

Meeting Date: 05-10-2016

Agenda Item 8

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration Workshop

SHORT TITLE
OR MOTION:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF POMPANO BEACH AND NEW HORIZON COMMUNITY DEVELOPMENT CORPORATION, INC TO PROVIDE SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM SERVICES; PROVIDING FOR AN EFFECTIVE DATE.

Summary of Purpose and Why:

This Agreement will fund a program by the vendor selected through RFP # E-21-16 to operate a summer employment and training program for Sixty (60) youth ages 13-15 from June 20, 2016 to August 19, 2016. In addition to employment the program will provide valuable educational components which will provide youth with life skills necessary to compete and be successful in adulthood.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Human Resources
- (2) Primary staff contact: Michael Smith Ext. 5549
- (3) Expiration of contract, if applicable: September 2, 2016
- (4) Fiscal impact and source of funding: \$134,491 to be funded from Working Capital Reserve
With the attached budget adjustment

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE
Human Resources	<u>05.02.2016</u>	<u>Approve</u>	
City Attorney	<u>05.02.2016</u>	<u>Approve for form & correctness</u>	
Budget	<u>05.02.2016</u>	<u>Approval</u>	
Finance	<u>05.02.2016</u>		
City Manager			

ACTION TAKEN BY COMMISSION:

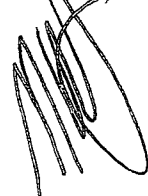
<u>Ordinance</u>	<u>Resolution</u>	<u>Consideration</u>	<u>Workshop</u>
1 st Reading _____	1 st Reading _____	Results: _____	Results: _____
2 nd Reading _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HUMAN RESOURCES

Michael Smith, Human Resources Director

E: michael.smith@copbfl.com | P: 954.786.4626 | F: 954.786.5553

DATE: April 29, 2016
TO: Dennis Beach, City Manager
FROM: Mike Smith, Human Resources Director
SUBJECT: Summer Youth Employment and Training Agreement -New Horizon



This item will approve a Service Contract between the City and New Horizon Community Development Corporation, Inc. to operate a Summer Youth Employment and Training Program for sixty (60) youth between the ages of 13 and 15 from June 20th to August 19th. The agreement will also fund program administration from May 18th and September 2nd. Total cost \$134,491.

The vendor as requested by the City Commission was selected through a competitive process (RFP E-21-16). The ranking was approved at the Commission meeting of April 26th.

In addition to work experience with local firms in Pompano Beach, the youth will also be provided valuable life skills which will aid them in their success in the future as young adults. These include:

a. Educational Services: Required Topics and Subtopics

The contractor will develop its own educational approaches that incorporate the topics and sub-topics. However, the curriculum or parts thereof will be subject to CITY OF POMPANO BEACH approval prior to program start.

1. Program orientation: During the first week of the program, the contractor will provide each participant with program orientation. Topics should include information about the program, its timekeeping and payroll system, and preliminary issues of workplace readiness.
2. Workplace readiness: This topic would outline the "soft skills" and interpersonal competencies that are essential to workplace success, including the following required subtopics:
 - Communication and Conflict
 - Interview Skills
 - Resume Writing
 - Workplace Etiquette and Attire

3. Financial literacy: This topic would include basic personal financial management skills such as balancing a checkbook and understanding the basic principles of earning, spending, saving and credit.

The required subtopics are:

- Budget Basics
- Investing
- Self-sufficiency

4. Health education: This topic would include information on issues such as stress management, nutrition, fitness, HIV/AIDS and STD prevention, anti-smoking, and substance abuse education. The required subtopics are:

- Sexual Health
- Physical Health
- Mental Health

5. Higher education exploration: This topic would outline the public and private post-secondary education options available to participants and include discussions of admissions requirements, study habits, and financial assistance. The required subtopics are:

- Time Management
- College/Post High School Education Choice
- Application Process
- Financial Aid

6. Career exploration: This topic would include the career options available to young adults, as well as the preparation necessary to attain different goals, and could include presentations by successful practitioners in a variety of professions. The required subtopics are:

- Self-assessment
- My Education Plan
- Career Roadmap

7. Reflection and Analysis: During the last week of the program, the contractor will guide participants in a discussion and reflection on their summer employment experiences and explore employment and educational choices available to them in the future.



