



General Conditions

FY 2019-20

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Revisions to Exhibit "A" (General Conditions) for FY 19-20

As stated in your contract, these General Conditions are incorporated by reference and are part of the contract. In addition to minor wording changes (e.g., "shall" throughout the document in place of "will" or "must"), the following substantive changes were made to the General Conditions since the release of the FY 18-19 General Conditions last year:

REVISIONS

1. Section 1.c. regarding screening has been clarified to state that a Provider, as an employer, must have the appropriate level 2 background screening for an employee before allowing the employee to have contact with children. Additionally, language has been added as to the steps a Provider must take if an employee is arrested for a disqualifying offense.
2. Section 1.c has been modified to provide a one-time \$1,000 charge for any employee involving a "screening triggering event."
3. Section 1.e.v. has a new definition of "Current Obligations." Also, Provider is to notify CSC within two (2) business days of a cash flow shortage situation.
4. Provider is to notify CSC, via specified email address, immediately (and no later than 24 hours) after learning that any of its computer systems has been compromised.
5. Section 4.f.ii. clarifies that a fire inspection certificate is issued by the applicable local government unless that local government has authorized non-government fire inspections.
6. Further, in section 4.f. the request for extension of an audit is now due at least one day before the due date (making it consistent with extensions for other types of documents).
7. Section 5 now requires, along with the Audit and management letter (or auditor's statement that there was none, that any Auditor's Communication with those charged with Governance also be submitted (or auditor states there was none).
8. Section 7.a. now references the Fiscal Guidelines for a definition of "Capital Equipment."
9. Section 8.a. clarifies that the Provider's liability is not limited to the amount of insurance coverage required by section 9.
10. Section 9.a.iii requires automobile liability insurance if a provider transports clients (not just children).
11. Section 9.a., after subsection iii, contains a detailed description of what the certificate of insurance to be submitted to the Council must contain.
12. Section 9.b.i. [insurance for governmental entities only], requires automobile liability insurance only if the Provider is transporting clients.
13. Section 9.c. states that the required insurance coverage limits are not a representation that such limits are sufficient to cover the Provider's obligations under this Agreement.

14. Section 14.a. states that venue, in addition to being in the Fifteenth Judicial Circuit in Palm Beach County, may also be in the United States District Court for the Southern District of Florida, if original jurisdiction can be established.

EXHIBIT "A"
GENERAL CONDITIONS

The Agreement entered into between the **Children's Services Council of Palm Beach County** (the "Council") and **Provider** shall be subject to these General Conditions.

1. Administration

a. Services Rendered

- i. The services to be rendered by Provider shall be delivered in compliance with all terms and conditions in this Agreement, which incorporates by reference **Exhibits "A", "B", "C"** and (as applicable) **"D"**, as well as all other exhibits, attachments and appendices, where applicable.
- ii. Provider shall not discriminate against an employee, volunteer, or client of Provider on the basis of race, color, gender, marital status, familial status, sexual orientation, gender identity or expression, religion, national origin, disability, age, or any other characteristic protected by law, except that programs may offer services for specific target groups as may be defined in this Agreement.
- iii. Provider shall implement and deliver these services in a manner deemed satisfactory to the Council.

b. Cultural Competency

Provider shall make every effort to ensure its staff has the cultural competency and language skills to work successfully in the community with the population being served.

c. Screening

- i. (i) All Provider staff whose compensation is funded in whole or in part by the Council, and (ii) all volunteers and consultants working on the program funded under this Agreement whose job function involves engagement, interaction, or communication with children in any way including accessing databases about children (e.g. HBDS), must complete a satisfactory Level 2 background screening (as defined in Section 435.04, F.S.) and be satisfactorily rescreened every five (5) years thereafter (in no event later than the end of the preceding 5-year period). All persons required to be screened must be screened and eligible before they are hired to work in a position that requires a Level 2 background screening. However, an employer may hire an employee to a position that requires background screening before the employee completes the screening process for training and orientation purposes. The employee may not have direct contact with children until the screening process is completed. If a Provider becomes aware that an employee has been arrested for and/or presents with a disqualifying offense, the Provider must immediately remove the employee from contact with any child until the arrest is resolved in a way that the Provider determines that the employee is still eligible for employment under this Agreement. Continued Council reimbursement of such employee(s) will be determined on a case-by-case basis. Providers are required to: (1) promptly notify the Council of an employee arrested for a disqualifying offense, and (2) make any changes to their staff positions in SAMIS within 10 business days of any changes in employment.

If Provider is hiring an employee who has had a Level 2 background screening within the last five (5) years, then that employee need not be rescreened so long as Provider obtains proof

of satisfactory screening. Regardless of the remaining time in the prior employee screening, 5-year rescreening must be done before the time expires. Employee must be rescreened upon hiring if such proof cannot be obtained. Where the level 2 background screening has been done by the School District of Palm Beach County, a copy of the currently valid badge provided by the School District for each applicable employee will constitute the required documentation. Providers using this service are required to notify the School District if one of its screened employees is no longer an employee of Provider and to comply with any other School District requirements for such a situation.

