, directly or indirectly, in whole or in part, neither by operation of law or otherwise, assign or transfer this Agreement or delegate any of its obligations under this Agreement without the other Party's prior written consent, except that either party may assign or transfer this Agreement or delegate any rights or obligations thereunder without consent in connection with a merger, reorganization, transfer, sale of assets or product lines, or change of control or ownership. Except as expressly provided herein, those provisions of this Agreement that by their terms extend beyond the termination hereof will remain in full force and effect and survive such termination, including without limitation Sections 3, 4, 7, 8, 9 and 10. ManpowerGroup may provide services directly or through Affiliates and/or may subcontract any of its obligations hereunder. Neither Party will be responsible for failure or delay in performance hereunder if the failure or delay is due to labor disputes, strikes (including but not limited to strikes of Client and/or ManpowerGroup), fire, riot, war, acts of war (declared or not), insurrections, civil commotion, terrorism, pandemic, natural disaster, acts of God or any other causes beyond the control of the non-performing party. All notices to a Party required under this Agreement must be in writing to the Party's address above. This Agreement will be governed in all respects by the laws of the State of Wisconsin, without regard to its conflict of laws principles. The parties consent to the jurisdiction of any state or federal court in Wisconsin for the resolution of any disputes in connection with this Agreement.

The Parties represent and warrant that they have full corporate power and authority to execute this Agreement and to perform their obligations hereunder, and that the person whose signature appears above is fully authorized to execute this Agreement on behalf of the Party that such person represents.



Part 2 - Cost/Price Proposal Form

Provide all-inclusive flat rate fee for all labor, materials and travel expenditures required to perform Temporary Staffing & Payroll Services in accordance with the scope of work

1. State the bill rate and fee you will charge CSCF for temporary staffing and payroll services.

Mark-Up For Work Experience Internships and Summer Youth Program

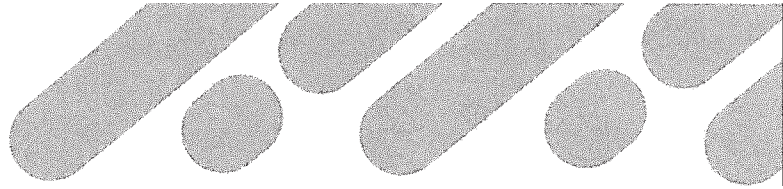
Work Description	Mark-Up Percentage	Who Covers the Workers Comp
Traditional Work Experience/Internships - Manpower Payrolls	22.89%	State of Florida
Special Project Internships - Manpower Payrolls {Clerical, Administrative, Professional}	27.39%	Manpower
Special Project Internships - Manpower Payrolls (Light Industrial, <35 pound lift)	29.39%	Manpower
Special Project Internships Manpower Payrolls (> 35 pound lift, Industrial)	34.39%	Manpower
CSCF Internal Positions <i>Manpower Sources</i>	34.39%	Manpower
CSCF Internal Positions <i>Manpower Payrolls</i> (Ambassadors, Consultants)	27.39%	Manpower

Rate increases: If contractor is required to increase wage and/or payroll burden costs at any time during the term of this Agreement, as a direct result of determination, order, or action by any applicable, Federal, State or Local Government authority, third party insured, including prevailing wage and benefit requirements or in order to meet Employer Obligations, CSCF will reimburse Contractor at cost for such increase or equitable adjustment.

2. State the bill rate and fee you will charge CSCF, if CSCF hires a Proposer sourced temporary worker into a regular CareerSource position?

Temp to Perm Conversion Fees - Manpower Sourced Associates

Hours Worked as CSCF Internal Hire	Conversion Fee
0-240 Hours	\$3,000
241 - 480 Hours	\$1,500
481 - 620 Hours	\$ 500
621 Hours or Greater	No Fee



Temp to Perm Conversion Fees - Payrolled Associates

Hours Worked as CSCF Payrolled	Conversion Fee
Anytime	No Fee

3. Temporary workers may be required to undergo criminal background checks or drug screening as requested by CSCF. In accordance with F.S. 445.009(11) a participant in an adult or youth work experience activity administered under this RFP shall be deemed an employee of the State of Florida for purposes of workers' compensation coverage. In determining the average weekly wage, all remuneration received from the employer shall be considered a gratuity, and the participant shall not be entitled to any benefits otherwise payable under F.S. 440.15, regardless of whether the participant may be receiving wages and remuneration from other employment with another employer and regardless of his or her future wage-earning capacity. State the cost and turnaround time for Proposer to perform the following:

- A. Driver's License background check with the State of Florida Department of Motor Vehicles
- B. Driver's License background check outside of the state of Florida
- C. Criminal Background Check Level 1
- D. Criminal Background Check Level 1
- E. Drug Screening 5 Panel Cost Drug

Screening 5 Panel Background Check and Drug Screen

Criminal Background Pricing	SSN Trace + 7 year county criminal search	Billed back at cost, not to exceed \$25. Average is \$15-18	If Required
Driving Record	DMV	Billed back at cost, not to exceed \$5	If Required
Drug Test	6 Panel Oral Swab	\$5.50	If Required
Employment Verifications	Sexual Offender Database	No Charge	All

Proposer's Name: ManpowerGroup US Inc.

Exhibit B –

SCOPE OF WORK

1. It is CSCF's intent to provide outreach, recruitment, and enrollment of participants into the paid internship activities. CSCF will determine eligibility and facilitate matches between participants and employers. Participants will then be referred to the Contractor as the employer of record to complete required employment documentation. The Contractor is responsible for completion of all federal and state- required employment and tax forms.
2. There will be some joint responsibilities between CSCF and the Contractor. Contractor will be the employer of record for the program participant. However, for purposes of workers' compensation coverage, this will be determined by the program selected for the participating individual. For traditional WIOA interns the State of Florida covers workers' compensation; for all others workers' compensation is covered by Contractor.
3. Contractor will be required to submit an online invoice and program participant timecards to CSCF to receive reimbursement of costs.
4. The Contractor, as the employer of record, shall be an Equal Opportunity Employer and adhere to all federal, state, and local laws in relation to its hiring process.
5. The Contractor will acknowledge that any participant placed under the contract is an employee of the Contractor and shall expressly inform all participants of that status prior to commencement of their work assignment.
6. Any hours worked by a participant exceeding 40 hours in a workweek will be the sole responsibility of the Contractor.
7. Participants will be paid an hourly rate set by CSCF and may work up to a maximum of 40 hours per week.
8. The Contractor agrees that at the end of a participant's paid internship, worksite management may offer continued employment to a participant without the Contractor receiving a placement fee.
9. Payroll must occur weekly. Timecards must be maintained via an online application that provides electronic access for reviewing timecards and printing W-2s. The Contractor will provide orientation for employers on using the timecard application.
10. Orientation needs to be in conjunction with CSCF, as the internship is with CSCF and the Contractor is the third party vendor.
11. The Contractor will be solely responsible for all payroll functions, including but not limited to, onboarding and the timely payment of all compensation for the intern participants referred by CSCF staff for temporary employment under the contract and will be responsible for the filing of state and federal taxes, unemployment insurance and payroll processing.
12. The Contractor will provide onboarding at CSCF locations or virtually; preference being at CSCF locations. Five (5) or more participants onboarding at the same time will require onboarding to be held at a CSCF location.
13. The Contractor will be required to conduct a state level-background check covering CSCF referred participants under the contract and provide CSCF staff with documented results. Preference is that Contractor has a mobile capacity for performing I-9 verifications. The Contractor will assume responsibility to ensure drug testing of participants when required by employer(s). The Contractor will be reimbursed by CSCF at the rate actually paid by the for these expenses.
 - a. Participant results must be disclosed to the worksite employer for consideration prior to commencing work with the worksite employer. Commencement of internships will be contingent upon results of background check and agreement with worksite employer following employer's review of such information.
 - b. Criminal information must be obtained directly from the Florida Department of

Law Enforcement.

- c. The criminal background check must, at a minimum, include an investigation for, and review of, any (i) state and federal felony convictions; (ii) misdemeanor convictions involving moral turpitude; (iii) any crimes in violation of the Violent Crime Act of 1974; and (iv) any pending deferred adjudications with respect to (i) or (ii).
 - d. A level II background check is required for referred participants working with youth or on a school campus.
- 14. Prior to participants' assignment to a work site employer, the Contractor will conduct an orientation in coordination with CSCF staff either in person or online, with the participant to review the Contractor's policies and worksite assignment requirements, including Contractor/ participant relationship; work standards, and expectations; dress and business etiquette; and Contractor policies and procedures related to drug use, sexual harassment, non-discrimination/anti-retaliation, compliance, and ethics training. Contractor must hold one on one and/or group orientations at Career Centers through the five-county region, when requested by CSCF. Preference is for Contractor to provide bilingual orientations/assistance with online onboarding for those who require it.
 - 15. The Contractor will be responsible for personnel matters such as distribution of pay checks/ACH Payments.
 - 16. A CSCF worksite monitor will provide oversight of the participant and worksite employer at regular intervals to ensure program compliance.
 - 17. The Contractor will work in collaboration with designated CSCF staff to notify the participant of assignment conclusion and complete all necessary termination documentation.
 - 18. The Contractor will work in collaboration with CSCF assigned staff to notify the CSCF Director of Operations or their designee in writing within 24 hours of participant termination, if they are fired and let go by host employer.
 - 19. The Contractor will work with CSCF staff to obtain all documentation necessary from a participant's worksite employer to meet reporting/reimbursement requirements.
 - 20. The Contractor will utilize weekly timesheets for each participant. Weekly the Contractor will deliver to CSCF the following deliverables (format and content shall meet CSCF requirements):
 - a. Cumulative hours worked and wages earned by each participant.
 - b. Detailed list of all active participants by worksite employer and/or classification.
 - c. Cumulative assignment detail analysis for all active and terminated participants, including start date, end date, termination date, hourly rates, and duration of employment.
 - d. An invoice with a separate line item for each participant paid and associated costs incurred for background check and drug screening. All invoices must be supported with attached timecards, (signed by the participant and the participant's supervisor), and applicable VENDOR invoices. The Contractor will add a notation of FINAL CHECK to invoices, when applicable, for participants. Digital invoices in MS-Excel are required for ease of review.
 - 21. In the event CSCF notifies the Contractor of a participant claiming to have not received the appropriate compensation, the Contractor will promptly contact the participant and attempt to settle any dispute(s) in good faith. In the event the Contractor is unable to promptly resolve any compensation dispute with any of the above-described individual(s), the Contractor shall provide a written explanation to CSCF of the dispute and the steps taken by the Contractor to resolve same.
 - 22. The Contractor will maintain accurate auditable records, including, but not limited to, records, timesheets, activity logs, invoices, or other expense records, which are the basis of charges for any fees, expenses, or other charges to CSCF under the contract. Records must track and capture cost by multiple grants (i.e. WIOA, TANF, NEG, etc.) for all

participants under awarded contract, including hours and dollars spent by each participant.

23. The Contractor will provide weekly reports to CSCF staff allowing the ability to generate custom reports, as needed, on performance and fiscal data. In addition to weekly reporting requirements, Contractor will attend scheduled meetings with CSCF staff quarterly. Meeting time and dates to be coordinated with CSCF staff. The Contractor will ensure that electronic access to participant timesheets and paystubs is made available to CSCF staff.
24. The Contractor will ensure their database is updated weekly.
25. The Contractor will designate a primary point of contact that will be responsible for the day-to-day management of the contract, coordinating participant assignments, supervising the delivery of services, coordinating with CSCF staff, responding to CSCF requirements, and program reporting.
26. The Contractor will designate a secondary point of contact that will be responsible for the day-to-day management of the contract, coordinating participant assignments, supervising the delivery of services, coordinating with CSCF staff, responding to CSCF requirements and program reporting while the primary point of contact is on vacation or out for an extended period of time (more than 3 days).
27. The Contractor will ensure bi-lingual staff (English & Spanish) will be made available to CSCF upon request.
28. If the Contractor is requested to source a worker for a specific position and is unable to do so with a qualified candidate agreed upon by CSCF and Contractor at the time of the recruitment, and at a pay rate acceptable to CSCF, then CSCF reserves the right to utilize any temporary service provider to meet the specific temporary worker need without liability or fee to the Contractor.
29. The Contractor will meet with CSCF quarterly for status update meetings. CSCF will send invite 3 weeks prior to quarterly meeting.

ADMINISTRATIVE REQUIREMENTS

- A. Contractor(s) will be required to submit an audit to CSCF at the end of each contract term if Contractor's federal expenditures are more than seven hundred fifty thousand dollars (\$750,000.00) a year regardless of the source. Commercial (for-profit) organizations will have the option of auditing the services contracted for or submitting an organization-wide audit. Other Contractor(s) must submit an audit in accordance with 2 CFR Part 200 if their federal expenditures are more than seven hundred fifty thousand dollars (\$750,000.00) a year regardless of the source. The cost of the audit will be negotiated separately from the bill rates proposed as the requirement for the audit will not be determined until after the contract award.
- B. Contractor will be required to list CSCF as an additional insured on their general liability, umbrella, and fidelity bond insurance policies to the extent of Contractor's negligence in the performance of this Agreement.
- C. Contractor will be required to report to CSCF any costs and ensure compliance regarding medical benefits related to the Affordable Care Act related to temporary and/or payroll services workers both generally before workers are placed and simultaneously when workers are placed.
- D. CSCF frequently monitors and evaluates its programs. Contractor must agree to participate in evaluations and allow CSCF access by monitors who will examine Contractor's books, financial transactions, records, and temporary worker files related to the contract.
- E. Contractor must agree to assume full responsibility for all costs including funds spent on

any ineligible persons certified by Contractor and for payments for hours not supported by time records or pre-approved by CSCF.

- F. Bill rates quoted must be for all costs related to the services including the cost of any required background checks, drug tests and other pre-hire costs. The Contractor will not be required to perform drug testing and/or a background check for a participant/ temporary worker at an internship or work site unless requested by CSCF. The type of drug screening and/or background check will depend on what the worksite requires. Contractors are to submit the cost and types of drug screening and/or background checks available to CSCF.
- G. The Contractor should have sufficient credit or resources to be paid on a reimbursement basis. CSCF will not provide funding advances.