City Attorney's Communication #2016-757

April 29, 2016

TO: Michael W. Smith, Human Resources Director

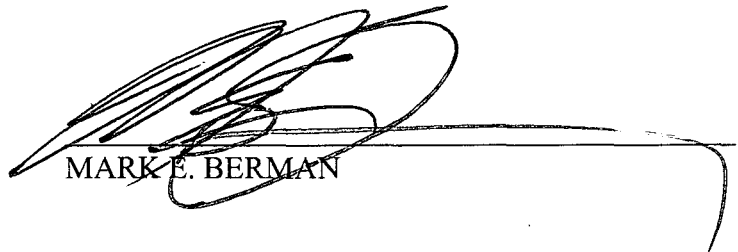
FROM: Mark E. Berman, City Attorney

RE: Resolution – Service Contract for Summer Youth Employment Training Program Services

As requested in your e-mail of April 28, 2016, the following form of Resolution, relative to the above-referenced matter, has been prepared and is attached:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A SERVICE CONTRACT BETWEEN THE CITY OF POMPANO BEACH AND NEW HORIZON COMMUNITY DEVELOPMENT CORPORATION, INC. TO PROVIDE SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM SERVICES; PROVIDING AN EFFECTIVE DATE.

Please feel free to contact me if I may be of further assistance.


MARK E. BERMAN

/jrm
l:cor/persnl/2016-757

Attachment

CITY OF POMPANO BEACH
Broward County, Florida

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A SERVICE CONTRACT BETWEEN THE CITY OF POMPANO BEACH AND NEW HORIZON COMMUNITY DEVELOPMENT CORPORATION, INC. TO PROVIDE SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM SERVICES; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:

SECTION 1. That a Contract between the City of Pompano Beach and New Horizon Community Development Corporation, Inc. to provide summer youth employment training program services, a copy of which Contract is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

SECTION 2. That the proper City officials are hereby authorized to execute said Contract between the City of Pompano Beach and New Horizon Community Development Corporation, Inc.

SECTION 3. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this _____ day of _____, 2016.

LAMAR FISHER, MAYOR

ATTEST:

ASCELETA HAMMOND, CITY CLERK

MEB/jrm
4/29/16
l:reso/2016-195

SERVICE CONTRACT

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by the CITY OF POMPANO BEACH, hereinafter referred to as "City" and NEW HORIZON COMMUNITY DEVELOPMENT CORPORATION, INC, hereinafter referred to as "Contractor."

WHEREAS, City requires services which Contractor is capable of providing, under the terms and conditions hereinafter described or referenced; and

WHEREAS, Contractor is able and prepared to provide such services as City does hereinafter require, under those terms and conditions set forth.

NOW, THEREFORE, in consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement; Exhibit "A" – Scope of Work; Exhibit "B" insurance requirements, if needed; and all written change orders and modifications issued after execution of this Agreement. These form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein.

2. Purpose. City hereby contracts with Contractor to provide Summer Youth Employment Training Program services upon the terms and conditions herein set forth

3. Scope of Work. Contractor will provide the services to be rendered as set forth in Exhibit "A" (Scope of Work), attached hereto and by reference incorporated herein and made a part hereof.

4. Term of Contract. This Contract shall be beginning with the date this Contract is fully executed by both parties and September 2, 2016.

5. Renewal. This Contract is not subject to renewal.

6. Maximum Obligation. City agrees to pay Contractor in consideration for its services described herein. It is the intention of the parties hereby to insure that unless otherwise directed by the City in writing, Contractor will continue to provide services as specified in Exhibit "A" for the term of the contract.

7. Price Formula. City agrees to pay Contractor for performance of the services set forth in this Agreement as follows:

A fixed fee for the project is not to exceed \$134,491.00.