In the event a Provider commits a “screening trigger event,” the Council will assess a one-time charge of \$1,000 per employee per triggering event, from Provider’s current month’s request to the Council for reimbursement. The process, other than the amount and the one-time nature of the charge, will follow the same process as set forth in section 6.f. below for late charges. A “screening trigger event” is defined as one of the following with respect to a Provider’s employee compensated in whole or in part by the Council:

- a. Failure to complete a satisfactory Level 2 screening for a new employee within ten (10) business days of hire;
 - b. Failure to ensure that a new employee does not have contact with children while awaiting the results of a Level 2 screening;
 - c. Failure to properly assess a Level 2 screen such that it is considered “satisfactory” when it does not meet the requirements of 435.04, F.S. (whether for a new or existing employee); or
 - d. Failure to complete a satisfactory rescreening within five (5) years after the first Level 2 screening or any subsequent 5-year rescreening; or
 - e. Failure to address in a timely manner an interim unsatisfactory report obtained from a screening agency
- ii. All Provider staff hired during the term of this Agreement whose compensation is funded in whole or in part by the Council shall be checked using the E-Verify Program of the Department of Homeland Security within three (3) business days of their date of hire. (Provider is encouraged to use E-Verify program for all new hires.) In the event that web access for timely completion of a DHS E-Verify is unavailable, an I-9 protocol must be followed until such time as the DHS E-Verify database is available, at which time the E-verify check must be performed.
 - iii. All documentation/results of the required background screenings and E-verify checks for Provider’s staff, volunteers, and consultants will be retained at Provider’s office location and will be produced upon request of the Council. Should any applicable employee’s, volunteer’s or consultant’s satisfactory background screening results change, the Council must be notified in writing within five (5) days of Provider becoming aware of such change.

d. Child Abuse Reporting

All staff working in Council-funded programs will follow the child abuse reporting requirements under Florida law. Provider shall immediately report knowledge or reasonable suspicion of abuse, neglect, or abandonment of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96-ABUSE). As required by Chapters 39 and 415, Florida Statutes, this reporting requirement is binding upon both Provider and its employees, volunteers and subcontractors.

e. Changes

Provider shall:

- i. Notify the Council in writing within five (5) business days of any changes that affect the provision of the services, such as changes in the board chair or staff (specifically including changes of the Chief Executive Officer/Executive Director, Chief Financial Officer [for a change in the CEO/ED or the CFO, notice is to be given within three (3) business days], or Program Director [or their equivalent], or the elimination of a position that is, in whole or in part, funded by the Council.
- ii. Obtain written Council approval for any proposed changes in the program prior to implementation.
- iii. Obtain written Council approval for any proposed changes in the amount of the program budget prior to implementation.
- iv. Notify the Council in writing of any changes in name, address, telephone number of Provider (including changes in administrative and service locations) within ten (10) days of such change.
- v. Notify the Council in writing of any cash flow shortage situation within two (2) business days of such change. "Cash flow shortage" for the purposes of this Agreement is defined as the inability at Provider agency level to pay, from cash on hand, any or all of its current obligations (liabilities) when due. "Current Obligations" (liabilities) are defined as payroll and payroll taxes due, bank loans/notes and associated interest due, rental/lease payments, and vendor/supplier payments due."
- vi. [Notify the Council immediately \(and in no event later than 24 hours\) after Provider learns that any of its computer systems have been compromised \(e.g., email network hacked\). Notification is to be sent via email to notify@cscpbc.org.](mailto:notify@cscpbc.org)

f. Meetings

A designated Provider representative(s) shall attend and participate in all contract – related meetings called by the Council or its staff.

g. Definition of "Days"

Unless otherwise stated, the use of the term "day" means calendar day. If a time period of a given number of days concludes on the weekend or on a holiday recognized by the Council, the time period shall be extended to the next Council business day.

2. Compliance with Laws and Policies

a. Compliance with Laws

Provider shall comply with all applicable federal, state and local laws in effect at the time of execution of this Agreement and as amended thereafter during the term of this Agreement, and affirms that it has not been suspended or debarred from the receipt of federal, state or local funding as stipulated under Federal Executive Orders 12549 and 12689.

b. Public Entities Crime Act

Provider shall not violate the Public Entities Crime Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a Provider, consultant or other provider and who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to the Council; may not be awarded or perform work as a Provider, supplier, sub-provider, or consultant under a contract with the Council,

and may not transact any business with the Council in excess of the threshold amount provided for Category Two purchases in section 287.017, Florida Statutes, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

c. Confidentiality

Provider shall not use or disclose any information concerning a client served under the Agreement for any purpose, not in conformity with federal and state laws and regulations **except** with the written consent of the client or his/her responsible parent or guardian, or when authorized by law. Provider agrees to establish and maintain reasonable procedures and controls for safeguarding records so that no information contained in Provider's records, or obtained from others carrying out the terms of the Agreement, shall be used by or disclosed by Provider, its agents, officers or employees, except as provided by law. It shall be the responsibility of Provider to take all reasonable steps to implement promptly all necessary procedures and controls in order to protect the privacy of a client receiving services under a program provided hereunder and in order to ensure the maintenance of confidentiality for any medical or other information pertaining to such client.