CONTRACTOR PROVISIONS, **CERTIFICATIONS AND** **ASSURANCES**

*****In the event there is a discrepancy or conflict with Contractor's terms and conditions this document shall prevail.*****

CareerSource Central Florida will not award a contract where Contractor has failed to accept the CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this Attachment. In performing its responsibilities under this Agreement, Contractor hereby certifies and assures that it will fully comply with the following:

1. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTION (29 CFR Part 95 and 98).

Contractor certifies to the best of its knowledge and belief, that it and its principals and subcontractors:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph above; and/or
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Contractor shall comply with Executive Orders 12549 and 12689 regarding debarment and suspension.

2. CERTIFICATION REGARDING LOBBYING (29 CFR Part 93)

Contractor certifies, to the best of his or her knowledge & belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Contractor shall require that the language of this certification be included in the documents for all subawards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Agreement was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37)

Contractor will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

4. SCRUTINIZED COMPANIES

If the amount of this Agreement is \$1,000,000.00 or more, in accordance with the requirements of section 287.135, Florida Statutes, Contractor must provide a certification it is not listed on the Scrutinized Companies that Boycott Israel List, it is not engaged in a boycott of Israel, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, it is not engaged in business operations in Cuba or Syria, or that it meets the conditions for exemption as provided in section 287.135(4), Florida Statutes. These lists are created pursuant to sections 215.4725 and 215.473, Florida Statutes. If federal law ceases to authorize the states to adopt and enforce the contracting prohibition described in this paragraph, this paragraph will be null and void.

5. DISCRIMINATORY VENDOR LIST

By entering into this Agreement, Contractor certifies that it is not an entity on the state's discriminatory vendor list described in section 287.134, Florida Statutes.

6. ACCESS TO RECORDS; PUBLIC RECORDS

Access by CareerSource Central Florida, the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of Contractor or sub-contractor which are directly pertinent to charges to the services, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies; this right also includes timely and reasonable access to Contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.

Public Records. To the extent required by Section 119.0701 of the Florida Statutes, the Contractor shall: (i) Keep and maintain public records required by CareerSource Central Florida to perform the Services under this Agreement. (ii) Upon request from CareerSource Central Florida's custodian of public records, provide CareerSource Central Florida 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 of the Florida Statutes or otherwise provided by law. (iii) 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 Agreement term and following completion of the Agreement if the Contractor does not transfer the records to CareerSource Central Florida. (iv) Upon completion of the Agreement, transfer, at no cost to CareerSource Central Florida, all public records in possession of the Contractor or keep and maintain public records required by CareerSource Central Florida to perform the service. If the Contractor transfers all public records to CareerSource Central Florida upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CareerSource Central Florida, upon request from CareerSource Central Florida's custodian of public records, in a format that is compatible with the information technology systems of CareerSource Central Florida.

If the Contractor has questions regarding the application of chapter 119, Florida statutes, to the Contractor's duty to provide public records relating to this agreement, contact CareerSource Central Florida's Custodian of Public Records at Public Records Custodian 390 N. Orange

7. NOTICES

- a. For a notice, or other communication, under this Agreement to be valid, it must be in writing and signed by the sending party, and the sending party must use one of the following methods of delivery: (1) personal delivery; (2) registered or certified mail, in each case return receipt requested and postage prepaid; and (3) nationally recognized overnight courier, with all fees prepaid. Delivery via email, is also permitted provided it is followed by delivery via one of methods (1)-(3) above and any such delivery via email shall not be deemed to have been received pursuant to Subsection 7.c. until such delivery pursuant to methods (1)-(3) above shall be deemed to have been received pursuant to Subsection 7.c.
- b. For a notice, or other communication, under this Agreement to be valid, it must be addressed to the authorized receiving party at the addresses listed in Section 3 of the cover Agreement for the receiving party, or to any other address designated by the receiving party in a notice in accordance with this Section 7.
- c. Subject to Subsection 7.d., a valid notice or other communication under this Agreement is effective when received by the receiving party. A notice, or other communication, is deemed to have been received as follows:
 - (i) If it is delivered in person, or sent by registered or certified mail, or by nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt; and
 - (ii) If the receiving party rejects or otherwise refuses to accept it, or if it cannot be delivered because of a change in address for which notice was not given, then upon that rejection, refusal, or inability to deliver.
- d. If a notice or other communication is received after 5:00 p.m. on a business day at the location specified in the address for the receiving party, or on a day that is not a business day, then the notice is deemed received at 9:00 a.m. on the next business day.
- e. Any notice requiring prompt action shall be contemporaneously sent by electronic mail.

8. COMPLIANCE WITH OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS, AND FEDERAL, STATE AND LOCAL LAWS

Contractor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Contractor shall comply with all federal, state, and local laws and ordinances applicable to this Agreement.

9. PROVISION AGAINST ASSIGNMENT

Contractor shall not assign or subcontract this Agreement or any rights or any monies due or to become due hereunder without the prior, written consent of CareerSource Central Florida. Such approval does not relieve Contractor from this Agreement. All requirements to be observed by the Contractor under this Agreement shall be applicable to and observed by all subcontractors.

10. DAVIS-BACON, COPELAND “ANTI-KICKBACK” AND CONTRACT WORK HOURS AND SAFETY ACT

Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29 CFR part 3), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

11. CONSTRUCTION OR RENOVATION OF FACILITIES USING PROGRAM FUNDS

Contractor is aware that Federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

12. AMERICANS WITH DISABILITIES ACT

Contractor will comply with the Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

13. CONFLICT OF INTEREST/STANDARDS OF CONDUCT

Contractor agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the

contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

14. CLEAN AIR/CLEAN WATER ACT/SOLID WASTE DISPOSAL ACT

The Contractor will comply with all applicable standards, orders, or regulations issued under the Clean Air Act, as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). Contractor shall report any violations of the above to CareerSource Central Florida. The Contractor will also comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

15. ENERGY EFFICIENCY

Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with Energy Policy and Conservation Act (Public Law 94-163).

16. ENVIRONMENTAL STANDARDS

Contractor will comply with applicable environmental standards which may be prescribed pursuant to the following:

- a. Institution of quality control measures under the National Environmental Policy Act of 1969 (P.L.91 - 190) and Executive Order 11514;
- b. Notification of violating facilities pursuant to Executive Order 11738;
- c. Protection of wetlands pursuant to Executive Order 11990;
- d. Evaluation of flood plains in accordance with Executive Order 11988;
- e. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.);
- f. Conformity of Federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U. S. C. 7401 et seq.);
- g. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and
- h. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

17. INTEGRITY

Contractor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR part 93. When applicable, if this Agreement is in excess of \$100,000, Contractor must, prior to execution, complete the Certification Regarding Lobbying Form.

18. PUBLIC ANNOUNCEMENTS AND ADVERTISING

The contractor agrees to comply with the provision of the Stevens Amendment as specified in P.L. 115-31, Division H, Title V, Section 505; P.L. 103-333 §508. When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program (3) Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

19. MODIFICATIONS

The terms of this Agreement may be renegotiated and changed whenever extenuating circumstances affect the ability of either party to honor commitments made in this Agreement. Extenuating circumstances must be for situations beyond the control or expectations of either party. Both parties must mutually agree upon renegotiation.

No modification of this Agreement will be effective unless it is in writing, signed and dated by both parties.

CareerSource Central Florida may unilaterally modify this Agreement at will to accommodate any change in the federal or state programs, under which this Agreement is funded, any change in the interpretation of the federal or state programs, under which this Agreement is funded, or any applicable federal, state or local laws, regulations, rules or policies. CareerSource Central Florida retains the option to extend this contract for an additional one-year period at the end of this Agreement.

20. TERMINATION FOR DEFAULT/CONVENIENCE

This Agreement may be terminated as follows:

1. Either party may request termination of this Agreement upon 60 days prior written notice to the other party.
2. CareerSource Central Florida may unilaterally terminate or modify this Agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this Agreement is funded.
3. CareerSource Central Florida may unilaterally terminate this Agreement with written notice at any time that it is determined that:
 - a. Contractor fails to provide any of the services it has contracted to provide; or
 - b. Contractor fails to comply with the provisions of this Agreement; or
 - c. Such termination is in the best interest of CareerSource Central Florida.

In the event of termination of this Agreement by CareerSource Central Florida, CareerSource Central Florida shall be obligated to pay all invoices submitted by Contractor for work performed by Contractor and approved by CareerSource Central Florida through the date of Agreement termination.

In the event this Agreement is terminated for cause, Contractor shall be liable to CareerSource Central Florida for damages sustained for any breach of this Agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

In instances where Contractors/sub-grantees violate or breach Agreement terms, CareerSource Central Florida will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

21. COMPLIANCE WITH TANF

Contractor shall comply with the Temporary Assistance to Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder.

22. RIGHTS TO INVENTIONS, DATA/COPYRIGHTS AND PATENTS

CareerSource Central Florida, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. Contractor understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

23. STATEMENT OF STATE SPONSORSHIP

In compliance with section 286.25, Florida Statutes, if Contractor sponsors a program financed, in whole or in part, with funds provided under this Agreement, Contractor will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by (entity name) and the State of Florida, Department of Commerce." If the sponsorship reference is in written form, the words "State of Florida, Department of Commerce" will appear in the same font size as the name of the entity. As required by 20 CFR. 678.900, each one-stop delivery system must include the "American Job Center" identifier or "a proud partner of the American Job Center network" on all primary electronic resources used by the one-stop delivery system, and on any newly printed, purchased, or created materials and must include the "American Job Center" identifier or "a proud partner of the American Job Center network" on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system.

24. PUBLIC ENTITY CRIMES

By entering into this Agreement, Contractor certifies that it is not on the state's convicted vendor list. Contractor shall comply with Section 287.133(2)(a), Fla. Stat., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section

287.017 Fla. Stat., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

25. THE PRO-CHILDREN ACT

Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Agreement shall prohibit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

26. CONFIDENTIALITY

It is understood that the Contractor shall maintain the confidentiality of any information, regarding CareerSource Central Florida customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource Central Florida for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of CareerSource Central Florida. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

Employees of Contractor, and agents and contractors of Contractor, granted access to CareerSource Central Florida's workforce information systems, including systems containing confidential information, must complete **Attachment D**, "Individual Non-Disclosure and Confidentiality Certification Form," prior to accessing said workforce information systems. A copy of each completed form shall be retained by CareerSource Central Florida.

27. PROCUREMENT STANDARDS

- a. Contractor will comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.
- b. Contractor will comply with the procurement standards in 2 CFR 200.318 - 200.326 when procuring property and services under this Agreement. CareerSource Central Florida shall impose its obligations under this Agreement on its contractors, specifically or by reference, so that such obligations will be binding upon each of its contractors. CareerSource Central Florida shall maintain oversight of all activities under this Agreement and shall ensure that for any procured contract or agreement, its contractors perform according to the terms and conditions of the procured contracts or agreements, and the terms and conditions of this Agreement.

28. DOMESTIC PREFERENCES FOR PROCUREMENTS

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

29. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See [Public Law 115-232](#), section 889 for additional information and 2 CFR part 200.471.

30. PROMOTING FREE SPEECH AND RELIGIOUS LIBERTY & IMPROVING FREE INQUIRY, TRANSPARENCY AND ACCOUNTABILITY AT COLLEGES AND UNIVERSITIES

Contractor agrees to follow the statutory and national policy requirements, as applicable, stated in 2 CFR § 200.300 and Executive Order 13798 Promoting Free Speech and Religious Liberty and Executive Order 13864 Improving Free Inquiry, Transparency and Accountability at College and Universities.

31. E-VERIFY

Contractor warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify system ([E-Verify.gov](#)), and beginning January 1, 2021, uses the E-Verify

system to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Contractor's subcontractors performing the duties and obligations of the Agreement are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

32. CONTRACTS POSTED ON WEBSITE

An executed copy of a contract that is estimated to exceed \$35,000 with a private entity, municipality, city, town, or vendor of services, supplies, or programs, including marketing, or for the purchase or lease or use of lands, facilities, or properties for the five most recent years will be posted on CareerSource Central Florida's website.

33. MANDATORY REPORTING OF ABUSE

In compliance with sections 39.201 and 415.1034, Florida Statutes, if Contractor or its subcontractor performing services under this Agreement, knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited, the Contractor agrees to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96-ABUSE, or via the web reporting option at <https://reportabuse.myflfamilies.com/s/>, or via fax at 1-800-914-0004.

34. BACKGROUND SCREENINGS

CareerSource Central Florida requires a Level 1 background screening as a condition of contract award for all contractors and subcontractors. The Level 1 background screening must be conducted prior to contract awards and prior to Contractor's employees beginning work. The Level 1 background screening must be conducted at least every five years.

35. VENUE, GOVERNING LAW

This Agreement will be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party will perform its obligations herein in accordance with the terms and conditions of the Agreement. The exclusive venue of any legal or equitable action that arises out of or relates to this Agreement will be either the Division of Administrative Hearings or the appropriate state court in Orange County, Florida.

By signing below, Contractor hereby certifies and assures that it will fully comply with the provisions listed above:

Wesley Rapplean- Market Manager

Printed Name and Title of Authorized Representative

Wesley Rapplean

Signature of Authorized Representative

Manpower US Inc.

Organization/Business Name

6/6/2025

Date

Exhibit "B"



STAFFING SERVICES AGREEMENT – PY26

This Staffing Services Agreement (“**Agreement**”) is between CareerSource Central Florida (“**Client**”) and Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services (“**AppleOne**”).

WHEREAS, AppleOne is in the business of providing the following “**Services**,” which include temporary staffing and direct hire services, as well as payrolling services and for purposes of this Agreement includes the Services in **Exhibit B**, incorporated herein by reference;

WHEREAS, Employees of AppleOne or any of its subcontractors who have been recruited by AppleOne or its subcontractor and then temporarily assigned to Client to perform services for Client shall be referred to herein as “**Temporary Personnel**”;

WHEREAS, Employees of AppleOne or any of its subcontractors who have been identified or recruited by Client and then payrolled and assigned by AppleOne or its subcontractor to perform services for Client shall be referred to herein as “**Payrolled Personnel**”;

WHEREAS, Collectively, Temporary Personnel and Payrolled Personnel are referred to as “**AppleOne Personnel**”;

WHEREAS, Client desires to retain AppleOne to provide one (1) or more Services.

NOW, THEREFORE, in consideration of the parties’ mutual covenants, conditions and promises contained herein, the parties hereto agree as follows:

CLIENT WOULD LIKE THE FOLLOWING SERVICES PROVIDED BY APPLEONE: PLEASE CHECK ALL APPLICABLE BOXES.