8. Compensation.

A. City of Pompano Beach funds will be advanced in three installments:

Monday May 23, 2016- \$45,000

Monday June 20, 2016- \$40,000

Monday July 11, 2016- \$36,100

B. Prior to the July 11th payment, CONTRACTOR shall be required to provide properly documented receipts reflecting amounts spent or encumbered for services rendered between May 16 and July 8, 2016. Acceptable documentation shall include but not be limited to cancelled checks (front and back on online bank activity for back of check), signed timesheets (employees and contractor staff), purchase receipts, and paid invoices, or a combination thereof. Such submittals must generally have supporting documentation to validate that funds have been paid or encumbered by CONTRACTOR.

C. The approved Program Budget for the CONTRACTOR which is attached as 'Exhibit C'. Any changes in the budget which would affect expenditure of funds provided under the terms of this contract, must be approved in writing by the City Manager or his designee prior to the expenditure of such funds; provided, that nothing herein shall authorize or allow any expenditure or obligation of funds in excess of the maximum contract amount of \$134,491.

9. Final Payment.

Final payment by the City shall be made after all services have been provided. Final payment will be invoiced between August 22, 2016 and September 2, 2016 and shall include acceptable documentation for program expenses and shall be submitted for approval. Payment will be issued within forty-five (45) days of submittal. No reimbursement will be made for any undocumented expenses. CONTRACTOR will be responsible for returning any funds advanced for which there are undocumented expenditures.

10. Disputes.

A. Any factual disputes between City and the Contractor in regard to this Agreement shall be directed to the City Manager for the City, and such decision shall be final.

B. Any action brought against either party to enforce this Agreement will be brought in Broward County, Florida.

11. Communications. All notices hereunder and communications with respect to this Agreement shall be effective upon the mailing thereof to the persons named below.

If to Contractor: New Horizon Community Development Corporation, Inc.
1518 NW 17 Avenue

Pompano Beach, Florida 33069
Attn: Bessie Showers 954-984-5987

If to City: City of Pompano Beach
City Manager
P. O. Box 1300
Pompano Beach, Florida 33060

12. Information and Documents. All information, data, reports, as are existing, if any, and necessary for carrying out the work as outlined in Exhibit "A" hereof, shall be furnished to Contractor without charge by City, and City shall cooperate in the carrying out of the work without undue delay.

13. Termination. This Agreement may be terminated without cause by either party upon thirty (30) days written notice to the other party.

14. Force Majeure. Contractor shall not be held responsible for losses, delays, failure to perform or excess costs caused by events beyond the control of the Contractor. Such events may include, but are not restricted to the following: Acts of God; fire, epidemics, earthquake, flood or other natural disaster; acts of the government; riots, strikes, war or civil disorder; unavailability of fuel.

15. Insurance. Throughout the term of this Agreement, Contractor shall procure and maintain liability insurance in the type and amounts set forth in Exhibit "B" attached hereto. Such insurance shall specify that it is issued on an "occurrence" basis. Contractor shall name City as additional insured on said policies and shall provide evidence of such insurance. Such policies shall provide that they may not be canceled without at least thirty (30) days notice to City.

16. Indemnity. The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. The parties agree that one percent (1%) of the total compensation paid to Contractor for the work of the contract shall constitute specific consideration to Contractor for the indemnification to be provided under the contract.

17. Assignment. Contractor shall not assign all or any portion of this Agreement without the prior written consent of the City, and it is agreed that said consent must be sought in writing by Contractor not less than fifteen (15) days prior to the date of any proposed assignment.

18. Performance Under Law. The Contractor, in the performance of duties under the Agreement, agrees to comply with all applicable local, state and/or federal laws and ordinances including, but not limited to, standards of licensing, conduct of business and those relating to criminal activity.

19. Audit and Inspection Records. The Contractor shall permit the authorized representatives of the City to inspect and audit all data and records of the Contractor, if any, relating to performance under the contract until the expiration of three years after final payment under this contract.