d. Accreditation

Provider authorizes Nonprofits First, Inc. (Nonprofits First) to share with the Council the results of the Agency Accreditation Tool and any reports generated from consequent technical assistance. Provider shall have obtained and shall maintain the basic level of nonprofit accreditation with Nonprofits First during the term of this Agreement. Renewal of the Agreement will be at the discretion of the Council and shall be subject to the maintenance of such accreditation. [If this is the first year of Council funding, Provider shall have obtained the basic level of accreditation within the time frame pursuant to the procedure](#) (see, www.cscpb.org/csc-accreditation) established by the Council, and shall thereafter maintain accreditation in order to be eligible for renewed funding. This requirement does not apply to for-profit entities, municipalities or other governmental entities.

e. Policies

Provider acknowledges reviewing and agrees to abide by the Council's ["Code of Conduct" and "Doing Business with CSC" provisions, copies of which are available upon request and are available on the Council's website \(http://providers.cscpb.org/additional-resources\)](#) and which are incorporated herein by reference. Provider shall comply with the Council's Nepotism policy, which is available on the Council's website and which is incorporated by reference.

f. Social Security Numbers

For most programs, the Council does not require Providers to collect social security numbers on its behalf. If Provider is collecting social security numbers on behalf of the Council, then Provider agrees to give to its clients the statement regarding social security numbers, prepared by (and available upon request from) the Council, at such time as Provider collects social security numbers from its clients.

g. Inspector General

The parties to this Agreement are aware that the Inspector General of Palm Beach County has the authority to investigate and review matters relating to the negotiation and performance of this Agreement, and in furtherance thereof may demand and obtain all records and documents in possession of the Council's contractors and subcontractors and lower tier subcontractors, as well as, any other person or entity doing business with the Council or receiving Council funds. Provider understands and agrees that in addition to all other remedies and consequences provided by law, the

failure of the Council's contractors and subcontractors and lower tier subcontractors, as well as, any other person or entity doing business with the Council or receiving Council funds to fully cooperate with the Inspector General when requested may be deemed by the Council to be a material breach of this Agreement justifying its termination.

h. Scrutinized Companies

In executing this Agreement, Provider certifies that it is not listed on the Scrutinized Companies that Boycott Israel List nor is Provider engaged in a boycott of Israel (as defined in 215.4725, F.S.), and if the Agreement is for \$1,000,000 or more, Provider certifies that it is not listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, all created pursuant to section 215.473 or 215.4725, Florida Statutes. Provider agrees, pursuant to section 287.135, F.S. that the Council may immediately terminate this Agreement for cause if Provider is found to have submitted a false certification or if Provider is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies that Boycott Israel List, or is found to be engaged in a boycott of Israel during the term of the Agreement (not applicable to governmental entities).

i. Progressive Intervention/Corrective Action

If during the term of this Agreement, there are deficiencies with Provider's compliance with this Agreement, Provider shall be advised in writing about the requirements necessary to correct any non-compliance or deficiencies. Corrective action shall be taken by Provider to correct identified deficiencies, produce required improvements, demonstrate that deficiencies or findings are either invalid or do not warrant action. If appropriate, as determined by the Council, Provider may be required to comply with an improvement plan or corrective action plan. Failure to comply with the requirements of a progressive intervention/ corrective action plan may lead to additional corrective action and/or termination of this Agreement. Termination under this Agreement, as set forth in other sections below, is not subject to the Council's compliance with the provisions of this subsection 2.i.

3. Records/Access

Provider agrees to comply with the following requirements:

- a. To maintain its financial books, records and documents in accordance with generally accepted accounting procedures and practices, so that they sufficiently and properly reflect all expenditures of funds provided by the Council under this Agreement.
- b. To ensure that these records are available for inspection, review or audit by persons duly authorized by the Council to make such inspection, review or audit.
- c. To retain all financial records, supporting documents, statistical records and any other documents pertinent to the Agreement for a period of six (6) years following termination of the Agreement or, if an audit has been initiated and audit findings have not been resolved, the records shall be retained until resolution of all such audit findings.
- d. To acknowledge that the Council is a public agency subject to Chapter 119, Florida Statutes and that Provider shall comply with Florida's Public Records Law. Specifically, Provider shall:
 - i. Keep and maintain public records required by the Council in order to perform the service required under this Agreement;

- ii. Upon request from the Council’s custodian of public records, provide the Council 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, F.S. or as 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 term of the Agreement and following completion of the Agreement if Provider does not transfer the records to the Council.
- iv. Upon completion of the Agreement, transfer, at no cost to the Council, all public records in possession of Provider, or keep and maintain public records required by the Council to perform the service required under this Agreement. If Provider transfers all public records to the Council upon completion of the Agreement, Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Provider keeps and maintains public records upon completion of the Agreement, Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Council, upon request from the Council’s custodian of public records in a format that is compatible with the information technology systems of the Council.
- v. **IF PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PROVIDER’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**RECORDS CUSTODIAN
CHILDREN’S SERVICES COUNCIL OF PALM BEACH COUNTY
2300 HIGH RIDGE ROAD
BOYNTON BEACH, FL 33426
(561) 374-7544
RECORDSCUSTODIAN@CSCPBC.ORG**

- e. To permit persons duly authorized by the Council to have full access to and the right to examine:
 - i. Any of the materials described in section 3.a. – d. during the term of this Agreement; and
 - ii. The premises where the program funded by the Council is conducted, for purposes of monitoring the program.