- ☒ Temporary (including Temporary-to-Hire) Staffing Services
- ☒ Payrolling Services
- ☐ Direct Hire Services

In consideration of the parties’ mutual covenants, conditions, and promises contained herein, the parties agree as follows:

A. TERMS THAT APPLY TO ANY AND ALL SERVICES

1. Equal Opportunity Statement: AppleOne provides its Services in compliance with its obligations as an equal opportunity and affirmative action employer. AppleOne’s recruiting procedures are free of discrimination based on race, religion, ancestry, color, national origin, age, gender identity or expression, genetic information, marital status, medical condition, physical or mental disability, protected veteran status, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable federal, state or local laws. AppleOne also consider qualified applicants regardless of criminal histories, consistent with legal requirements.
2. Independent Contractor Status: AppleOne shall be considered for all purposes to be an independent contractor of Client and nothing in this Agreement shall be construed to create a partnership, employment relationship, joint venture or enterprise between AppleOne or its subcontractor and Client.
3. Background Checks: When requested by the Client, one or more of the following background check services may be procured by AppleOne on behalf of Client for AppleOne Personnel and billed to Client at AppleOne’s cost (without markup), with estimated turnaround times as follows: (1) Driver’s License background check with the State of Florida Department of Motor Vehicles (24-48 hours); (2) Driver’s License background check outside of the State of Florida (24-48 hours); (3) Criminal Background Check Level 1 (3-5 business days); (4) Criminal Background Check Level 2 for individuals working with youth or on a school campus (1-2 weeks); (5) five (5) Panel Drug Screen (48-72 hours; positive test results will be available within 72 hours pending review/discussion with such individual). To ensure compliance with the Fair Credit Reporting Act, AppleOne will not provide copies of such background check or drug screening results to

Client but will instead provide an attestation of completion of such services to Client. Background check services may be conducted by one or more of AppleOne's preferred, third-party vendors (e.g., A-Check Global). Client shall indemnify, defend and hold harmless AppleOne for any and all Losses arising from or related to i) the background checks or the performance thereof and ii) AppleOne's assignment of any AppleOne Personnel to Client, at Client's request, before the full completion of Client- or AppleOne- required background checks, including any legal requirements associated therewith. With respect to any Payrolled Personnel who is employed by Client prior to transfer to AppleOne, or who is requested to perform services on short notice, such person will be subject to background checks if such checks are required by Client, provided that AppleOne has a reasonable time to cause such checks, to the extent permitted by law, to be performed prior to commencement of services by Payrolled Personnel, or as soon thereafter as such checks can reasonably be completed. If any Payrolled Personnel is determined to be ineligible for employment due to the results of such checks, Client shall indemnify, defend and hold harmless AppleOne for any Losses arising from the decision regarding the Payrolled Personnel's job eligibility.

4. Pricing: Exhibit A, Pricing is incorporated by reference. Additional agreed upon pricing for the services to Client under this Agreement may be set forth in other exhibit(s) to this Agreement or as mutually agreed upon by the parties in writing. Client shall reimburse AppleOne for any expenses that are incurred by AppleOne or AppleOne Personnel, which are reasonably related to or arise out of the Services provided to Client or the discharge of duties by AppleOne Personnel for Client under this Agreement ("**Reimbursable Expenses**"). Such Reimbursable Expenses may include a reasonable amount for Temporary Employee internet service or mobile device service for remote work, Client-required equipment and tools, Client-required uniforms, pre-employment health screening (e.g., COVID-19 testing) and fit for duty doctor's visit costs. Expenses for travel shall not be invoiced or reimbursed unless such travel expenses have been previously authorized by Client. All Reimbursable expenses must be approved in writing by Client prior to AppleOne invoicing for such expenses.

5. Invoicing and Payment: AppleOne shall invoice Client weekly, and Client agrees to pay such invoices net upon of receipt of invoice. Client agrees that an account balance that remains unpaid thirty (30) days after the invoice date will be considered in default.

6. Client's payment method (Check box.): ☐ **ApplePay's eCheck**. Client may sign up at www.applepay.com.
☐ ACH/Other shall be discussed between Client and the AppleOne representative. Notwithstanding anything to the contrary in this Agreement, in the event that AppleOne is subject to any third-party fees or costs related to AppleOne's compliance with Client's invoicing or payment policies or practices (e.g., Ariba fees, credit card fees, etc.), AppleOne will pass such fees or costs through to Client without markup.

7. Compliance with Applicable Law: Client agrees to indemnify, defend and hold harmless AppleOne and its subsidiaries and related entities, and all of their respective officers, directors, shareholders, employees, agents and representatives (collectively, "**AppleOne Parties**") for any and all liabilities, losses, claims, injuries, suits, judgments, expenses, charges, fines, interest or penalties (collectively, "**Losses**") arising out of any alleged or actual violation of laws by Client.

8. Indemnity: Except as otherwise set forth in the Agreement, AppleOne shall defend, indemnify and hold harmless Client and its subsidiaries and related entities, and all of their respective officers, directors, shareholders, employees, agents and representatives (collectively, "**Client Parties**") from and against any and all Losses to the extent such Losses are caused by AppleOne's failure to comply with the terms of this Agreement or negligence or willful misconduct of AppleOne arising from the usual and customary business of AppleOne.

Client shall defend, indemnify and hold harmless AppleOne Parties from and against any and all Losses to the extent such Losses are caused by Client's failure to comply with the terms of this Agreement or negligence or willful misconduct of Client arising from the usual and customary business of Client. Despite anything to the contrary in this Agreement, Client shall indemnify, defend and hold harmless AppleOne Parties from and against any and all Losses arising out of claims that any member of Client Parties, under the control of Client, sexually harassed or in any way discriminated against any AppleOne Personnel

9. Limitation of Liability: To the maximum extent permitted by applicable law and despite anything to the contrary in this Agreement, neither Client nor AppleOne shall have any liability for any indirect, consequential, special or incidental damages, damages for loss of profits or revenues, whether in an action in contract or tort, even if such party has been advised of the possibility of such damages, unless such party has engaged in gross negligence or willful misconduct or the damages arise from a third party claim for which a party is entitled to indemnification in this Agreement.

10. Insurance: AppleOne will, as determined by AppleOne, provide relevant insurance, at its own cost and expense, for the services selected by Client and provided by AppleOne (e.g., Workers' Compensation insurance as prescribed by the law of the state(s) in which the work is performed, Employer's Liability insurance with limits of at least \$1,000,000 for each occurrence; Comprehensive Automobile Liability insurance with limits of at least \$1,000,000 combined single limit for bodily injury and property damage for each occurrence; Comprehensive General Liability insurance with limits of at least \$1,000,000 combined single limit for bodily injury, personal injury).

11. Critical Vendor: As Client's staffing supplier, AppleOne considers itself a critical vendor to Client, and AppleOne is committed to helping its clients through turbulent times. To ensure alignment on this issue, AppleOne requests and Client agrees that, in the unlikely event of a Client bankruptcy filing, that AppleOne will be a critical vendor of Client so that all Services performed by AppleOne under this Agreement, or any other agreement between the parties, before and after any bankruptcy filing, are paid in accordance with the parties' applicable contractual terms.

12. Integration: This Agreement, supersedes any and all other agreements, either oral or written, between the parties or anyone acting on behalf of a party hereto, with respect to the subject matter hereof. This Agreement contains all of the covenants, conditions, warranties, representations, inducements, promises or agreements (oral, written, on a website, or otherwise) ("**Promises**") between the parties with respect to the subject matter hereof. Each party hereto acknowledges that no Promises have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other Promises, which are not contained herein, shall be valid or binding. Any oral Promises or modifications concerning this Agreement shall be of no force or effect, except by a subsequent written amendment to this Agreement.

13. Confidentiality: The confidential and/or proprietary information of the disclosing party will be held in strict confidence by the receiving party and will not be disclosed by the receiving party to any third party, or used by the receiving party for its own purposes, except to the extent that such disclosure or use is necessary in the performance by the receiving party of its obligations under this Agreement. The receiving party upon the request of the disclosing party will destroy or return all writings or documents that contain information subject to the protections of this section.

14. Governing Law and Dispute Resolution: The laws of the State of Florida shall govern this Agreement, its interpretation, all services or work performed hereunder, and any disputes regarding the work or services. The parties may mutually agree to informally negotiate or mediate any matter concerning this Agreement, or the parties' rights or obligations pursuant hereto, but any in person mediation must be held in the County of Orange in the State of Florida. If negotiation or mediation does not resolve the parties' dispute, any action concerning this Agreement or the parties' right or obligations pursuant hereto, shall be resolved by binding arbitration before JAMS before a single arbitrator, to be conducted at its office located in Orlando, FL. Arbitration shall be commenced by written demand of either party to the other, with a copy of the written demand being sent to JAMS, identifying the issue to be arbitrated and the claim of the party. If any party who is required to sign the petition to arbitrate refuses or fails to sign said petition, any of the remaining parties may petition alone for arbitration of the dispute before a single arbitrator with JAMS or may petition the appropriate judicial tribunal for an Order Compelling Arbitration. The parties shall jointly select an arbitrator. Arbitration hearing shall take place on a date and time selected by the parties, or, in the event that the parties cannot agree on the date and time selected by the arbitrator. Discovery shall be permitted as authorized by the arbitrator. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

15. Term and Termination: This Agreement shall be in effect from July 1, 2025, ("**Effective Date**") and shall continue until June 30, 2026 ("Initial Term"). Client shall have the option to extend the Term for one (1) additional year by providing Notice to AppleOne within thirty (30) days prior to the expiration of the then-current Term (the "Initial Term" and all subsequent extensions thereof being the "Term"). Absent a prior agreement between the parties, services provided by AppleOne to Client before the Effective Date shall be considered as having been provided subject to the provisions of this Agreement. The rights and obligations in this Agreement, which by their nature should survive, will remain in full force and effect following the termination of this Agreement.

16. Severability: In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect.

17. Non-Waiver: A waiver of a breach of any covenant, condition, or promise of this Agreement shall not be deemed a waiver of any succeeding breach of the same or any other covenant, condition, or promise of this Agreement. No waiver shall be deemed to have been given unless given in writing.

18. Notices: All notices under this Agreement shall be given to the parties at the address below. Notice may be given via personal delivery, overnight courier or U.S. Mail. Notice given by personal delivery shall be deemed received on the same day given. Notice given by overnight courier will be deemed given the next business day after deposited with the courier service. Notice delivered by U.S. Mail shall be deemed received on the third (3rd) business day after notice is deposited with the U.S. Mail.

19. Counterparts; Electronic Signature: The parties agree that this Agreement (and/or any of the Agreement's mutually agreed upon ancillary exhibit(s) or document(s)) may be electronically signed and that any electronic signature appearing on this Agreement (and/or such exhibit(s) or document(s)) is the same as a handwritten signature for the purposes of validity, enforceability and admissibility. Further, the parties agree that this Agreement may be executed in counterparts, each of which together shall be deemed one and the same instrument. Moreover, the exchange of this entire executed Agreement (and/or such exhibit(s) or document(s)) that is in photostatic or portable document format (.pdf) form by electronic mail or by another electronic means shall be considered original(s) and shall constitute effective execution and delivery of the original(s).

B. ADDITIONAL TERMS THAT APPLY ONLY TO THE FOLLOWING SERVICES: TEMPORARY STAFFING SERVICES AND PAYROLLING SERVICES

1. Reassignment/Relocation: Client will not reassign or relocate AppleOne Personnel without prior written authorization by AppleOne. Client agrees to assume all liability for any third-party claim arising after any reassignment or relocation that occurs without such authorization.

2. Work Environment: AppleOne Personnel are subject at all times to Client's direct and indirect supervision; AppleOne does not supervise such employees on their assignments. Client agrees to comply with all laws, regulations and ordinances relating to work site health and safety and agrees to provide AppleOne Personnel a safe and healthful workplace. Client agrees to indemnify, defend and hold harmless AppleOne Parties for Losses arising out of Client's violations of the Occupational Safety and Health Act of 1970, or any similar state law with respect to workplaces owned, leased or supervised by Client, and/or to which AppleOne Personnel are assigned. For any serious injury, illness or death of an AppleOne Personnel occurring in a place of employment or in connection with an AppleOne Personnel's assignment with Client, Client shall notify AppleOne immediately (Notification to AppleOne is also required in the event of any accident or medical treatment.) and is required to report immediately, by telephone or fax, to the nearest Occupational Safety and Health Administration ("OSHA") office. Client is authorized and required by AppleOne to make the report on behalf of both AppleOne and Client. Client shall provide to OSHA all information required by applicable law, as well as AppleOne's name, address, phone number and contact person, and the AppleOne Personnel's name. Client shall notify AppleOne immediately after the report has been made.

3. Prohibited Activities: Client further agrees that while on assignment with Client, AppleOne Personnel shall not be permitted, without express advance written approval by an officer of AppleOne, to i) engage in travel or otherwise operate a motor vehicle or any non-office machinery or equipment on behalf of Client, ii) handle cash/credit card information or valuables or negotiable instruments (Client shall also not pay AppleOne Personnel directly or advance any funds to them.), iii) be permitted unsupervised or uncontrolled access to confidential or proprietary information, including confidential access codes, iv) be permitted unsupervised access to or control of Client's business premises, v) remove any property of Client from Client's business premises, vi) purchase, consume or distribute any alcohol, vii) consume drugs, unless advance written authorization is provided by a physician, viii) sign contracts or statements (including SEC documents) on behalf of Client, (ix) make any final decisions regarding system design, software development or the acquisition of hardware or software, (x) make any final management decisions, or automotive equipment, (xi) render an opinion on behalf of Client or AppleOne's behalf on financial statements, (xii) sign the name of Client or AppleOne or their own name on financial statements or tax returns of Client, or (xiii) carry a firearm or other weapon in the course of their assignment with Client. Despite anything to the contrary herein, should any AppleOne Personnel be permitted to engage in any of the activities described in i) - xiii) above, AppleOne shall have no responsibility arising therefrom, and Client agrees to indemnify, defend and hold harmless AppleOne for any and all Losses resulting from the employee's conduct.

4. Time Cards: Client understands that AppleOne Personnel must be paid weekly, and agrees to promptly review and approve or verify timecards or hours worked. Client will be liable for any and all charges incurred based upon Client approved or verified timecards or hours or similar information submitted by Client to AppleOne. If timecards or hours lack timely Client approval or verification, AppleOne will process payroll and invoices based upon the timecards or hours submitted by the employees.