The Contractor further agrees to include in all his subcontracts hereunder a provision to the effect that the subcontractor agrees that City or any of their duly authorized representatives shall, until the expiration of three years after final payment under the subcontractor, have access to and the right to examine any directly pertinent books, documents, papers and records of such subcontractor, involving transactions related to the subcontractor.

20. Adherence to Law. Both parties shall adhere to all applicable laws governing their relationship with their employees including, but not limited to, laws, rules, regulations and policies concerning worker's compensation, unemployment compensation and minimum wage requirements.

21. Independent Contractor. The Contractor shall be deemed an independent Contractor for all purposes, and the employees of the Contractor or any of its contractors, subcontractors and the employees thereof, shall not in any manner be deemed to be employees of City. As such, the employees of the Contractor, its Contractors or subcontractors, shall not be subject to any withholding for tax, social security or other purposes by City, nor shall such Contractor, subcontractor or employee be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, workers or unemployment compensation or the like from City.

22. Mutual cooperation. The Contractor recognizes that the performance of this contract is essential to the provision of vital public services and the accomplishment of the stated goals and mission of City. Therefore, the Contractor shall be responsible to maintain a cooperative and good faith attitude in all relations with City and shall actively foster a public image of mutual benefit to both parties. The Contractor shall not make any statements or take any actions detrimental to this effort.

23. Public Records.

A. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law, as amended. Specifically, the Contractor shall:

1. Keep and maintain public records required by the City in order to perform the service.

2. Upon request from the City's custodian of public records, provide the City with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by

law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the City.

4. Upon completion of the contract, transfer, at no cost to the City, all public records in possession of the Contractor, or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, 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 contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records in a format that is compatible with the information technology systems of the City.

B. Failure of the Contractor to provide the above described public records to the City within a reasonable time may subject Contractor to penalties under 119.10, Florida Statutes, as amended.

PUBLIC RECORDS CUSTODIAN

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 CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
100 W. Atlantic Blvd., Suite 253
Pompano Beach, Florida 33060
(954) 786-4611
RecordsCustodian@copbfl.com**

24. Governing Law. This Agreement has been and shall be construed as having been made and delivered within the State of Florida, and it is agreed by each party hereto that this Agreement shall be governed by the laws of the State of Florida, both as to interpretation and performance. Any action at law, or in equity, shall be instituted and maintained only in courts of competent jurisdiction in Broward County, Florida.

25. Waiver. Any waiver of any breach of the covenants herein contained to be performed by Contractor shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent the City from declaring a forfeiture for any succeeding breach either of the same condition or covenant or otherwise.

26. Entire Agreement. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the

matters contained herein, and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

27. Headings. The headings or titles to sections of this Agreement are not part of the Agreement and shall have no effect upon the construction or interpretation of any part of this Agreement.

28. Severability. Should any provision of this Agreement or the applications of such provisions be rendered or declared invalid by a court action or by reason of any existing or subsequently enacted legislation, the remaining parts of provisions of this Agreement shall remain in full force and effect.

The City hereby promises and agrees with the Contractor to employ and does employ the Contractor to provide the materials, if any, and to do and cause to do and be done the above-described work and to complete and finish the same according to the attached plans and specifications and the terms and conditions herein contained and hereby contracts to pay for the same according to the attached specifications and the schedule of unit or itemized prices hereto attached, at the time and in the manner and upon the conditions provided for in this contract.

The Contractor for himself and for his heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.

It is further provided that no liability shall be attached to the City by reason of entering into this contract, except as expressly provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year hereinabove written.

Witnesses:

CITY OF POMPANO BEACH

By: _____
LAMAR FISHER, MAYOR

By: _____
DENNIS W. BEACH, CITY MANAGER

Attest:

ASCELETA HAMMOND, CITY CLERK

(SEAL)

APPROVED AS TO FORM:

MARK E. BERMAN, CITY ATTORNEY

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by **LAMAR FISHER** as Mayor, **DENNIS W. BEACH** as City Manager, and **ASCELETA HAMMOND** as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who is personally known to me.

NOTARY'S SEAL:

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Acknowledger Typed, Printed or Stamped)

Commission Number

"CONTRACTOR"

New Horizon Community Development Corporation, Inc.