4. Reports/Submission of Information and Documents/Data Quality

a. Reports

Provider shall maintain and file with the Council such progress, fiscal, inventory, and other reports as the Council may require during the terms of the Agreement.

b. Program Data

Provider, to the extent permitted by law, shall submit to the Council program data, client identifiable data, client demographic data, client participation data, screening and assessment data and programmatic data. Provider shall also furnish the Council with: reports of the effectiveness of the

program or the required data to determine effectiveness; statistics and data on the number of persons served; and such other reports, data, and information that the Council may require to evaluate the effectiveness of the program. These reports shall be made as requested from the effective date of the Agreement and in a format provided by the Council. Provider shall also inform the Council of, and allow the Council to review and comment on, any evaluation of the program conducted by a third party.

c. Data Requirements

As a data-informed organization, the Council expects Provider to collect and use program data for the purposes of ensuring continuous quality improvement and accountability toward achieving the Program's purpose and/or outcomes. Provider will support these efforts by submitting high quality data. Data is considered of high quality when it is accurate, timely, and complete. The Council will work with Provider to make available resources and tools to assist with ensuring high quality data.

High quality data accurately reflects the client, his/her participation in the program and outcome status. Data that is of high quality does not contain: invalid values (e.g., dates of birth in the future, assessment scores out of range); information that is contradictory to other information submitted; duplicate cases; data that is entered in an inconsistent format; and similar errors.

Timely data is defined based upon the type of submission: manual (typically, cumulative data) and automated (real-time data). Manual data submission includes, but is not limited to, quarterly reports and Excel spreadsheets; timely is considered to be data that is provided on or before the specified due date. Automated data submission includes data provided through entry into a Council designated data system(s); timely data entry is defined as occurring within a specified timeframe from the date of the activity, set by the policies and procedures of the system in which they are operating. Provider agencies using Healthy Beginnings Data System (HBDS) must submit data within 3 business days of the activity; and Strong Minds participating Providers must submit within 2 business days of the activity. Timeliness of automated data submission will be monitored using the reporting functions of the various data systems, unless otherwise specified in Exhibit "B."

Completeness of data refers to the extent to which all data fields that require data are completed, do not contain missing data, or do not have a significant number of responses of "Unknown." Required data includes data that must be entered into an automated system in order to save the information as well as information that is requested by the Council for evaluation and program monitoring purposes.

When poor quality data (inaccurate, incomplete, and/or late) is identified, it is the expectation that Provider shall address and resolve the identified issue(s). If the issue(s) is not resolved within a specified time frame agreed upon with the Council's Program Officer, Progressive Intervention/ Corrective Action may be required.

d. Threatened or Pending Litigation

Provider shall report to the Council during the term of the Agreement any threatened or pending litigation against Provider, including a description of the nature of the claims involved, and, upon request, to furnish information on the status of and copies of pleadings filed in such litigation.

e. **All Revenues**

Provider shall accurately report to the Council, in a format deemed acceptable by the Council, all revenues regardless of source received by or for the program funded pursuant to this Agreement. Revenues include, but are not limited to, Medicaid or insurance reimbursement, donations, grants, and program income; i.e., fees paid for services. In the event Provider fails to properly report all program revenues and the Council subsequently learns that such income was not properly disclosed, the Council reserves the right to reduce the amount to be paid to Provider by the Council by the amount not disclosed (or, if payment has already been made, to recover said amount), or to terminate the Agreement, or both.

f. **Documentation**

Provider shall submit and maintain on file with the Council a current copy of the following, as identified in Exhibit "B" section 7. "Other Required Documents," which shall state Provider, is "up to code" or similar language indicating that no licensing or certification issues exist (or, with respect to a Fire Inspection Certificate, that any items revealed by an initial inspection have been satisfactorily dealt with):

- i. Certificates of Insurance, as required by section 9. below;
- ii. Service site(s) Fire Inspection Certificate(s) [issued by a local government, unless evidence is provided that the applicable local government has authorized non-government fire inspections] to be provided to the Council within 5 days of the execution of this Agreement, showing Provider as "up to code" (or similar language) as of the Effective Date this Agreement. (If Provider changes or adds service sites, Provider will notify its Council Program Officer of the new time frame for fire inspections for such sites, and provide certificates in accordance with that timeframe.);
- iii. HIPAA Business Associate Agreement (signed copy to be provided with this Agreement if not previously signed, and also within 30 days when revised);
- iv. Audit, as required by section 5 below.