5. Overtime: Client will not permit AppleOne Personnel to work any hours exceeding 40 hours per week.

6. Federal Regulations: Despite anything to the contrary in the Agreement, Client shall defend, indemnify and hold harmless AppleOne Parties from and against any and all Losses to the extent caused by Client's failure to inform AppleOne, in writing, that Client or any job orders or services hereunder, are subject to Federal Acquisition Regulation and/or Defense Federal Acquisition Regulation Supplement, Service Contract Labor Standards, formerly known as the McNamara-O'Hara Service Contract Act of 1965 ("**SCLS/SCA**"), Davis-Bacon Act of 1931, Federal Paid Sick Leave (EO 13706), or any other federal law where a security clearance or any kind of government-issued credential or designation is required.

7. Taxes, Fees or Costs: The parties agree that upon thirty (30) days' written notice to Client, pricing under this Agreement may change if AppleOne's expenses for statutory or other fixed costs increase, or if new or additional statutory or government-imposed taxes, fees or costs are incurred by AppleOne after the Effective Date. These taxes, fees or costs may include, but are not limited to those related to: Workers' Compensation Insurance, State Unemployment Insurance, federal, state or local taxes, regulations or ordinances (including but not limited to Wage Determinations, Health & Welfare Benefits, SCLS/SCA, vacation pay, holiday pay, Paid Leave Laws or minimum wage laws), or an increase in the ACA or SFHCSO surcharge. The parties agree that such written notice may be in the form of an electronic communication, including email.

8. Contact AppleOne: Client agrees to immediately contact its AppleOne representative or the AppleOne Human Resources Hotline at (800) 270-9120 upon receipt of any complaint by an AppleOne Personnel regarding, but not limited to, any of the following: sexual harassment, discrimination, retaliation, bullying, wage and hour issues, meal and rest breaks or any other employment-related concern. Further, Client agrees to comply with the American with Disabilities Act and any local health accommodation requirements, and upon request by AppleOne, agrees to participate in an interactive process with AppleOne and any AppleOne Personnel who seeks a reasonable workplace accommodation.

For Client

Electronically Signed by: Pamela Nabors
2025-06-06 14:55:15 UTC - 172.109.168.190
Nintex AdvancedSign
e9f2c830-7556-4322-8862-62d9d0f336a8

Signature

Pamela Nabors

Printed Name

President/CEO

Title

06/06/2025

Date

390 N. Orange Ave., Suite 700

Address

Orlando, FL 32801

Address

For AppleOne

DocuSigned by:
Brett Howroyd
DA9414E8A8E2474...

Signature

Brett Howroyd

Printed Name

President

Title

6/4/2025

Date

327 W. Broadway

Address

Glendale, CA 91204

Address

PLEASE SEND A SIGNED PHOTOSTATIC COPY OF THE AGREEMENT TO:
AT EMAIL:

AppleOne is an equal opportunity and affirmative action employer. We proudly embrace diversity in all of its manifestations. We are firmly committed to anti-racism, and as leaders of fairness in work, do not tolerate or support racism or any discriminatory practices.



EXHIBIT A, PRICING TO STAFFING SERVICES AGREEMENT

1. TEMPORARY STAFFING SERVICES:

1.1 Unless otherwise specified in the Agreement, the rates and fees set forth below represent the Temporary Personnel's pay plus all applicable state and federal taxes, government reporting, workers' compensation and related administrative costs.

1.2 AppleOne will charge Client a markup percentage over the Temporary Personnel's hourly pay rate for each hour of service provided by the Temporary Personnel. AppleOne will invoice Client according to the following fee schedule:

JOB CLASSIFICATION	MARKUP PERCENTAGE
General Staffing Provided by AppleOne (WCCovered by AppleOne)	31.5%

1.3 Client understands that AppleOne may refer AppleOne candidates for Client's evaluation or assign AppleOne employees to render services at Client often while such persons seek direct hire employment through AppleOne. If Client, either directly or indirectly, such as through any company within Client's control, solicits, offers employment to and/or hires any AppleOne candidate or employee as an employee or consultant in any position, or utilizes such person's services through another temporary or outsourcing service, or any party affiliated with Client refers such person to any other employer and said person becomes employed by that employer: i) at any time from the date such person's identity is provided by AppleOne to Client until six (6) months thereafter, or ii) within six (6) months after termination of such person's temporary assignment through AppleOne at Client, whichever is the later, Client agrees to pay AppleOne a direct hire fee in accordance with AppleOne's standard fee schedule stipulated by the parties to be equal to thirty percent (30%) of such person's first year annualized wage or salary. Unless Client presents written evidence to AppleOne of Client's prior knowledge of an AppleOne referred candidate i) within three (3) business days of AppleOne's referral of such candidate to Client, or ii) prior to Client's interview of such candidate, or iii) prior to AppleOne's assignment of such candidate at Client, whichever is earliest, Client understands and agrees that Client is liable for the payment of any direct hire fee due to AppleOne pursuant to this Agreement. This section shall not apply to Payrolled Personnel or to interns who have completed their applicable internship period, as communicated to AppleOne prior to assignment with Client.

1.4 Client understands that Temporary Personnel are assigned to Client to render temporary services, and that absent an agreement to the contrary, are not assigned to become employed by Client. Client acknowledges the considerable expense incurred by AppleOne to advertise, recruit, evaluate, train and quality control its employees. Client will not, without prior written authorization by AppleOne, hire Temporary Personnel, interfere with the employment relationship between AppleOne and its Temporary Personnel, or directly or indirectly cause an AppleOne Temporary to transfer to another temporary help service. Despite the foregoing, AppleOne offers temporary-to-hire staffing services to Client. An AppleOne employee temporarily assigned to Client is an employee of AppleOne until released to Client. Should Client be interested in hiring an AppleOne referred candidate or employee, Client shall contact AppleOne, who will establish the terms and conditions for releasing such person to Client's payroll, including the conversion fee to be paid by Client if such terms are not otherwise agreed to between the parties herein. If any Client accounts are in default, Client shall bring the accounts current prior to the hiring. If Client hires an AppleOne employee with a Client account in default, Client agrees to pay AppleOne a conversion fee equivalent to the direct hire fee as set forth above.

2. PAYROLLING SERVICES:

2.1 Unless otherwise specified in the Agreement, the rates and fees set forth below represent the Payrolled Personnel's pay plus all applicable state and federal taxes, government reporting, workers' compensation and related administrative costs.

2.2 AppleOne's payrolling services program allows Client to identify or recruit the candidate and select the candidate to be payrolled and assigned by AppleOne to perform services for Client. Client also may determine the salary that meets Client's specific requirements. AppleOne will charge Client a markup percentage over the Payrolled Personnel's hourly pay rate for each hour of service provided by the Payrolled Personnel. AppleOne will invoice Client according to the following fee schedule:

JOB CLASSIFICATION	MARKUP PERCENTAGE
DEO Funded Administrative Positions (WC Covered by Client)	22%
DEO Funded Industrial Positions (WC Covered by Client)	30%
Non-DEO Local Funded Administrative Positions (WC Covered by AppleOne)	22.5%
Non-DEO Funded Industrial Positions (WC Covered by AppleOne)	30.5%

2.3 Client may, at any time, hire Payrolled Personnel or cause Payrolled Personnel to transfer to another payrolling service provider, with written notice to AppleOne.

EXHIBIT B, SCOPE OF WORK/ADMINISTRATIVE REQUIREMENTS TO STAFFING SERVICES AGREEMENT

SCOPE OF WORK

1. It is CSCF's intent to provide outreach, recruitment, and enrollment of participants into the paid internship activities. CSCF will determine eligibility and facilitate matches between participants and employers. Participants will then be referred to the Contractor as the employer of record to complete required employment documentation. The Contractor is responsible for completion of all federal and state- required employment and tax forms.
2. There will be some joint responsibilities between CSCF and the Contractor. Contractor will be the employer of record for the program participant. However, for purposes of workers' compensation coverage, this will be determined by the program selected for the participating individual. For traditional WIOA interns the State of Florida covers workers' compensation; for all others workers' compensation is covered by Contractor.
3. Contractor will be required to submit an online invoice and program participant timecards to CSCF to receive reimbursement of costs.
4. The Contractor, as the employer of record, shall be an Equal Opportunity Employer and adhere to all federal, state, and local laws in relation to its hiring process.
5. The Contractor will acknowledge that any participant placed under the contract is an employee of the Contractor and shall expressly inform all participants of that status prior to commencement of their work assignment.
6. Any hours worked by a participant exceeding 40 hours in a workweek will be the sole responsibility of the Contractor.
7. Participants will be paid an hourly rate set by CSCF and may work up to a maximum of 40 hours per week.
8. The Contractor agrees that at the end of a participant's paid internship, worksite management may offer continued employment to a participant without the Contractor receiving a placement fee.
9. Payroll must occur weekly. Timecards must be maintained via an online application that provides electronic access for reviewing timecards and printing W-2s. The Contractor will provide orientation for employers on using the timecard application.
10. Orientation needs to be in conjunction with CSCF, as the internship is with CSCF and the Contractor is the third party vendor.
11. The Contractor will be solely responsible for all payroll functions, including but not limited to, onboarding and the timely payment of all compensation for the intern participants referred by CSCF staff for temporary employment under the contract and will be responsible for the filing of state and federal taxes, unemployment insurance and payroll processing.
12. The Contractor will provide onboarding at CSCF locations or virtually; preference being at CSCF locations. Five (5) or more participants onboarding at the same time will require onboarding to be held at a CSCF location.
13. The Contractor will be required to conduct a state level-background check covering CSCF referred participants under the contract and provide CSCF staff with documented results. Preference is that Contractor has a mobile capacity for performing I-9 verifications. The Contractor will assume responsibility to ensure drug testing of participants when required by employer(s). The Contractor will be reimbursed by CSCF at the rate actually paid by the for these expenses.

- a. Participant results must be disclosed to the worksite employer for consideration prior to commencing work with the worksite employer. Commencement of internships will be contingent upon results of background check and agreement with worksite employer following employer's review of such information.
 - b. Criminal information must be obtained directly from the Florida Department of Law Enforcement.
 - c. The criminal background check must, at a minimum, include an investigation for, and review of, any (i) state and federal felony convictions; (ii) misdemeanor convictions involving moral turpitude; (iii) any crimes in violation of the Violent Crime Act of 1974; and (iv) any pending deferred adjudications with respect to (i) or (ii).
 - d. A level II background check is required for referred participants working with youth or on a school campus.
14. Prior to participants' assignment to a work site employer, the Contractor will conduct an orientation in coordination with CSCF staff either in person or online, with the participant to review the Contractor's policies and worksite assignment requirements, including Contractor/ participant relationship; work standards, and expectations; dress and business etiquette; and Contractor policies and procedures related to drug use, sexual harassment, non-discrimination/anti-retaliation, compliance, and ethics training. Contractor must hold one on one and/or group orientations at Career Centers through the five-county region, when requested by CSCF. Preference is for Contractor to provide bilingual orientations/assistance with online onboarding for those who require it.
15. The Contractor will be responsible for personnel matters such as distribution of pay checks/ACH Payments.
16. A CSCF worksite monitor will provide oversight of the participant and worksite employer at regular intervals to ensure program compliance.
17. The Contractor will work in collaboration with designated CSCF staff to notify the participant of assignment conclusion and complete all necessary termination documentation.
18. The Contractor will work in collaboration with CSCF assigned staff to notify the CSCF Director of Operations or their designee in writing within 24 hours of participant termination, if they are fired and let go by host employer.
19. The Contractor will work with CSCF staff to obtain all documentation necessary from a participant's worksite employer to meet reporting reimbursement requirements.
20. The Contractor will utilize weekly timesheets for each participant. Weekly the Contractor will deliver to CSCF the following deliverables (format and content shall meet CSCF requirements):
 - a. Cumulative hours worked and wages earned by each participant.
 - b. Detailed list of all active participants by worksite employer and/or classification.
 - c. Cumulative assignment detail analysis for all active and terminated participants, including start date, end date, termination date, hourly rates, and duration of employment.
 - d. An invoice with a separate line item for each participant paid and associated costs incurred for background check and drug screening. All invoices must be supported with attached timecards, (signed by the participant and the participant's supervisor), and applicable VENDOR invoices. The Contractor will add a notation of FINAL CHECK to invoices, when applicable, for participants. Digital invoices in MS-Excel are required for ease of review.
21. In the event CSCF notifies the Contractor of a participant claiming to have not received the appropriate compensation, the Contractor will promptly contact the participant and attempt to settle any dispute(s) in good faith. In the event the Contractor is unable to promptly

resolve any compensation dispute with any of the above-described individual(s), the Contractor shall provide a written explanation to CSCF of the dispute and the steps taken by the Contractor to resolve same.

22. The Contractor will maintain accurate auditable records, including, but not limited to, records, timesheets, activity logs, invoices, or other expense records, which are the basis of charges for any fees, expenses, or other charges to CSCF under the contract. Records must track and capture cost by multiple grants (i.e. WIOA, TANF, NEG, etc.) for all participants under awarded contract, including hours and dollars spent by each participant.
23. The Contractor will provide weekly reports to CSCF staff allowing the ability to generate custom reports, as needed, on performance and fiscal data. In addition to weekly reporting requirements, Contractor will attend scheduled meetings with CSCF staff quarterly. Meeting time and dates to be coordinated with CSCF staff. The Contractor will ensure that electronic access to participant timesheets and paystubs is made available to CSCF staff.
24. The Contractor will ensure their database is updated weekly.
25. The Contractor will designate a primary point of contact that will be responsible for the day-to-day management of the contract, coordinating participant assignments, supervising the delivery of services, coordinating with CSCF staff, responding to CSCF requirements, and program reporting.
26. The Contractor will designate a secondary point of contact that will be responsible for the day-to-day management of the contract, coordinating participant assignments, supervising the delivery of services, coordinating with CSCF staff, responding to CSCF requirements and program reporting while the primary point of contact is on vacation or out for an extended period of time (more than 3 days).
27. The Contractor will ensure bi-lingual staff (English & Spanish) will be made available to CSCF upon request.
28. If the Contractor is requested to source a worker for a specific position and is unable to do so with a qualified candidate agreed upon by CSCF and Contractor at the time of the recruitment, and at a pay rate acceptable to CSCF, then CSCF reserves the right to utilize any temporary service provider to meet the specific temporary worker need without liability or fee to the Contractor.
29. The Contractor will meet with CSCF quarterly for status update meetings. CSCF will send invite 3 weeks prior to quarterly meeting.