Witnesses:

[Signature]
MICHAEL W. SMITH

(Print or Type Name)
Elizabeth Brunner
Elizabeth Brunner
(Print or Type Name)

By: Bessie Showers

Print Name: Bessie Showers

Title: Director

Business License No. 31-1583830

STATE OF FLORIDA

COUNTY OF Broward

The foregoing instrument was acknowledged before me this 29 day of APRIL, 2016 by Bessie Mae Showers as _____ of _____, a Florida corporation on behalf of the corporation. He/she is personally known to me or who has produced FL Drivers Lic. 5620 073459110 (type of identification) as identification.

NOTARY'S SEAL:



[Signature]
NOTARY PUBLIC, STATE OF FLORIDA

Linda Fry
(Name of Acknowledger Typed, Printed or Stamped)

FF 114220
Commission Number

l:agr/genl srvs/service contract

Exhibit A

Summer Youth Employment and Training Program

Scope Of Services

1. Goals and Objectives

The goals and objectives of the SYETP are:

- a. To provide a valuable work experience at job sites that are safe and well supervised.
- b. To assist youth in identifying their career interests through exposure to different industries, occupations, educational pathways, and the requirements for success in each of them.
- c. To enable youth to acquire good work habits and develop employment-related skills.
- d. To facilitate the long-term employment and self-sufficiency of youth.
- e. To enable youth to develop a greater understanding of higher education and career options available to them.
- f. To enable youth to develop financial literacy and other competencies that will prepare them to succeed in their transition to adulthood.

2. Assumptions Regarding Organizational Capability

- a. The contractor will be fiscally sound and capable of managing the proposed program.
- b. The contractor's Board of Directors would remain free of conflicts of interest and exercise active oversight of program management, including regular reviews of executive compensation, audits, and financial controls, and program operations and outcomes.
- c. The contractor will successfully integrate the proposed program into its overall operations.
- d. The contractor will have an effective internal monitoring system that includes quality assurance.
- e. Performance measures will be established for all aspects of the program which will identify program, personnel, and fiscal issues.

3. Assumptions Regarding Program Approach

CITY OF POMPANO BEACH's assumptions regarding which approach will best achieve the agency's goals and objectives for SYETP are as follows:

a. Program Design

All programs will build on youths' strengths, foster their resiliency while providing them support, and promote healthy youth development. Programs will be designed to accommodate diversity in age, work experience, and past participation in SYETP, so that each participant can meaningfully add to their employment and educational experiences and further advance toward achieving their personal goals.

In keeping with effective youth development practices, programs will:

1. Offer activities that are age and stage appropriate,
2. Create an environment that engages the interest of youth,
3. Individualize services to youth,
4. Assure that youth benefit from ongoing support and relationships with caring adults,
5. Incorporate opportunities for youth to interact with peers.
6. Include active and self-directed learning.

In addition, programs will address the following:

b. Target Population

The population to be served by SYETP is youth who:

1. Are residents of City of Pompano Beach who will be aged 13 through 15 during the term of the program.
2. Are permitted to work and have valid working documents.
3. Have parental or guardian permission, and meet any other eligibility requirements mandated by current or future funding sources. (For example, state or federal funds allocated to the program may require that a certain percentage of participants reside in low to moderate income households.)

Contractors are to serve youth who reside in Pompano Beach are encouraged to enroll youth with disabilities.

4. Anticipated Levels of Service

CITY OF POMPANO BEACH regards the optimal SYETP program service level to be sixty (60) participants. The program for participants will run June 20, 2016 through August 19, 2016.

5. Contractor and Staff Qualifications and Experience

- a. The contractor will have successful experience in program administration, maintenance and reporting of time records and payroll information.
- b. The contractor will have the technological capacity to operate an Excel or web-based database.
- c. The contractor and key staff will have at least two years of experience operating a summer youth employment program or providing other occupational and educational services for youth. This would include demonstrated experience developing work sites for youth, working effectively with youth and employers, recruiting youth participants, and placing them in jobs.
- d. It would also include experience delivering individualized programming to youth in programs serving a large number of participants.
- e. In addition, the contractor will have experience in providing youth with support services or referrals to other organizations that provide such services, to ensure that youth are able to participate successfully in SYETP.