[Providers are encouraged to submit required documents electronically to compliance@cscpbcc.org](mailto:compliance@cscpbcc.org) (note, pursuant to section 5.a. below an audit in an electronic format must come from Provider's auditor). Physical delivery of documents (including U.S. mail, courier service, or hand-delivery) should be to:

Attention: Compliance
Children's Services Council of Palm Beach County
2300 High Ridge Road
Boynton Beach, FL 33426

With respect to seeking extensions for required documentation, the following provision shall apply:

- **Fire Inspection Certificates:** An extension, in writing (e-mail suffices), must be requested of your Council Program Officer **at least one business day before** the due date if full compliance has not been reached. Fire inspection Certifications must be provided for all sites where children and/or families are served.
- **Liability, Auto and/or Worker's Compensation,** (see Section 9): You must request, in writing (e-mail suffices), an extension from your Council Program Officer **at least one business day before** the due date. Due to the risk associated with these items, a 5-day extension only will be granted. The declaration(s) submitted must show continuing coverage, with no lapse.

- **Financial Audits:** Providers must let the CSC Budget Specialist assigned to their program know if an audit will be late. The *Request for Extension to Submit Audit Report* form may be requested from your Budget Specialist and must be submitted by **only** the agency's Auditor (CPA) or Auditing Firm **at least one business day before** the due date.

If an extension is approved by CSC, Provider shall receive a written form of notification establishing an extended due date by which the outstanding information is to be received by CSC. If the extended due date is not complied with, the late charge will be assessed. With the exception of subsection dealing with "Liability, Auto, and/or Workers' Compensation" above, the period of time allowed for extensions is set forth in the Fiscal Guidelines (see section 6.a. below).

5. Audit

a. Non-Government Entities

Provider shall submit, upon completion of the Agreement, a Generally Accepted Government Auditing Standards (GAGAS) (the "Yellow Book") audit ("the Audit") together with management letter and Auditor's Communication with Those Charged with Governance (AU-C 260 of the AICPA) (hereafter, the "Communication") or an OMB Circular A-133 (Single Audit), within one hundred eighty (180) days of Provider's fiscal year end to the Council. In the event that Provider's fiscal year end occurs prior to the completion of the term of the Agreement, (i.e., for each portion of a Provider's fiscal year during the term of this Agreement, Provider shall supply an audit and accompanying management letter) Provider shall supply the Audit and accompanying management letter (which, at a minimum, shall comply with AU-C 265 of the AICPA) and Communication for each of Provider's fiscal years occurring during the term of the Agreement, each such audit and management letter and Communication to be provided to the Council within one hundred eighty (180) days of Provider's fiscal year end. If no management letter and/or Communication is prepared by the independent certified accounting firm, and this fact is not clearly stated in the Audit, then the independent certified accounting firm must confirm in writing to the Council that no such management letter and/or Communication was submitted to Provider. [Submission of the Audit and accompanying management letter and Communication shall be from Provider's audit firm in bound or electronic format \(preferably PDF\) with an electronic version to be sent to compliance@cscpbc.org.](mailto:compliance@cscpbc.org) If having Provider's audit firm provide the Audit and accompanying management letter and Communication electronically is not feasible or timely, then Provider may submit the Audit in bound form with the management letter and Communication attached to the address in section 4.f. above.

b. Government Entities Only

Provider shall submit, upon completion of the Agreement, a Generally Accepted Government Auditing Standards (GAGAS) (the "Yellow Book") audit ("the Audit") together with management letter and Auditor's Communication with Those Charged with Governance (AU-C 260 of the AICPA) (hereafter, the "Communication") or an OMB Circular A-133 (Single Audit) within the earlier of: i) ten (10) business days after the audit is submitted to the State of Florida Auditor General; or ii) one year from the date of the end of the fiscal year for which the Audit is being conducted. In the event that Provider's fiscal year end occurs prior to the completion of the term of the Agreement, Provider shall supply the Audit and accompanying management letter (which, at minimum, shall comply with AU-C 265 of the AICPA) and Communication for each of Provider's fiscal years occurring during the term of the Agreement, each such Audit, management letter and Communication to be provided within the earlier of: i) ten (10) business days after the Audit is submitted to the State of Florida Auditor General

and ii) one year from the date of the end of the fiscal year for which the audit is being conducted. If no management letter and/or Communication is prepared by the independent certified accounting firm, and this fact is not clearly stated in the Audit, then the independent certified accounting firm must confirm in writing to the Council that no such management letter and/or Communication was submitted to Provider. [Submission of the Audit, accompanying management and Communication letter may be sent from the audit firm in electronic format \(preferably PDF\) to compliance@cscpbcc.org](#). **This section 5.b. does not apply to State Agencies or State subdivisions.**

6. Payments/Financial Guidelines

a. Fiscal Guidelines

[The fiscal administration of the Agreement will comply with the Council's then-current "Fiscal Guidelines", available on the Council's website at www.cscpbcc.org/csc-fiscal-guidelines](#) and which are incorporated herein by reference.

b. Electronic Funds Transfer

Payments for services rendered pursuant to the Agreement shall be made to Provider monthly on a reimbursement basis by electronic funds transfer. Provider shall provide the Council with the necessary banking information to receive such payments.