ADMINISTRATIVE REQUIREMENTS

- A. Contractor(s) will be required to submit an audit to CSCF at the end of each contract term if Contractor's federal expenditures are more than seven hundred fifty thousand dollars (\$750,000.00) a year regardless of the source. Commercial (for-profit) organizations will have the option of auditing the services contracted for or submitting an organization-wide audit. Other Contractor(s) must submit an audit in accordance with 2 CFR Part 200 if their federal expenditures are more than seven hundred fifty thousand dollars (\$750,000.00) a year regardless of the source. The cost of the audit will be negotiated separately from the bill rates proposed as the requirement for the audit will not be determined until after the contract award.
- B. Contractor will be required to list CSCF as an additional insured on their general liability, umbrella, and fidelity bond insurance policies.
- C. Contractor will be required to report to CSCF any costs and ensure compliance regarding medical benefits related to the Affordable Care Act related to temporary and/or payroll services workers both generally before workers are placed and simultaneously when workers are placed.
- D. CSCF frequently monitors and evaluates its programs. Contractor must agree to participate in

evaluations and allow CSCF access by monitors who will examine Contractor's books, financial transactions, records, and temporary worker files related to the contract.

- E. Contractor must agree to assume full responsibility for all costs including funds spent on any ineligible persons certified by Contractor and for payments for hours not supported by time records or pre-approved by CSCF.
- F. Bill rates quoted must be for all costs related to the services including the cost of any required background checks, drug tests and other pre-hire costs. The Contractor will not be required to perform drug testing and/or a background check for a participant/ temporary worker at an internship or work site unless requested by CSCF. The type of drug screening and/or background check will depend on what the worksite requires. Contractors are to submit the cost and types of drug screening and/or background checks available to CSCF.
- G. The Contractor should have sufficient credit or resources to be paid on a reimbursement basis. CSCF will not provide funding advances.

EXHIBIT C, CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES TO STAFFING SERVICES AGREEMENT

*****In the event there is a discrepancy or conflict with Contractor's terms and conditions this document shall prevail.*****

CareerSource Central Florida will not award a contract where Contractor has failed to accept the CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this Attachment. In performing its responsibilities under this Agreement, Contractor hereby certifies and assures that it will fully comply with the following:

1. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTION (29 CFR Part 95 and 98).

Contractor certifies to the best of its knowledge and belief, that it and its principals and subcontractors:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph above; and/or
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Contractor shall comply with Executive Orders 12549 and 12689 regarding debarment and suspension.

2. CERTIFICATION REGARDING LOBBYING (29 CFR Part 93)

Contractor certifies, to the best of his or her knowledge & belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Contractor shall require that the language of this certification be included in the documents for all subawards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Agreement was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37)

Contractor will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

4. SCRUTINIZED COMPANIES

If the amount of this Agreement is \$1,000,000.00 or more, in accordance with the requirements of section 287.135, Florida Statutes, Contractor must provide a certification it is not listed on the Scrutinized Companies that Boycott Israel List, it is not engaged in a boycott of Israel, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, it is not engaged in business operations in Cuba or Syria, or that it meets the conditions for exemption as provided in section 287.135(4), Florida Statutes. These lists are created pursuant to sections 215.4725 and 215.473, Florida Statutes. If federal law ceases to authorize the states to adopt and enforce the contracting prohibition described in this paragraph, this paragraph will be null and void.

5. DISCRIMINATORY VENDOR LIST

By entering into this Agreement, Contractor certifies that it is not an entity on the state's discriminatory vendor list described in section 287.134, Florida Statutes.

6. ACCESS TO RECORDS; PUBLIC RECORDS

Access by CareerSource Central Florida, the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of Contractor or sub-contractor which are directly pertinent to charges to the services, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies; this right also includes timely and reasonable access to Contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.

Public Records. To the extent required by Section 119.0701 of the Florida Statutes, the Contractor shall: (i) Keep and maintain public records required by CareerSource Central Florida to perform the Services under this Agreement. (ii) Upon request from CareerSource Central Florida's custodian of public records, provide CareerSource Central Florida 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 of the Florida Statutes or otherwise provided by law. (iii) 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 Agreement term and following completion of the Agreement if the Contractor does not transfer the records to CareerSource Central Florida. (iv) Upon completion of the Agreement, transfer, at no cost to CareerSource Central Florida, all public records in possession of the Contractor or keep and maintain public records required by CareerSource Central Florida to perform the service. If the Contractor transfers all public records to CareerSource Central Florida upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CareerSource Central Florida, upon request from CareerSource Central Florida's custodian of public records, in a format that is compatible with the information technology systems of CareerSource Central Florida.

If the Contractor has questions regarding the application of chapter 119, Florida statutes, to the Contractor's duty to provide public records relating to this agreement, contact CareerSource Central Florida's Custodian of Public Records at Public Records Custodian 390 N. Orange

Avenue, Suite 700 Orlando, FL 32801, NBlanco@careersourcecf.com.

7. NOTICES

- a. For a notice, or other communication, under this Agreement to be valid, it must be in writing and signed by the sending party, and the sending party must use one of the following methods of delivery: (1) personal delivery; (2) registered or certified mail, in each case return receipt requested and postage prepaid; and (3) nationally recognized overnight courier, with all fees prepaid. Delivery via email, is also permitted provided it is followed by delivery via one of methods (1)-(3) above and any such delivery via email shall not be deemed to have been received pursuant to Subsection 7.c. until such delivery pursuant to methods (1)-(3) above shall be deemed to have been received pursuant to Subsection 7.c.
- b. For a notice, or other communication, under this Agreement to be valid, it must be addressed to the authorized receiving party at the addresses listed in Section 3 of the cover Agreement for the receiving party, or to any other address designated by the receiving party in a notice in accordance with this Section 7.
- c. Subject to Subsection 7.d., a valid notice or other communication under this Agreement is effective when received by the receiving party. A notice, or other communication, is deemed to have been received as follows:
 - (i) If it is delivered in person, or sent by registered or certified mail, or by nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt; and
 - (ii) If the receiving party rejects or otherwise refuses to accept it, or if it cannot be delivered because of a change in address for which notice was not given, then upon that rejection, refusal, or inability to deliver.
- d. If a notice or other communication is received after 5:00 p.m. on a business day at the location specified in the address for the receiving party, or on a day that is not a business day, then the notice is deemed received at 9:00 a.m. on the next business day.
- e. Any notice requiring prompt action shall be contemporaneously sent by electronic mail.

8. COMPLIANCE WITH OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS, AND FEDERAL, STATE AND LOCAL LAWS

Contractor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Contractor shall comply with all federal, state, and local laws and ordinances applicable to this Agreement.

9. PROVISION AGAINST ASSIGNMENT

Contractor shall not assign or subcontract this Agreement or any rights or any monies due or to become due hereunder without the prior, written consent of CareerSource Central Florida. Such approval does not relieve Contractor from this Agreement. All requirements to be observed by the Contractor under this Agreement shall be applicable to and observed by all subcontractors.

10. DAVIS-BACON, COPELAND “ANTI-KICKBACK” AND CONTRACT WORK HOURS AND SAFETY ACT

Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29 CFR part 3), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

11. CONSTRUCTION OR RENOVATION OF FACILITIES USING PROGRAM FUNDS

Contractor is aware that Federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

12. AMERICANS WITH DISABILITIES ACT

Contractor will comply with the Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

13. CONFLICT OF INTEREST/STANDARDS OF CONDUCT

Contractor agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the

contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

14. CLEAN AIR/CLEAN WATER ACT/SOLID WASTE DISPOSAL ACT

The Contractor will comply with all applicable standards, orders, or regulations issued under the Clean Air Act, as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). Contractor shall report any violations of the above to CareerSource Central Florida. The Contractor will also comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

15. ENERGY EFFICIENCY

Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with Energy Policy and Conservation Act (Public Law 94-163).

16. ENVIRONMENTAL STANDARDS

Contractor will comply with applicable environmental standards which may be prescribed pursuant to the following:

- a. Institution of quality control measures under the National Environmental Policy Act of 1969 (P.L.91 - 190) and Executive Order 11514;
- b. Notification of violating facilities pursuant to Executive Order 11738;
- c. Protection of wetlands pursuant to Executive Order 11990;
- d. Evaluation of flood plains in accordance with Executive Order 11988;
- e. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.);
- f. Conformity of Federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U. S. C. 7401 et seq.);
- g. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and
- h. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

17. INTEGRITY

Contractor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR part 93. When applicable, if this Agreement is in excess of \$100,000, Contractor must, prior to execution, complete the Certification Regarding Lobbying Form.

18. PUBLIC ANNOUNCEMENTS AND ADVERTISING

The contractor agrees to comply with the provision of the Stevens Amendment as specified in P.L. 115-31, Division H, Title V, Section 505; P.L. 103-333 §508. When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program (3) Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

19. MODIFICATIONS

The terms of this Agreement may be renegotiated and changed whenever extenuating circumstances affect the ability of either party to honor commitments made in this Agreement. Extenuating circumstances must be for situations beyond the control or expectations of either party. Both parties must mutually agree upon renegotiation.

No modification of this Agreement will be effective unless it is in writing, signed and dated by both parties.

CareerSource Central Florida may unilaterally modify this Agreement at will to accommodate any change in the federal or state programs, under which this Agreement is funded, any change in the interpretation of the federal or state programs, under which this Agreement is funded, or any applicable federal, state or local laws, regulations, rules or policies. CareerSource Central Florida retains the option to extend this contract for an additional one-year period at the end of this Agreement.

20. TERMINATION FOR DEFAULT/CONVENIENCE

This Agreement may be terminated as follows:

1. Either party may request termination of this Agreement upon 60 days prior written notice to the other party.
2. CareerSource Central Florida may unilaterally terminate or modify this Agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this Agreement is funded.
3. CareerSource Central Florida may unilaterally terminate this Agreement with written notice at any that it is determined that:
 - a. Contractor fails to provide any of the services it has contracted to provide; or
 - b. Contractor fails to comply with the provisions of this Agreement; or
 - c. Such termination is in the best interest of CareerSource Central Florida.

In the event of termination of this Agreement by CareerSource Central Florida, CareerSource Central Florida shall be obligated to pay all invoices submitted by Contractor for work performed by Contractor and approved by CareerSource Central Florida through the date of Agreement termination.

In the event this Agreement is terminated for cause, Contractor shall be liable to CareerSource Central Florida for damages sustained for any breach of this Agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

In instances where Contractors/sub-grantees violate or breach Agreement terms, CareerSource Central Florida will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

21. COMPLIANCE WITH TANF

Contractor shall comply with the Temporary Assistance to Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder.

22. RIGHTS TO INVENTIONS, DATA/COPYRIGHTS AND PATENTS

CareerSource Central Florida, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. Contractor understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

23. STATEMENT OF STATE SPONSORSHIP

In compliance with section 286.25, Florida Statutes, if Contractor sponsors a program financed, in whole or in part, with funds provided under this Agreement, Contractor will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by (entities name) and the State of Florida, Department of Commerce." If the sponsorship reference is in written form, the words "State of Florida, Department of Commerce" will appear in the same font size as the name of the entity. As required by 20 CFR. 678.900, each one-stop delivery system must include the "American Job Center" identifier or "a proud partner of the American Job Center network" on all primary electronic resources used by the one-stop delivery system, and on any newly printed, purchased, or created materials and must include the "American Job Center" identifier or "a proud partner of the American Job Center network" on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system.

24. PUBLIC ENTITY CRIMES

By entering into this Agreement, Contractor certifies that it is not on the state's convicted vendor list. Contractor shall comply with Section 287.133(2)(a), Fla. Stat., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section

287.017 Fla. Stat., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

25. THE PRO-CHILDREN ACT

Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Agreement shall prohibit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

26. CONFIDENTIALITY

It is understood that the Contractor shall maintain the confidentiality of any information, regarding CareerSource Central Florida customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource Central Florida for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of CareerSource Central Florida. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

Employees of Contractor, and agents and contractors of Contractor, granted access to CareerSource Central Florida's workforce information systems, including systems containing confidential information, must complete **Attachment D**, "Individual Non-Disclosure and Confidentiality Certification Form," prior to accessing said workforce information systems. A copy of each completed form shall be retained by CareerSource Central Florida.

27. PROCUREMENT STANDARDS

- a. Contractor will comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.
- b. Contractor will comply with the procurement standards in 2 CFR 200.318 - 200.326 when procuring property and services under this Agreement. CareerSource Central Florida shall impose its obligations under this Agreement on its contractors, specifically or by reference, so that such obligations will be binding upon each of its contractors. CareerSource Central Florida shall maintain oversight of all activities under this Agreement and shall ensure that for any procured contract or agreement, its contractors perform according to the terms and conditions of the procured contracts or agreements, and the terms and conditions of this Agreement.

28. DOMESTIC PREFERENCES FOR PROCUREMENTS

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

29. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See [Public Law 115-232](#), section 889 for additional information and 2 CFR part 200.471.

30. PROMOTING FREE SPEECH AND RELIGIOUS LIBERTY & IMPROVING FREE INQUIRY, TRANSPARENCY AND ACCOUNTABILITY AT COLLEGES AND UNIVERSITIES

Contractor agrees to follow the statutory and national policy requirements, as applicable, stated in 2 CFR § 200.300 and Executive Order 13798 Promoting Free Speech and Religious Liberty and Executive Order 13864 Improving Free Inquiry, Transparency and Accountability at College and Universities.

31. E-VERIFY

Contractor warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify system ([E-Verify.gov](#)), and beginning January 1, 2021, uses the E-Verify

system to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Contractor's subcontractors performing the duties and obligations of the Agreement are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

32. CONTRACTS POSTED ON WEBSITE

An executed copy of a contract that is estimated to exceed \$35,000 with a private entity, municipality, city, town, or vendor of services, supplies, or programs, including marketing, or for the purchase or lease or use of lands, facilities, or properties for the five most recent years will be posted on CareerSource Central Florida's website.

33. MANDATORY REPORTING OF ABUSE

In compliance with sections 39.201 and 415.1034, Florida Statutes, if Contractor or its subcontractor performing services under this Agreement, knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited, the Contractor agrees to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96-ABUSE, or via the web reporting option at <https://reportabuse.myflfamilies.com/s/>, or via fax at 1-800-914-0004.