The contractor will ensure that all paid staff--as well as volunteers, if utilized--are qualified and appropriately trained in areas such as youth development and employment.

6. Program Facility

There are four types of SYETP facilities:

- a. Application intake facility, the contractor site where SYETP applications are accepted.
- b. Program administration facility, the contractor site where SYETP administrative staff are located.
- c. Educational facility(ies), the contractor site(s) where the educational activities of SYETP are delivered.
- d. Work site facilities, the sites where the participant is employed.

These facilities may occupy the same or different sites, but the following conditions would apply:

- The application intake facility and the program administration facility would be located in the City of Pompano Beach.
- The application intake facility, program administration facility, and educational facility(ies) would be appropriate in size and design to adequately accommodate the SYETP staff, participants, and services they are intended to house.
- All facilities will be near public transportation. They would also be easily accessible for people with disabilities and would meet all requirements of the Americans with Disabilities Act (ADA). If they do not, alternative measures, approved by the CITY OF POMPANO BEACH must be in place to make activities accessible to staff and program participants with disabilities, e.g. access to other suitable space.
- All facilities will meet applicable safety standards.

7. Participant Services

The contractor would deliver participant services as specified below:

a. Individual Service Strategy for Participants

On an individual basis, the contractor will make a reasonable effort to assess the employment related needs and interests of each enrollee and develop an Individual Service Strategy (ISS). The contractor would then place each participant in a job setting that matches these needs and interests, and monitor the participant throughout the program in accordance with the participant's specific service strategy. The contractor will provide the CITY OF POMPANO BEACH with an ISS form, which would be completed for each participant and kept at the contractor location.

b. Work Site Development, Job Placement, and Program Schedule

The contractor will make a reasonable effort to place participants in work sites that match their talents and interests, and from which they can gain skills to compete in the labor market. CITY OF POMPANO BEACH encourages program designs that incorporate job placements, which expose participants to occupations with growth potential.

The contractor will identify a range of job opportunities in which participants can be placed to meet the required hours of employment and the goals of the employment experience. At least fifty (50) percent of the SYETP work sites must be in the private sector. The remaining work sites may be in not-for-profit organizations, government, or other public entities. Contractor will identify what methodology will be used to recruit potential employers.

Contractors will provide employment for participants at work sites for fifty percent (50%) of program time. The remaining 50 percent would be devoted to educational services. There is no set schedule for when employment or educational services must take place during the day; rather, contractors would choose a schedule that accommodates the needs of employers and participants. This flexibility in meeting the SYETP hours enables contractors to enroll youth who must attend summer school.

Once youth are enrolled in the program and ISS's are developed, contractors would make a reasonable effort to match each participant to an appropriate job. Job placements should offer participants opportunities to explore career interests, acquire good work habits, and develop employment-related skills. Contractors would provide policy and procedures guidelines to employers, provide in-service orientation to employers, and ensure implementation of appropriate work site policies and procedures.

For each participant, the contractor will secure and maintain a work site agreement with the participant's employer that is signed by the employer and summarizes the terms and information pertaining to the job placement. The Job Order Request form (Attachment 6) will be used for each job and worksite.

Contractors will submit the work site agreements to CITY OF POMPANO BEACH for review and approval. The contractor will provide job placement follow-up support to participants throughout the eight (8) week program period. Follow-up activities include monitoring the work site, resolving conflicts, and, where necessary, job replacement.

8. SYETP Educational Services and Curriculum

The contractor will provide educational services to all participants. Educational services will comprise at least 50 percent of the total program hours. Participants will be required to attend all educational/training sessions. Guidelines for the topics to be covered and scheduling are provided below.

a. Educational Services: Required Topics and Subtopics

The contractor will develop its own educational approaches that incorporate the topics and sub-topics. However, the curriculum or parts thereof will be subject to CITY OF POMPANO BEACH approval prior to program start.