c. Invoices

Provider shall submit an invoice to the Council by the tenth (10) day (or next business day) of each month following the month in which the services were provided. If an extension to submit an invoice is needed, see the Fiscal Guidelines (referenced in 6.a. above), under "Request For Extensions." The invoice will include documentation reflecting all expenditures made by Provider under the Agreement, in such form as may be reasonably required by Council. Subject to the availability of funds, the Council will provide reimbursement to Provider within forty-five (45) days after receipt of the invoice. Provider shall submit a final invoice to the Council no later than October 31, after the end of each year of the Agreement (with appropriate documentation). **The Council will not reimburse Provider for any expenditures made by Provider under the Agreement that are submitted after the October 31 deadline.**

d. Return of Payments

Provider agrees to return to the Council any overpayments made through inadvertence or miscalculation or because payment is later disallowed as not having been properly earned under the Agreement. Such funds shall be refunded in full by Provider to the Council by the earlier of:

- i. Twenty (20) days from the date of written notification by the Council to Provider of overpayment or disallowance; or
- ii. Thirty (30) days following the end of the Agreement.

The Council shall have the right to deduct, from any subsequent payment request submitted by Provider, the amount of any overpayments or disallowed funds not previously refunded to the Council.

e. Re-determining Allocation

Notwithstanding anything in this Agreement to the contrary, the parties agree that the dollar amount of funding set forth in the Agreement may be reduced in the event that the Council determines that Provider shall not spend the entire amount allocated by the end of the effective period of the

Agreement; for example, as a result of the inability to maintain program capacity or to meet parameters in **Exhibit "B"**. This determination may be made (i) during the course of reviewing a budget revision submitted by Provider pursuant to the Council's procedures or (ii) based upon the Council's monitoring of Provider's program and its expenditure history. Before any such reduction becomes final, Provider shall be notified in writing of the proposed action and shall have the opportunity to address the Council's Board regarding the proposed reduction. The decision of the Council's Board on this issue shall be final. If the Council reduces the dollar amount, Provider may, within the first 30 days after said Council action, terminate this Agreement upon 24 hours' notice. In the event of such termination, subject to the provisions of the Agreement, Council shall reimburse Provider for all monies expended up to and including the effective date of the termination.

f. Late Charge

The Council will assess a late charge amounting to \$500 per program from Provider's current month's request to the Council for reimbursement for each month (or portion of a month) that a program is out of compliance with the timely submission of fiscal and programmatic data as required by sections 4., and 6.c. of the Agreement, utilizing the applicable procedures set forth in the "Fiscal Guidelines." Unless otherwise specified in the Guidelines, notification letters regarding overdue documents will be sent to Provider's Executive Director [or equivalent position]. In addition to the late charge assessed, a letter notifying Provider's Board Chair will also be sent, and Provider must submit in writing why the applicable documentation was late and what Provider is doing to ensure this will not occur in the future. This charge and the additional actions referenced in the preceding sentence will also apply if the program does not provide the Council: (i) (subject to section 5.a. above), Providers Audit and management letter and (ii) for all programs, the Council with current copies of the following documents (as identified in Exhibit "B"):

- i. Certificates of Insurance, as required by section 9. below;
- ii. Service site(s) Fire Inspection Certificate(s);
- iii. HIPAA Business Associate Agreement

7. Capital Items

a. Restrictions

[Capital equipment, as defined in the Fiscal Guidelines \[www.cscpb.org/csc-fiscal-guidelines\]](http://www.cscpb.org/csc-fiscal-guidelines), acquired by Provider, the costs of which are or were reimbursed by the Council (including computers under section 7.b. below), shall be subject to the following requirements:

- i. said items may not be mortgaged, pledged, or hypothecated without the prior written approval of the Council;
- ii. said items shall be maintained in operable condition; and
- iii. said items will be insured against fire, loss or theft.

b. Computers

If Provider acquires or has previously acquired (whether funded directly by the Council or indirectly through the Council's funding of NonProfits First, Inc.) computers, then in addition to the requirements of sections 7.a. and c., Provider:

- i. agrees to record for the computer\replacement(s) the equipment serial number, month/year of purchase, CSC-funded staff position title and first and last name of staff member;
- ii. agrees that the proper installation and maintenance of all computers purchased with CSC funds (directly or indirectly) is the responsibility of Provider;

- iii. agrees that Provider will maintain virus protection software, only install licensed software and dispose of hardware appropriately so as not to leave confidential data on the hard drive; and
- iv. agrees to encrypt the hard drive (HD) for any staff who enters and/or manages client identifying information that falls under HIPAA. Any computer purchased for a position that falls under this category should include an option for HD encryption and should be managed by an encryption service to ensure it is properly enforced. CSC recommends using Solid State Self-encrypting Disks (SED-SSD) and a centralized encryption subscription.