34. BACKGROUND SCREENINGS

CareerSource Central Florida requires a Level 1 background screening as a condition of contract award for all contractors and subcontractors. The Level 1 background screening must be conducted prior to contract awards and prior to Contractor's employees beginning work. The Level 1 background screening must be conducted at least every five years.

35. VENUE, GOVERNING LAW

This Agreement will be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party will perform its obligations herein in accordance with the terms and conditions of the Agreement. The exclusive venue of any legal or equitable action that arises out of or relates to this Agreement will be either the Division of Administrative Hearings or the appropriate state court in Orange County, Florida.

By signing below, Contractor hereby certifies and assures that it will fully comply with the provisions listed above:

Brett Howroyd President

Printed Name and Title of Authorized Representative

DocuSigned by:

Brett Howroyd

DA9414E8A8E2474

Signature of Authorized Representative

AppleOne, Inc.

Organization/Business Name

6/4/2025

Date

EXHIBIT D, INDIVIDUAL NON-DISCLOSURE AND CONFIDENTIALITY CERTIFICATION FORM TO STAFFING SERVICES AGREEMENT

I understand that I will or may be exposed to certain confidential information, including but not limited to, personal identifying information of individuals who are employed by CareerSource Central Florida, receive public assistance, employment and unemployment insurance records maintained by the Department of Economic Opportunities, made available to the organizations, for the limited purpose of performing its duty pursuant to a Contract for Services and Non-Disclosure and Confidentiality Certification agreement.

These confidential records may include name (or other personally identifiable information), Social Security numbers, wage and employment data and public assistance information which are protected under federal and state law. Such information is confidential and may not be disclosed to others. In order to perform my duties associated with the program requirements set forth under contract or agreement, I am requesting an access to a secure database. Prior to receiving such means of access, I acknowledge and agree to abide by the following standards for the receipt and handling of confidential information:

1. I shall use access to the Workforce Systems only to secure information to conduct official program business under such contract/agreement.
2. I shall not disclose my username, password, or other information needed to access the Systems to any party nor shall I give any other individual access to information secured.
3. If I should become aware that any other individual – other than an authorized employee – may have obtained or has obtained access to my username, password, or other information needed to access the Workforce Systems, I shall immediately notify CareerSource Central Florida's Chief Information Officer or Program Manager.
4. I shall not share with anyone any other information regarding access to the Systems unless I am specifically authorized by CareerSource Central Florida.
5. I shall not access or request access to any Social Security numbers, personal information, wage or employment data unless such access is necessary for the performance of my official duties.
6. I shall not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) involved.
7. I shall retain the confidential data only for that period of time necessary to perform my duties. Thereafter, I shall either arrange for the retention of such information consistent with federal or state record retention requirements or delete or destroy such data.
8. I am knowledgeable about proper use and handling of confidential data. I shall comply with all confidentiality safeguards including but not limited to, the following: a) protecting the confidentiality of my username and password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following procedures for the timely destruction or deletion of confidential data.
9. I shall not copy, sell, or release data confidential or not obtained from my access to anyone. Any data, confidential or not, obtained will be destroyed in a secure and appropriate manner after completion of contract work.
10. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training, and/or instructions I have received, my user privileges may be immediately suspended or terminated. I further

acknowledge that applicable state and/or federal law may provide that any individual who discloses confidential information in violation of any provision of that section may be subject to a fine and/or period of imprisonment and dismissal from employment. I have been instructed that if I should violate the provisions of the law, I may receive one or more of these penalties.

11. Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately seek guidance from CareerSource Central Florida designated contact and be guided by his/her response.

AppleOne Employee Signature: _____

Date: _____

Print Employee Name: _____

Company Name and Address: _____

Work Telephone: _____

E-Mail: _____

Application(s) Given Access To:



QUALITY LABOR MANAGEMENT, LLC & AFFILIATES
"SAFETY, PRODUCTIVITY, QUALITY"
CUSTOMER SERVICE AGREEMENT

COMPANY INFORMATION

Customer Name: Career Source Central Florida

Physical Address: 390 N. Orange Ave, Suite 700 Zip code: 32801
City/State: Orlando, FL

Mailing Address (if different): City/State: Zip code:

Phone: 407-531-1222 Fax:

Company Owner:

Federal ID # or Social Security #: 59-3396497

Email address to submit weekly invoices: AccountsPayable@careersourcecf.com

Please check box if you also wish to have invoices mailed: Yes ☐ No ☐

"Variable Hour Employees – The Affordable Healthcare Act requires tracking of work hours to determine employee healthcare eligibility. For this purpose, please specify whether the employee is reasonably expected to work an average of at least 30 hours per week during the initial measurement period (six months or more from hire date)"

Yes ☒ No ☐

Signature:

Electronically Signed: 2025-06-25 21:25:43 UTC - 108.81.233.228
Nintex AssuranceID: 50948805-a277-4384-bd6d-430701172072

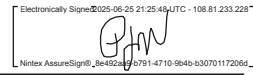
RATE INFORMATION: PLEASE CHECK ONE:

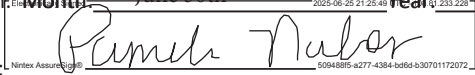
☒ Rate Sheet – See Attach

☐ Bill Rate Multiplier (x Pay Rate):

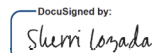
☐ Labor Helper Skilled

OCIP/CCIP ☐ Yes ☐ No Davis Bacon ☐ Yes ☐ No

This bill rate is effective through: Month: June 30th Year: 2026 Customer Initials: 

Authorized Customer Signature:  Date: 06/25/2025

Print Name/Title: Pamela Nabors - President/CEO

QLM Rep. Signature:  Date: 6/10/2025

CUSTOMER SERVICE AGREEMENT

THIS CUSTOMER SERVICE AGREEMENT (this “Agreement”) is made and entered by and between Quality Labor Management, LLC and/or its affiliated company (hereinafter, “QLM”) and the customer identified on the Company Information section of Page 1 of this Agreement (i.e., the “Application”) and the signature block below (hereinafter, “Customer”).

A. TERMS THAT APPLY TO ANY AND ALL SERVICES

1. **Term and Termination:** The Agreement shall commence on July 1, 2025 and shall continue until June 30, 2026. Customer shall have the option to extend the Term for as long as the State Contract # C2858-A1R1 is active by providing Notice to QLM within thirty (30) days prior to the expiration of the then-current Term (the “Initial Term” and all subsequent extensions thereof being the “Term”). Either party may cancel this agreement, with or without cause, by giving the other party thirty days written notice.
2. **Equal Opportunity Statement:** QLM provides its Services in compliance with its obligations as an equal opportunity and affirmative action employer. QLM’s recruiting procedures are free of discrimination based on race, religion, ancestry, color, national origin, age, gender identity or expression, genetic information, marital status, medical condition, physical or mental disability, protected veteran status, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable federal, state or local laws. QLM also consider qualified applicants regardless of criminal histories, consistent with legal requirements.
3. **Background Checks:** When requested by the Customer, one or more of the following background check services may be procured by QLM on behalf of Customer for QLM Personnel and billed to Customer at QLM’s cost (without markup), with estimated turnaround times as follows: (1) Driver’s License background check with the State of Florida Department of Motor Vehicles (24-48 hours); (2) Driver’s License background check outside of the State of Florida (24- 48 hours); (3) Criminal Background Check Level 1 (3-5 business days); (4) Criminal Background Check Level 2 for individuals working with youth or on a school campus (1-2 weeks); (5) five (5) Panel Drug Screen (48-72 hours; positive test results will be available within 72 hours pending review/discussion with such individual). To ensure compliance with the Fair Credit Reporting Act, QLM will not provide copies of such background check or drug screening results to Customer but will instead provide an attestation of completion of such services to Customer. Background check services may be conducted by one or more of QLM’s preferred, third-party vendors (e.g., A-Check Global). Customer shall indemnify, defend and hold harmless QLM for any and all Losses arising from or related to i) the background checks or the performance thereof and ii) QLM’s assignment of any QLM Personnel to Customer, at Customer’s request, before the full completion of Customer- or QLM-required background checks, including any legal requirements associated therewith. With respect to any Payroll Personnel who is employed by Customer prior to transfer to QLM, or who is requested to perform services on short notice, such person will be subject to background checks if such checks are required by Customer, provided that QLM has a reasonable time to cause such checks, to the extent permitted by law, to be performed prior to commencement of services by Payroll Personnel, or as soon thereafter as such checks can reasonably be completed. If any Payroll Personnel is determined to be ineligible for employment due to the results of such checks, Customer shall indemnify, defend and hold harmless QLM for any Losses arising from the decision regarding the Payroll Personnel’s job eligibility.
4. **Independent Contractor Status:** QLM shall be considered for all purposes to be an independent contractor of Client and nothing in this Agreement shall be construed to create a partnership, employment relationship, joint venture or enterprise between QLM or its subcontractor and Client.
5. **Pricing:** Customer shall pay the Bill Rate reflected in the Application or attached Rate Sheet, whichever is applicable. Any changes to the Bill Rate shall be agreed in writing prior to the effective date. Customer agrees that QLM has a 4-hour minimum billing with respect to each QLM employee. If Customer fails to cancel order at least two (2) hours prior to start time, Customer must pay daily minimum for each employee. Customer agrees to notify QLM immediately whenever an employee performs any work under a government contract and agrees to pay QLM a price differential to reflect the higher wages that may be due to any such employee by reason of any Government contract requirements or specifications. Customer agrees to pay an overtime rate on any hours worked by employees of QLM in excess of 40 hours per workweek, per worker, based on the workweek beginning on Monday at 12:01 a.m. and concluding on Sunday at midnight. Customer agrees that all overtime hours are calculated at a rate of 1 ½ times the quoted hourly rate of pay.
6. **Invoicing & Payment:** Customer acknowledges that QLM employee(s) will present a time record to Customer’s authorized jobsite representative for verification of hours worked and signature at the end of each workweek unless a different method of verifying hours is agreed to in writing by the Customer and QLM. QLM’s compensation to its assigned employees is payable on a weekly basis, such that Customer will be billed weekly for the total hours worked by the employee each workweek. Because QLM’s invoices reflect payroll it has already paid, QLM’s invoices are due “net 30.” Invoices will be considered in default by QLM after 45 calendar days from the invoice date.

7. Limitation of Liability; Indemnification.

- A. QLM agrees to indemnify, insure, defend, and hold Customer harmless from and against, and reimburse Customer for, any and all claims, liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees and costs) arising out of or relating to: (1) bodily injury, death of any person, or damage to real or tangible personal property resulting from the willful, fraudulent, or grossly negligent acts or omissions of QLM or QLM Employees directly contrary to the Orientation or other written instructions provided by Customer to QLM and the QLM Employee; and (2) QLM's material breach of any representation, warranty, or obligation set forth in this Agreement.
- B. Customer shall defend, indemnify and hold harmless QLM Parties from and against any and all Losses to the extent such Losses are caused by Customer's failure to comply with the terms of this Agreement or negligence or willful misconduct of Customer arising from the usual and customary business of Customer. Despite anything to the contrary in this Agreement, Customer shall indemnify, defend and hold harmless QLM Parties from and against any and all Losses arising out of claims that any member of Customer Parties, under the control of Customer, sexually harassed or in any way discriminated against any QLM Personnel.
- C. Neither party shall be liable for any special, indirect, exemplary, liquidated, punitive, incidental, or consequential damages arising under this Agreement. Customer agrees that the maximum liability of QLM to Customer for any liability arising out of or otherwise related to this Agreement (including the services provided to Customer by any QLM employee) shall not exceed the invoice balance due hereunder. Customer acknowledges that QLM is protected under the applicable state's construction, materialman's or mechanic's lien laws or other applicable laws, and that QLM will exercise these rights to protect QLM for payment of services rendered. Customer shall promptly provide QLM with copies of any notices of commencement of all construction projects.
- D. Customer acknowledges that QLM's insurance does not cover claims of QLM employees under the Jones Act, damage to, loss of, or loss of use of Customer's owned, non-owned, or leased vehicles (including contents and cargo), machinery, equipment, or materials while being used by or in the care, custody, or control of any QLM employees, and that QLM does not assume liability for claims of QLM employees under the Jones Act or otherwise with respect to the foregoing. Customer agrees that QLM will not be responsible for any loss, theft, or damage of or to the Customer's owned, non-owned, or leased equipment, machinery, vehicles, materials, tools, or supplies.
- E. Notwithstanding anything herein to the contrary, to the extent that Customer is licensed pursuant to any provision of Chapter 489 of the Florida Statutes, any assigned employee of QLM shall be deemed a "Borrowed Employee" of Customer and Customer's employee for purposes of satisfying Florida Statute, 489.103(2). Customer agrees and stipulates that QLM is not required itself to be licensed pursuant to Chapter 489 and that any assigned employee of QLM shall, for purposes of compliance with Chapter 489, be deemed to be an employee of the Customer that is certified or registered pursuant to Chapter 489. Customer further agrees to assign to QLM any and all lien rights or rights against any surety held by Customer to the extent attributable to the work performed by any assigned QLM employee.

8. **Insurance:** QLM will, as determined by QLM, provide relevant insurance, at its own cost and expense, for the services selected by Client and provided by QLM (e.g., Workers' Compensation insurance as prescribed by the law of the state(s) in which the work is performed, Employer's Liability insurance with limits of at least \$1,000,000 for each occurrence; Comprehensive Automobile Liability insurance with limits of at least \$1,000,000 combined single limit for bodily injury and property damage for each occurrence; Comprehensive General Liability insurance with limits of at least \$1,000,000 combined single limit for bodily injury, personal injury).

9. **Integration:** This Agreement, supersedes any and all other agreements, either oral or written, between the parties or anyone acting on behalf of a party hereto, with respect to the subject matter hereof. This Agreement contains all of the covenants, conditions, warranties, representations, inducements, promises or agreements (oral, written, on a website, or otherwise) ("Promises") between the parties with respect to the subject matter hereof. Each party hereto acknowledges that no Promises have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other Promises, which are not contained herein, shall be valid or binding. Any oral Promises or modifications concerning this Agreement shall be of no force or effect, except by a subsequent written amendment to this Agreement.

10. **Confidentiality:** The confidential and/or proprietary information of the disclosing party will be held in strict confidence by the receiving party and will not be disclosed by the receiving party to any third party or used by the receiving party for its own purposes, except to the extent that such disclosure or use is necessary in the performance by the receiving party of its obligations under this Agreement. The receiving party upon the request of the disclosing party will destroy or return all writings or documents that contain information subject to the protections of this section.