1. Program orientation: During the first week of the program, the contractor will provide each participant with program orientation. Topics should include information about the program, its timekeeping and payroll system, and preliminary issues of workplace readiness.

2. Workplace readiness: This topic would outline the “soft skills” and interpersonal competencies that are essential to workplace success, including the following required subtopics:
 - Communication and Conflict
 - Interview Skills
 - Resume Writing
 - Workplace Etiquette and Attire

3. Financial literacy: This topic would include basic personal financial management skills such as balancing a checkbook and understanding the basic principles of earning, spending, saving and credit.

The required subtopics are:

 - Budget Basics
 - Investing
 - Self-sufficiency

4. Health education: This topic would include information on issues such as stress management, nutrition, fitness, HIV/AIDS and STD prevention, anti-smoking, and substance abuse education. The required subtopics are:
 - Sexual Health
 - Physical Health
 - Mental Health

5. Higher education exploration: This topic would outline the public and private post-secondary education options available to participants and include discussions of admissions requirements, study habits, and financial assistance. The required subtopics are:
 - Time Management
 - College/Post High School Education Choice
 - Application Process
 - Financial Aid

6. Career exploration: This topic would include the career options available to young adults, as well as the preparation necessary to attain different goals, and could include presentations by successful practitioners in a variety of professions. The required subtopics are:
 - Self-assessment
 - My Education Plan
 - Career Roadmap

7. Reflection and Analysis: During the last week of the program, the contractor will guide participants in a discussion and reflection on their summer employment experiences and explore employment and educational choices available to them in the future.

b. Educational Services: Required Schedule

The scheduling requirements for the delivery of the SYETP educational component are as follows.

1. All other sessions can be scheduled at any time during the program.
2. Program orientation must be delivered to participants in the first week.
3. The session on reflection and analysis should take place in the final week.

A. Tasks/Deliverables

The contractor will conduct the following administrative aspects of the program:

1. Outreach/Recruitment of Participants

The contractor will develop and implement an effective outreach and recruitment plan to identify and enroll youth residing in the proposed geographic service area.

2. Application, Intake, and Enrollment

After award of a contract the contractor will distribute the SYETP flyers, assist youth in completing the application.

Upon enrollment of an applicant, the contractor will complete the ISS to determine the participant's job placement, education activities, and support services.

3. Payroll

The contractor will collect information on the hours worked and educational sessions attended by each participant.

4. Record Keeping and Reporting

The contractor will provide CITY OF POMPANO BEACH with a set of forms the contractor will use for record-keeping and reporting. The contractor would collect the following information:

- a. ISS information. As discussed earlier in this section, the contractor would determine the needs of and complete an ISS for each participant. ISS forms will be available for review by CITY OF POMPANO BEACH contract managers during visits to each contractor site.
- b. Work Site Agreements. As noted earlier, the contractor will maintain information on each job placement and a work site agreement for each sub-contractor.
- c. Participant Hours Worked/Attendance. The contractor will provide timesheets to record participant hours spent at work sites and educational sessions. Participants will be paid only for hours worked and hours in educational sessions, that can be verified through SYETP timesheets and attendance records.
- d. Work Site Supervisory Evaluations of Participants. CITY OF POMPANO BEACH will provide contractors with evaluation forms for distribution to employers. Contractors would instruct employers to complete evaluations of participants in the third and

seventh weeks of the program. Contractors would collect evaluation forms from employers, and make them available to CITY OF POMPANO BEACH.

- e. Incident Reports. CITY OF POMPANO BEACH will provide contractors with Incident Report Forms to document incidents including, but not limited to, injuries to participants, existing or suspected incidents of child abuse, property damage or loss, criminal activity, and incidents involving the police. Contractors would notify CITY OF POMPANO BEACH within 24 hours, complete, and send all supporting forms to CITY OF POMPANO BEACH within three working days of any incident.
- f. Close-out Report. Contractors would provide CITY OF POMPANO BEACH with a summative report on the SYETP program, including information on participant plans (e.g., school, employment, or training) after SYETP.