The restrictions of section 7.b. are in effect only for the first five years after a computer is/has been acquired with CSC funds (directly or indirectly).

c. Return upon Termination

Upon termination or earlier cancellation of the Agreement, at the Council's request (unless there is specific prior notification that this requirement is waived by the Council), capital items acquired by Provider and reimbursed by the Council must be handled pursuant to the Council's "Fiscal Guidelines". The Council retains its rights to all non-consumable, non-disposable supplies, equipment, curricula and/or other materials purchased with the Council's funding. Should this Agreement be terminated or not renewed, any or all such materials shall be returned to the Council, or its designee(s) upon request, subject to the provision of the preceding sentence for capital items.

8. Responsibility for Program

a. Provider Responsible

Provider agrees that, as between the parties to the Agreement, it is solely responsible for operation and management of the program funded hereunder and that the Council has not and will not be involved in any way in such operation and management. Provider agrees to save, defend, indemnify and hold harmless the Council, including all Council members, employees and volunteers, with respect to Provider's liability on account of any injuries (including bodily injury, property damage, and personal and advertising injury), damages, omissions, commissions, actions, causes of actions, claims, suits, judgments and damages accruing, including court costs and reasonable attorneys' fees (at the trial, appellate, post-judgment or bankruptcy procedure level) as a result of: a breach of the provisions of the Agreement, services performed or not performed or any negligent act by Provider or those acting on Provider's behalf, arising from funding granted or not granted by the Council, or any action arising out of the operation of the Agreement. Provider's liability is not limited to the minimum amount of insurance coverage required by this Agreement (see section 9).

b. Independent Contractor

Provider is performing the services and duties required hereunder as an independent contractor and not as an employee, agent, partner of, or joint venture with the Council. Provider shall assume the sole and exclusive responsibility for the payment of wages, including overtime, to all its employees for services performed by them under this Agreement and shall at all times adhere to the requirements set forth in the Fair Labor Standards Act. Provider shall, with respect to said employees, be responsible for withholding federal income taxes, FICA and any other applicable withholding, paying federal social security taxes, maintaining unemployment insurance and maintaining worker's compensation coverage in amounts required by applicable federal and state law, and paying for any benefits under Provider's personnel policies.

9. Insurance Requirements

a. Non-Governmental Entities

Insurance

- i. Commercial General Liability and Sexual Abuse/Molestation - Required \$1,000,000 per occurrence. This policy shall cover all risks, the contracted liability assumed by Provider under the indemnification provision in section 8.a. of the Agreement, and include bodily injury, property damage, and personal injury.
- ii. Workers' Compensation Insurance limits per Chapter 440 of Florida Statutes - Required if Provider has employees engaged in the performance of work under this Agreement.
- iii. Automobile Liability Insurance - Required only if Provider transports clients in connection with the program (or any portion thereof) funded by the Council. \$1,000,000 coverage is required.

Provider shall furnish a Certificate of Insurance, showing: (1) all necessary coverages in the amounts required, including Sexual Abuse/Molestation, (2) naming the Council as an additional insured with respect to the Commercial General Liability and with respect to the Automobile Liability Insurance (if applicable), and (3) evidencing the required subrogation (see below) for **all** applicable insurance policies (General Liability, Workers' Compensation and Automobile (if applicable)).

• Waiver of Subrogation:

In the event of loss, damage or injury to Provider and/or Provider's property, Provider shall look solely to any insurance in its favor without making any claim against the Council. Provider hereby waives any right of subrogation against the Council, for loss, damage, or injury within the scope of Provider's Insurance, and on behalf of itself and its insurer, waives all such claims against the Council.

b. Governmental Entities Only

Insurance

- i. Without waiving the right to sovereign immunity as provided by s.768.28 F.S., Provider acknowledges to be self-insured for General Liability and Sexual Abuse/Molestation, and Automobile Liability, applicable only if Provider is transporting clients, **under** Florida sovereign immunity statutes with coverage limits of \$200,000 per person and \$300,000 per occurrence; or such monetary waiver limits that may change and be set forth by the legislature.
- ii. In the event, Provider maintains third-party Commercial General Liability and Business Auto Liability in lieu of exclusive reliance of self-insurance under s.768.28 F.S., Provider shall agree to maintain said insurance policies at limits not less than \$1,000,000 combined single limit for bodily injury or property damage.
- iii. Provider agrees to maintain or to be self-insured for Workers' Compensation & Employer's Liability insurance in accordance with Florida Statute 440.
- iv. When requested, Provider shall agree to provide to the Council an affidavit or Certificate of Insurance evidencing insurance, self-insurance and/or sovereign immunity status, which the Council agrees to recognize as acceptable for the above-mentioned coverages.

c. All Entities.

Compliance with the foregoing requirements shall not relieve Provider of its liability and obligations under this Agreement. No representation is made that the minimum insurance requirements in this

section are sufficient to cover the indemnification or other obligations of the Provider under this Agreement.