11. **Governing Law and Dispute Resolution:** The laws of the State of Florida shall govern this Agreement, its interpretation, all services or work performed hereunder, and any disputes regarding the work or services. The parties may mutually agree to informally negotiate or mediate any matter concerning this Agreement, or the parties' rights or obligations pursuant hereto, but any in person mediation must be held in the County of Orange in the State of Florida. If negotiation or mediation does not resolve the parties' dispute, any action concerning this Agreement or the parties' right or obligations pursuant hereto, shall be resolved by binding arbitration before JAMS

before a single arbitrator, to be conducted at its office located in Orlando, FL. Arbitration shall be commenced by written demand of either party to the other, with a copy of the written demand being sent to JAMS, identifying the issue to be arbitrated and the claim of the party. If any party who is required to sign the petition to arbitrate refuses or fails to sign said petition, any of the remaining parties may petition alone for arbitration of the dispute before a single arbitrator with JAMS or may petition the appropriate judicial tribunal for an Order Compelling Arbitration. The parties shall jointly select an arbitrator. Arbitration hearing shall take place on a date and time selected by the parties, or, in the event that the parties cannot agree on the date and time selected by the arbitrator. Discovery shall be permitted as authorized by the arbitrator. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

12. **Severability:** In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect.
13. **Non-Waiver:** A waiver of a breach of any covenant, condition, or promise of this Agreement shall not be deemed a waiver of any succeeding breach of the same or any other covenant, condition, or promise of this Agreement. No waiver shall be deemed to have been given unless given in writing.
14. **Notices:** All notices under this Agreement shall be given to the parties at the address below. Notice may be given via personal delivery, overnight courier or U.S. Mail. Notice given by personal delivery shall be deemed received on the same day given. Notice given by overnight courier will be deemed given the next business day after deposited with the courier service. Notice delivered by U.S. Mail shall be deemed received on the third (3rd) business day after notice is deposited with the U.S. Mail.
15. **Counterparts; Electronic Signature:** The parties agree that this Agreement (and/or any of the Agreement's mutually agreed upon ancillary exhibit(s) or document(s)) may be electronically signed and that any electronic signature appearing on this Agreement (and/or such exhibit(s) or document(s)) is the same as a handwritten signature for the purposes of validity, enforceability and admissibility. Further, the parties agree that this Agreement may be executed in counterparts, each of which together shall be deemed one and the same instrument. Moreover, the exchange of this entire executed Agreement (and/or such exhibit(s) or document(s)) that is in photostatic or portable document format (.pdf) form by electronic mail or by another electronic means shall be considered original(s) and shall constitute effective execution and delivery of the original(s).
16. **Conversion Fee:** As with all of QLM's temporary staff placements, Customer may hire any QLM employee only after the employee has first worked 1040 hours for Customer as an employee of QLM. Unless a different written and signed agreement is established between Customer and QLM. The conversion fee will be equal to 25% of established bill rate for the employee's unmet hours at the Client's assignment.
17. **Safety:** Customer will make all reasonable provisions for the occupational safety and health of QLM Employees and will comply with all applicable health and safety laws and regulations (and, in particular, agrees that it shall provide any safety equipment, materials, or devices necessary or required by law or regulation for any work to be performed by a QLM employee, including such safety equipment, materials, or devices that are used by Customer's employees in the performance of similar work).
18. **Work Environment:** Customer agrees that every QLM Employee has a right to freedom from harassment in the workplace because of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, disability or any other characteristic protected by law. Any incidents of harassment reported by a QLM Employee to QLM shall be disclosed to Customer and any incidents of harassment reported by QLM Employee to Customer shall be disclosed to QLM. The Parties agree to work cooperatively to investigate the allegations in accordance with applicable policies, procedures, and laws. The Parties further agree that they will work cooperatively to take appropriate remedial action where warranted.
19. **QLM Responsibilities:**
 - A. QLM, as a provider of staffing services, shall furnish to Customer qualified personnel ("QLM Employees") that meet the written specifications of Customer. QLM shall provide the QLM Employees for the period of time as mutually agreed by both Parties in writing. Customer agrees that the QLM Employee(s) assigned to Customer are employees of QLM and shall not be deemed to be Customer's employees. QLM warrants: (i) that its employees are adequately covered by worker's compensation insurance and (ii) that it assumes full responsibility to deduct and pay all taxes and other withholdings required by applicable federal, state, and/or local laws, including unemployment taxes as well as social security, state disability insurance, and all other applicable payroll charges. QLM shall have the sole right to hire, fire, discipline, and establish the wages and fringe benefits, including health insurance, if any, of its employees, and assumes the responsibility for the payment of all benefits and compensation. QLM shall require QLM Employees to comply with all policies, procedures, rules and regulations of Customer which are provided to QLM Employees.
 - B. QLM will invoice Customer weekly for all services. If Customer is dissatisfied with the performance of any QLM employee, QLM will not charge Customer for that employee as long as Customer notifies QLM within the first two (2) hours of that employee's arrival on the first day of work at the jobsite. QLM will immediately endeavor to send a replacement employee that meets Customer's needs. In the alternative, Customer can also elect to keep that employee. In order to receive the proper credit/adjustment, Customer must also note the reason(s) for its dissatisfaction with that employee

on the applicable work order.

20. Customer Responsibilities:

- A. Customer agrees to utilize a QLM employee only for those duties, activities, and responsibilities for which the QLM employee is contracted such that the duties, activities, and responsibilities of the QLM employee cannot be expanded without the prior written consent of QLM (which consent may be subject to a changed bill rate). Customer agrees that it will not, without obtaining the prior written consent of QLM, utilize any QLM employee to (i) perform work on a job assignment at any time which is elevated (i.e., above the ground level), to include scaffolding, roofs, and the like; (ii) operate machinery, equipment, or vehicles not covered by the Customer's commercial liability and/or property damage insurance; (iii) operate dangerous or unprotected machinery, equipment, or vehicles; (iv) provide excavation work where proper shoring and protection are not provided by Customer; (v) work in confined spaces; or (vi) work as a member of the crew of any vessel or perform maritime work upon the navigable waters of the United States which might be subject to the United States Longshore and Harbor Workers' Compensation Act or the Jones Act. Customer also agrees that it will not entrust any QLM employee with any promises, cash, checks, negotiable instruments, or other valuables without the prior written permission from QLM.
- B. Customer shall provide orientation to all QLM Employees. Orientation will be considered as part of the QLM Employee's normal work period and compensated accordingly. Orientation will include a review of Customer's performance standards, policies and procedures, OSHA regulations, the use and location of personal protective equipment, and workplace materials and equipment and fit testing. Customer acknowledges and agrees that Customer has the exclusive control over the day-to-day supervision of employees, including QLM employees, on the Customer's worksite or wherever the services are being performed under this Agreement and shall immediately (within 24 hours) notify QLM of (i) any performance concerns so that QLM, in its sole and absolute discretion, can address any disciplinary issues as appropriate, and (ii) any job-related issue with any QLM employee, including any injury of a QLM employee.

21. Other Terms and Conditions:

- A. The decision by either party not to enforce any term, provision, or condition of this Agreement at any time or times shall not be deemed a waiver of that term, provision, or condition for the future, nor shall any specific waiver by either party of a term, provision, or condition at one time be deemed a waiver of such term, provision, or condition for any future time or times.
- B. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective legal representatives, heirs, successors and (subject to the assignment provision of this Agreement) assigns, as the case may be. This agreement may not be assigned by either party unless it first obtains the signed written consent of the other party with respect to such assignment.
- C. This Agreement consisting of the Customer Service Agreement, Scope of Work, Rate Sheet, and Attachment A, constitute the entire agreement between the parties concerning the subject matter hereof, and supersede all prior memoranda, correspondence, conversations, understandings and agreements between the parties as to such subject matter. No amendments, changes, alterations, modifications, additions, or qualifications to the terms of this Agreement shall be made or be binding unless made in writing and executed by the parties in the same manner as this Agreement.
- D. Each provision of this Agreement constitutes a separate and distinct undertaking, covenant, or provision hereof. In the event that any provision of this Agreement shall be determined to be invalid or unenforceable, such provision shall be deemed limited by construction in scope and effect to the minimum extent necessary to render the same valid and enforceable, and, in the event such a limiting construction is impossible, such invalid or unenforceable provision shall be deemed severed from this Agreement, but every other provision of this Agreement shall remain in full force and effect.
- E. The termination of this Agreement (for any reason) shall not deprive the parties hereto of any rights or release them from any liabilities or obligations which under the terms and provisions of this Agreement are to survive such termination, including, without limitation, Customer's liability to pay outstanding amounts due to QLM.
- F. By signing below, the parties hereby acknowledge that they have read and understand the provisions of this Agreement and agree to be bound thereby.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the dates set forth below.

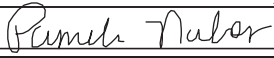
Customer Entity Name: CareerSource Central Florida

Date: 06/25/2025

Authorized Customer Signature:

Electronically Signed

2025-06-25 21:28:12 UTC - 108.81.233.228



Authorized Customer Printed Name: Pamela Nabors

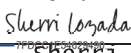
Authorized Customer Title: President/CEO

QLM Representative Signature:

DocuSigned by:

Sherrí Lozada

9544d3c-1e1d-4f5c-c0e2-630701172072



QLM Representative Printed Name: Sherrí Lozada

QLM Representative Title: CFO

Date: 6/10/2025

SCOPE OF WORK –

DELIVERABLES

A. Purpose

The purpose of this Contract is for the Contractor to provide a broad range of temporary staffing services on an as-needed basis to CareerSource Central Florida (CSCF) serving five counties in Florida for disaster related employment. Temporary staff approved by CSCF may be hired as disaster-relief workers to provide humanitarian reset assistance to individuals and local community businesses impacted by declared disasters and to clean up, repair, and restore damaged and destroyed structures, facilities and lands located within the disaster area and in offshore areas related to the emergency or disaster.

B. Background/Overview

During local or statewide disaster declarations, Local Workforce Development Boards (LWDBs) have experienced difficulty procuring temporary staffing services from businesses with the ability to provide temporary disaster recovery-related staff to assist in clean-up, repair, and restoration of local communities in response to disasters. This has caused significant delays in recovery efforts and the implementation of grant activities, including implementation of Disaster Dislocated Worker Grants in areas most affected by the disasters.

C. General Description

Contractor will provide temporary disaster recovery-related staffing services to CSCF and serve as the employer of record for staff placed in temporary positions under Purchase Orders (PO's) issued by CSCF to the Contractor.

Contractor will act as the employer of record for all temporary employees staffed pursuant to the Contract. Employer of record services are generally required under federal workforce programs or when LWDBs receive limited term grant funding under federal programs. Typically, under these programs, LWDB's employing individuals provided by third parties are placed with public or private sector worksite employers approved by LWDBs. The LWDB's may also be designated as worksite employers under certain circumstances. The assigned workers will work under the direction, control, and supervision of the worksite employer. The grants normally require a quick ramp up of personnel, particularly during emergency recovery, with specific employment eligibility requirements that must be met. Individuals classified by the LWDB as eligible participants under specific grants must be accounted for accordingly. Periods of performance are not standardized and may result in varying starting and ending dates and service hours for POs during the term of the Contract.

D. Deliverable No. 1 – Response to Request by CSCF – Provide Temporary Staffing

- A. Contractor shall respond to CSCF request within three (3) CSCF business days to provide temporary staffing services to LWDBs for workforce disaster employment services.
- B. Contractor shall provide temporary staffing services to CSCF within seven (7) CSCF business days from the response date of the request for workforce disaster employment services.
- C. Failure to respond to CSCF's request within three (3) CSCF business days to provide temporary staffing services to CSCF for workforce disaster employment services, as specified, will result in a deduction of \$100 per CSCF business day beyond the request date. Such reduction shall be made from the invoice billable amount.
- D. Failure to provide temporary staffing services to CSCF within seven (7) CSCF business days from the response date of the request for workforce disaster employment services, will result in a deduction of \$100 per CSCF business day beyond the response date of the request. Such reduction shall be made from the total invoice amount billed.

E. Deliverable No. 2 – Management Fee Processing - Invoicing

- A. Contractor shall document all costs, to include Management Fee cost, as specified on the Rate Sheet and provide back-up documentation for cost incurred in delivering services.
- B. Failure to submit invoice by invoice due date with requiring documentation supporting all costs and any other required documentation as requested by CSCF will result in a deduction of \$100 per CSCF business day beyond the invoice due date. Such reduction shall be made from the total invoice amount billed.
- C. Contractor shall submit monthly invoice by the 10th of each month to AccountsPayable@careersourcecf.com with sufficient backup documentation to support a pre- and post-audit of charges billed.
- D. Contractor shall submit separate invoices for each project but may submit multiple invoices each month.
- E. All payments are subject to Contractor's satisfactory performance and delivery of all supporting documentation, as approved by CSCF.

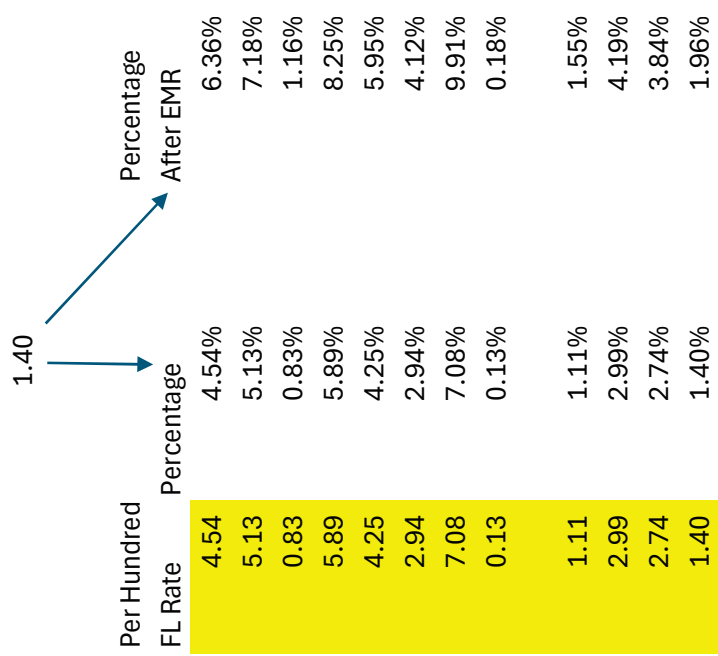
F. Deliverable No. 3 – Equipment Rental

- A. Contractor shall rent and provide all equipment required for cleanup, repair, restoring damaged public/non-profit properties, and the properties of individuals who qualify for assistance.
- B. Contractor must provide an itemized log of all equipment rented for each project.
- C. Contractor must provide receipts for all equipment rentals and submit receipts with monthly invoice.
- D. Additional supporting documentation may be required, as requested by CSCF.