The SYETP contractor(s) receiving awards will be required to attend orientation sessions that will be offered by CITY OF POMPANO BEACH.

B. Term of Contract

It is anticipated that the term of the contract awarded from this RFP will be from May 16, 2016 to September 2, 2016.



CERTIFICATE OF LIABILITY INSURANCE

Exhibit B

DATE (MM/DD/YYYY)
2/16/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PF INSURANCE & FINANCIAL SERVICE 164 N POWERLINE ROAD POMPANO BEACH, FL 33069	CONTACT NAME: PF INSURANCE	
	PHONE (A/C, No, Ext): 954-973-3038	FAX (A/C, No): 954-972-2129
E-MAIL ADDRESS: pfins@pushinc.net		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Market Insurance Company		
INSURER B: PROGRESSIVE INSURANCE COMPANY		
INSURER C: UNITED STATES LIABILITY INS.		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 282 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			SCG7001484-00	8/29/2015	8/29/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY			03616774-7	7/11/2015	7/11/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
C	PROFESSIONAL			N000167669	2/20/2016	2/20/2017	1,000,000. 2,000,000
C	SEXUAL ABUSE/MOLESTATIOI			N000167669	2/20/2016	2/20/2017	1,000,000 EACH CLAIM
							1,000,000 EACH/1,000,000 AGG

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: City of Pompano Beach

CERTIFICATE HOLDER City of Pompano Beach Attention Risk Manager PO BOX 1300 mpano Beach, FL 33061 Fax: 954-786-4168	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE:
---	---

© 1988-2010 ACORD CORPORATION. All rights reserved.

Page 8

Exhibit C

New Horizon Community Development, Corporation, Inc.

Fees and Costs

SALARIES

Employees (60)	1,200 per youth x 60	\$ 72,000.00
Staff (6)	(10 wks @ \$15.00 per. hr.)	\$ 13,700.00
Director/Assistant	5 mos. 8hr @ \$20)	\$ 16,000.00
FICA	7.65%	\$ 2,300.00
TOTAL		\$ 104,000.00

CONTRACTUAL SERVICE

Health Work	Drug Screening	\$ 3,000.00
TOTAL		\$ 3,000.00

PERSONNEL

Rent	5 mos. x700	\$ 3,500.00
Photo Copies/Supplies		\$ 4,000.00
Accountant/Auditor		\$ 2,500.00
Insurance	Commercial Liability, D&O & Van Liability	\$ 3,491.00
Travel	.60 per mile	\$ 250.00
Utilities & Telephone	5 mos.	\$ 1,100.00
Others		\$ 12,650.00
TOTAL		\$ 27,491.00

PROJECT TOTAL **\$134,491.00**

#8



**CITY OF POMPANO BEACH
BUDGET ADJUSTMENT**

ORIGINATING DEPT.
Finance 1310

DATE
5/3/16

ACCOUNT DESCRIPTION	FND	DP	DV	SUB	EL	OB	AVAILABLE FUNDS	CURRENT BUDGET	* INCREASE	* DECREASE	REVISED BUDGET
Working Capital Reserve	001	99	10	599	99	20	379,854	379,854		134,491	245,363
Aids to Private Org New Horizons	001	99	10	599	82	38	-0-	-0-	134,491		134,491
* USE WHOLE DOLLARS ONLY								TOTAL	134,491	134,491	

REASON
To fund agreement with New Horizons Community Development Corporation Inc for providing summer youth employment and training program services.

S. Siebble 5/3/16
Department Head Date

Adjustment is within total budget of department - Yes No
 Adjustment requires only City Manager approval - Yes No
 Adjustment requires City Commission approval - Yes No

Adjustment approved at City Commission Meeting of _____

<i>S. Siebble</i> 5/3/16 Finance Director Date	Budget Office Date	City Manager Date	AUDITED BY <i>JOS/3</i>	INPUT BY	CONTROL NO.
---	--------------------	-------------------	-------------------------	----------	-------------