10. Restrictions on Subcontracting or Assignment

a. Approval and Other Requirements

The Agreement may not be assigned or subcontracted to any other party by Provider without the prior written approval of the Council. Any such subcontract shall: (i) [comply with the "Lead Agency Administrative Guide" \(unless specifically stated in this Agreement that Provider does not have lead agency responsibilities\)](#) and (ii) [contain the subcontract provisions required by the then-current Lead Agency Administrative Guide, available on the Council's website at \[www.cscpsc.org/lead-agency-administrative-guide\]\(http://www.cscpsc.org/lead-agency-administrative-guide\)](#), and which is incorporated herein by reference. Provider shall submit to the Council and maintain a copy of all subcontracts related to the operation or management (or both) of the program. Provider shall provide the Council with periodic monitoring reports related to any subcontracts; pursuant to the monitoring schedule set forth in **Exhibit "B,"** (if there is no monitoring schedule in Exhibit "B" then monitoring shall occur in accordance with the Lead Agency Administrative Guide). Provider acknowledges and agrees that the Council and any subcontractor to this Agreement have authority to communicate and exchange information about the contract, program, and/or fiscal issues. Provider waives any and all claims, demands and/or legal action based upon any such communications.

Provider shall be responsible for all services performed, and all expenses incurred, under this Agreement including services provided and expenses incurred by any and all subcontractors. The Council shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract. Provider shall be solely liable for any expenses or liabilities incurred under any subcontract. Provider shall hold harmless and defend, at Provider's expense, the Council against any claims, demands or actions related to any subcontract.

b. Documentation Requirement

Provider shall include the recordkeeping reports, and requirements of sections 3 through 5 of this Agreement in all approved subcontracts and assignments.

11. Non-Exclusive Basis

The services provided by Provider hereunder are provided on a non-exclusive basis, and the Council specifically reserves the right to contract with others for similar services.

12. Termination / Suspension

a. Unavailability of Funding

In the event funds to finance the Agreement become unavailable to the Council, the Council may terminate the Agreement upon no less than five (5) days written notice to Provider. The Council shall be the final authority as to the availability of funds.

b. Breach

Notwithstanding any other provision of the Agreement, the Council may terminate the Agreement for any breach by Provider. If the Council intends to terminate the Agreement, notice shall be provided in writing to Provider no less than twenty-four (24) hours prior to the effective date of the termination.

c. Suspension of Payment

Alternatively, at its discretion, the Council may, for reasonable cause, suspend the payment of funds pending (i) corrective action by Provider or (ii) a decision by the Council to terminate the Agreement. The Council may, for reasonable cause, inform Provider that the Council will have no further obligation to reimburse Provider for any expenses Provider incurs, pending corrective action by Provider or a decision to terminate the Agreement. The suspension of payment of funds or obligation for further reimbursement may apply to all or part of Provider's operations funded by the Council.

d. No Waiver

The Council's failure to terminate or suspend a Provider for past breaches of the Agreement shall not be construed as a waiver of its right to demand strict compliance with the terms of the Agreement or to terminate for said breaches or similar breaches, and shall not be construed to be a modification of the terms of the Agreement.

e. Termination by Either Party

Either party may terminate this Agreement with or without cause, provided that such party shall give ninety (90) days' notice in writing to the other party. Subject to the provisions of this Agreement, the Council shall reimburse Provider for all monies expended pursuant to the Agreement up to and including the effective date of the termination.

f. The following sections shall survive termination of this Agreement:

2. g., 3.c., 3.d., 5., 6.d., 7., 8., 9., and 14.

13. Entire Agreement /Amendment

The Agreement, which includes the attached **Exhibits "A", "B", "C"** and (as applicable) **"D,"** as well as any other exhibits, attachments, and/or appendices, if applicable, contains all the terms and conditions agreed upon by the parties. No other agreements, oral or otherwise, regarding the subject matter of the Agreement shall be deemed to exist or to bind any of the parties hereto. With the exception of any adjustment to funding pursuant to section 6.e. above, the Agreement shall not be modified unless in writing and signed by both parties hereto. The parties may sign the Agreement or any modifications to this Agreement by means of an "electronic signature," as defined in §668.50, Florida Statutes. The parties further agree that the Agreement and any modifications may be treated as an "electronic record" pursuant to §668.50, Florida Statutes.

14. Miscellaneous

a. Applicable Law/Venue/No Jury Trial

This Agreement and all actions arising out of or related to this Agreement shall be interpreted and construed only in accordance with and governed by the laws of the State of Florida without regard to its conflicts of law provisions. Any controversies or legal problems arising out of the terms of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted only to the jurisdiction of the state courts of the Fifteenth Judicial Circuit, in and for Palm Beach County, Florida or, if original jurisdiction can be established, in the United States District Court for the Southern District of Florida. **By entering into the Agreement, the parties hereby expressly waive any rights either party may have to trial by jury in any litigation of this Agreement.**

b. Notices

Except as otherwise specified in this Agreement, whenever either party desires to give notice unto the other, such notice must be in writing, sent by United States Mail, postage prepaid or sent by commercial express carrier with acknowledgement of delivery, or by hand delivery with a request for a written receipt of acknowledgement of delivery, addressed to the party indicated on the Cover Page under the Notices section.

c. No Third Party Beneficiaries

Neither the Council nor Provider intends to directly or substantially benefit a third party by this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

d. Multiple Originals

This Agreement may be fully executed in two (2) or more copies by all parties, each of which, bearing original signatures, shall have the force and effect of an original document.