Catalyst QLM - Experience Modifier

Workers Compensation Rates

Carpentry NOC	5403
Painting Noc & Shop Operations	5474
Construction Management	5606
General Labor	5613
Excavation and Drivers	6217
Warehouse	8292
Storage Warehouse- Furniture and Drivers	8293
Clerical/Humanitarian	8810
Social Services Organization - All Employees & Salespersons, Drivers	8864
Buildings- Operation by Contractors	9014
Building or Property Management-All Other Employee	9015
Club NOC & Clerical	9061





CONTRACTOR PROVISIONS, **CERTIFICATIONS AND** **ASSURANCES**

*****In the event there is a discrepancy or conflict with Contractor's terms and conditions this document shall prevail.*****

CareerSource Central Florida will not award a contract where Contractor has failed to accept the CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this Attachment. In performing its responsibilities under this Agreement, Contractor hereby certifies and assures that it will fully comply with the following:

1. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTION (29 CFR Part 95 and 98).

Contractor certifies to the best of its knowledge and belief, that it and its principals and subcontractors:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph above; and/or
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Contractor shall comply with Executive Orders 12549 and 12689 regarding debarment and suspension.

2. CERTIFICATION REGARDING LOBBYING (29 CFR Part 93)

Contractor certifies, to the best of his or her knowledge & belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Contractor shall require that the language of this certification be included in the documents for all subawards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Agreement was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37)

Contractor will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

4. SCRUTINIZED COMPANIES

If the amount of this Agreement is \$1,000,000.00 or more, in accordance with the requirements of section 287.135, Florida Statutes, Contractor must provide a certification it is not listed on the Scrutinized Companies that Boycott Israel List, it is not engaged in a boycott of Israel, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, it is not engaged in business operations in Cuba or Syria, or that it meets the conditions for exemption as provided in section 287.135(4), Florida Statutes. These lists are created pursuant to sections 215.4725 and 215.473, Florida Statutes. If federal law ceases to authorize the states to adopt and enforce the contracting prohibition described in this paragraph, this paragraph will be null and void.

5. DISCRIMINATORY VENDOR LIST

By entering into this Agreement, Contractor certifies that it is not an entity on the state's discriminatory vendor list described in section 287.134, Florida Statutes.

6. ACCESS TO RECORDS; PUBLIC RECORDS

Access by CareerSource Central Florida, the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of Contractor or sub-contractor which are directly pertinent to charges to the services, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies; this right also includes timely and reasonable access to Contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.

Public Records. To the extent required by Section 119.0701 of the Florida Statutes, the Contractor shall: (i) Keep and maintain public records required by CareerSource Central Florida to perform the Services under this Agreement. (ii) Upon request from CareerSource Central Florida's custodian of public records, provide CareerSource Central Florida 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 of the Florida Statutes or otherwise provided by law. (iii) 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 Agreement term and following completion of the Agreement if the Contractor does not transfer the records to CareerSource Central Florida. (iv) Upon completion of the Agreement, transfer, at no cost to CareerSource Central Florida, all public records in possession of the Contractor or keep and maintain public records required by CareerSource Central Florida to perform the service. If the Contractor transfers all public records to CareerSource Central Florida upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CareerSource Central Florida, upon request from CareerSource Central Florida's custodian of public records, in a format that is compatible with the information technology systems of CareerSource Central Florida.

If the Contractor has questions regarding the application of chapter 119, Florida statutes, to the Contractor's duty to provide public records relating to this agreement, contact CareerSource Central Florida's Custodian of Public Records at Public Records Custodian 390 N. Orange

Avenue, Suite 700 Orlando, FL 32801, NBlanco@careersourcecf.com.

7. NOTICES

- a. For a notice, or other communication, under this Agreement to be valid, it must be in writing and signed by the sending party, and the sending party must use one of the following methods of delivery: (1) personal delivery; (2) registered or certified mail, in each case return receipt requested and postage prepaid; and (3) nationally recognized overnight courier, with all fees prepaid. Delivery via email, is also permitted provided it is followed by delivery via one of methods (1)-(3) above and any such delivery via email shall not be deemed to have been received pursuant to Subsection 7.c. until such delivery pursuant to methods (1)-(3) above shall be deemed to have been received pursuant to Subsection 7.c.
- b. For a notice, or other communication, under this Agreement to be valid, it must be addressed to the authorized receiving party at the addresses listed in Section 3 of the cover Agreement for the receiving party, or to any other address designated by the receiving party in a notice in accordance with this Section 7.
- c. Subject to Subsection 7.d., a valid notice or other communication under this Agreement is effective when received by the receiving party. A notice, or other communication, is deemed to have been received as follows:
 - (i) If it is delivered in person, or sent by registered or certified mail, or by nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt; and
 - (ii) If the receiving party rejects or otherwise refuses to accept it, or if it cannot be delivered because of a change in address for which notice was not given, then upon that rejection, refusal, or inability to deliver.
- d. If a notice or other communication is received after 5:00 p.m. on a business day at the location specified in the address for the receiving party, or on a day that is not a business day, then the notice is deemed received at 9:00 a.m. on the next business day.
- e. Any notice requiring prompt action shall be contemporaneously sent by electronic mail.

8. COMPLIANCE WITH OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS, AND FEDERAL, STATE AND LOCAL LAWS

Contractor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Contractor shall comply with all federal, state, and local laws and ordinances applicable to this Agreement.

9. PROVISION AGAINST ASSIGNMENT

Contractor shall not assign or subcontract this Agreement or any rights or any monies due or to become due hereunder without the prior, written consent of CareerSource Central Florida. Such approval does not relieve Contractor from this Agreement. All requirements to be observed by the Contractor under this Agreement shall be applicable to and observed by all subcontractors.

10. DAVIS-BACON, COPELAND “ANTI-KICKBACK” AND CONTRACT WORK HOURS AND SAFETY ACT

Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29 CFR part 3), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

11. CONSTRUCTION OR RENOVATION OF FACILITIES USING PROGRAM FUNDS

Contractor is aware that Federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

12. AMERICANS WITH DISABILITIES ACT

Contractor will comply with the Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

13. CONFLICT OF INTEREST/STANDARDS OF CONDUCT

Contractor agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the

contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

14. CLEAN AIR/CLEAN WATER ACT/SOLID WASTE DISPOSAL ACT

The Contractor will comply with all applicable standards, orders, or regulations issued under the Clean Air Act, as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). Contractor shall report any violations of the above to CareerSource Central Florida. The Contractor will also comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

15. ENERGY EFFICIENCY

Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with Energy Policy and Conservation Act (Public Law 94-163).

16. ENVIRONMENTAL STANDARDS

Contractor will comply with applicable environmental standards which may be prescribed pursuant to the following:

- a. Institution of quality control measures under the National Environmental Policy Act of 1969 (P.L.91 - 190) and Executive Order 11514;
- b. Notification of violating facilities pursuant to Executive Order 11738;
- c. Protection of wetlands pursuant to Executive Order 11990;
- d. Evaluation of flood plains in accordance with Executive Order 11988;
- e. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.);
- f. Conformity of Federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U. S. C. 7401 et seq.);
- g. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and
- h. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

17. INTEGRITY

Contractor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR part 93. When applicable, if this Agreement is in excess of \$100,000, Contractor must, prior to execution, complete the Certification Regarding Lobbying Form.

18. PUBLIC ANNOUNCEMENTS AND ADVERTISING

The contractor agrees to comply with the provision of the Stevens Amendment as specified in P.L. 115-31, Division H, Title V, Section 505; P.L. 103-333 §508. When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program (3) Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

19. MODIFICATIONS

The terms of this Agreement may be renegotiated and changed whenever extenuating circumstances affect the ability of either party to honor commitments made in this Agreement. Extenuating circumstances must be for situations beyond the control or expectations of either party. Both parties must mutually agree upon renegotiation.

No modification of this Agreement will be effective unless it is in writing, signed and dated by both parties.

CareerSource Central Florida may unilaterally modify this Agreement at will to accommodate any change in the federal or state programs, under which this Agreement is funded, any change in the interpretation of the federal or state programs, under which this Agreement is funded, or any applicable federal, state or local laws, regulations, rules or policies. CareerSource Central Florida retains the option to extend this contract for an additional one-year period at the end of this Agreement.

20. TERMINATION FOR DEFAULT/CONVENIENCE

This Agreement may be terminated as follows:

1. Either party may request termination of this Agreement upon 60 days prior written notice to the other party.
2. CareerSource Central Florida may unilaterally terminate or modify this Agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this Agreement is funded.
3. CareerSource Central Florida may unilaterally terminate this Agreement with written notice at any that it is determined that:
 - a. Contractor fails to provide any of the services it has contracted to provide; or
 - b. Contractor fails to comply with the provisions of this Agreement; or
 - c. Such termination is in the best interest of CareerSource Central Florida.

In the event of termination of this Agreement by CareerSource Central Florida, CareerSource Central Florida shall be obligated to pay all invoices submitted by Contractor for work performed by Contractor and approved by CareerSource Central Florida through the date of Agreement termination.

In the event this Agreement is terminated for cause, Contractor shall be liable to CareerSource Central Florida for damages sustained for any breach of this Agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

In instances where Contractors/sub-grantees violate or breach Agreement terms, CareerSource Central Florida will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

21. COMPLIANCE WITH TANF

Contractor shall comply with the Temporary Assistance to Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder.

22. RIGHTS TO INVENTIONS, DATA/COPYRIGHTS AND PATENTS

CareerSource Central Florida, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. Contractor understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

23. STATEMENT OF STATE SPONSORSHIP

In compliance with section 286.25, Florida Statutes, if Contractor sponsors a program financed, in whole or in part, with funds provided under this Agreement, Contractor will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by (entities name) and the State of Florida, Department of Commerce." If the sponsorship reference is in written form, the words "State of Florida, Department of Commerce" will appear in the same font size as the name of the entity. As required by 20 CFR. 678.900, each one-stop delivery system must include the "American Job Center" identifier or "a proud partner of the American Job Center network" on all primary electronic resources used by the one-stop delivery system, and on any newly printed, purchased, or created materials and must include the "American Job Center" identifier or "a proud partner of the American Job Center network" on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system.

24. PUBLIC ENTITY CRIMES

By entering into this Agreement, Contractor certifies that it is not on the state's convicted vendor list. Contractor shall comply with Section 287.133(2)(a), Fla. Stat., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section

287.017 Fla. Stat., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

25. THE PRO-CHILDREN ACT

Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Agreement shall prohibit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

26. CONFIDENTIALITY

It is understood that the Contractor shall maintain the confidentiality of any information, regarding CareerSource Central Florida customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource Central Florida for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of CareerSource Central Florida. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

Employees of Contractor, and agents and contractors of Contractor, granted access to CareerSource Central Florida's workforce information systems, including systems containing confidential information, must complete **Attachment D**, "Individual Non-Disclosure and Confidentiality Certification Form," prior to accessing said workforce information systems. A copy of each completed form shall be retained by CareerSource Central Florida.

27. PROCUREMENT STANDARDS

- a. Contractor will comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.
- b. Contractor will comply with the procurement standards in 2 CFR 200.318 - 200.326 when procuring property and services under this Agreement. CareerSource Central Florida shall impose its obligations under this Agreement on its contractors, specifically or by reference, so that such obligations will be binding upon each of its contractors. CareerSource Central Florida shall maintain oversight of all activities under this Agreement and shall ensure that for any procured contract or agreement, its contractors perform according to the terms and conditions of the procured contracts or agreements, and the terms and conditions of this Agreement.

28. DOMESTIC PREFERENCES FOR PROCUREMENTS

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

29. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See [Public Law 115-232](#), section 889 for additional information and 2 CFR part 200.471.

30. PROMOTING FREE SPEECH AND RELIGIOUS LIBERTY & IMPROVING FREE INQUIRY, TRANSPARENCY AND ACCOUNTABILITY AT COLLEGES AND UNIVERSITIES

Contractor agrees to follow the statutory and national policy requirements, as applicable, stated in 2 CFR § 200.300 and Executive Order 13798 Promoting Free Speech and Religious Liberty and Executive Order 13864 Improving Free Inquiry, Transparency and Accountability at College and Universities.

31. E-VERIFY

Contractor warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify system ([E-Verify.gov](#)), and beginning January 1, 2021, uses the E-Verify

system to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Contractor's subcontractors performing the duties and obligations of the Agreement are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

32. CONTRACTS POSTED ON WEBSITE

An executed copy of a contract that is estimated to exceed \$35,000 with a private entity, municipality, city, town, or vendor of services, supplies, or programs, including marketing, or for the purchase or lease or use of lands, facilities, or properties for the five most recent years will be posted on CareerSource Central Florida's website.

33. MANDATORY REPORTING OF ABUSE

In compliance with sections 39.201 and 415.1034, Florida Statutes, if Contractor or its subcontractor performing services under this Agreement, knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited, the Contractor agrees to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96-ABUSE, or via the web reporting option at <https://reportabuse.myflfamilies.com/s/>, or via fax at 1-800-914-0004.

34. BACKGROUND SCREENINGS

CareerSource Central Florida requires a Level 1 background screening as a condition of contract award for all contractors and subcontractors. The Level 1 background screening must be conducted prior to contract awards and prior to Contractor's employees beginning work. The Level 1 background screening must be conducted at least every five years.

35. VENUE, GOVERNING LAW

This Agreement will be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party will perform its obligations herein in accordance with the terms and conditions of the Agreement. The exclusive venue of any legal or equitable action that arises out of or relates to this Agreement will be either the Division of Administrative Hearings or the appropriate state court in Orange County, Florida.

By signing below, Contractor hereby certifies and assures that it will fully comply with the provisions listed above:

Sherri Lozada

Printed Name and Title of Authorized Representative

Docusigned by:

Sherri Lozada

Signature of Authorized Representative

Quality Labor Management, LLC and Affiliates

Organization/Business Name

6/10/2025

Date