



Contract

Workforce Development Programs and Services
Prepared for: Career Source Pinellas
Date: July 20, 2020
CONFIDENTIAL

July 20, 2020

Jennifer Brackney
Chief Executive Officer
Career Source Pinellas
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Dear Jennifer,

St. Petersburg College proposes to deliver live virtual instructor-led career development program(s) for **Career Source Pinellas**. We value the opportunity to collaborate with you and appreciate the opportunity to provide training for your organization.

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

Requested Solution:

Face-to-Face/Virtual Training

Projected Start Date: July 22, 2020 – June 30, 2021

Timeframe: time varies on topic (s)

Trainer: SPC Career Service staff; OPS faculty

Maximum Number of Participants: 100

Platform: Zoom –Virtual

Program Fees: \$400 per workshop

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

How to pay:

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

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

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

Terms and Conditions

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

Payment of Fees

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

100% of the cost will be financed with federal funding from the US Departments of Labor, Health and Human Services and Agriculture. The dollar amount will vary depending on the number of workshops provided during the contract period.

Cancellation Policy

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


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

Force Majeure

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

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

Limited Commercial Use of Client Name

St. Petersburg College upon Career Source Pinellas approval, may use client's company name in e-marketing, print advertising and press releases for the purpose of providing potential SPC clients with previous or ongoing service solutions that SPC has provided. SPC will not disclose any transactional data or proprietary information other than the clients name and the solution provided. 

Instructor Expertise/Exclusive Supplier Statement

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

Equal Opportunity Statement

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

Special Needs and Accommodations

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

The terms and conditions contained herein are acceptable to Career Source Pinellas.

Client Approval: _____



Date: _____

9/8/2020

Proposal/Attachment approved by:

Michael Ramsey
St. Petersburg College
Dean, Workforce Development



Date: 9-2-2020



Statement of Work

Introduction:

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

Scope of Work:

The overarching goal of this project is to provide customized technical and management assistance to CareerSource Pinellas in order to support the agency’s human capital management needs. In support of CareerSource’s workplace shift, SPC would like to provide training virtually in career development, administrative, information technology, telework and customer service.

Module Scope:

The interactive workshop topics will provide live, virtual assistance to individuals in their search for a successful, self-directed employment search, while meeting the needs of Pinellas County employers.

SPC Workforce Development Course Topics by Platform:
<i>*Topics will be presented virtually; The workshop topics will include, but not be limited to:</i>
Overview of CSP programs, services and partners
Assessment of current skills and interests
How to build a road map to reach your goals, creating an individual plan for employment
Resume and cover letter preparation
Successful interviewing
Labor Market Information, how to access it and how to use it in your career planning
Orientation to workforce and other support services and resource
Using Employ Florida and other job sites
How to maximize the effectiveness of networking and social media in your job search
Provider will work with CSP staff to create targeted workshops for Employ Florida use, CareerSource services orientations, and other locally specific needs or topics.

Delivery Format:

Individuals will receive engaging and relevant instructor-led training, in which they will collaborate with peers and gain real-world skills while in a comfortable, ready-to-learn atmosphere for an approximate 30 minutes to 2 hours. *Depending on the topic (s).*

The delivery of the virtual workshop:

- SPC workshops will be delivered by the Zoom platform; it can be accessed on a variety of devices, from PC's, Macs, laptops, tablets, and mobile devices.
- SPC will handle attendee registrations.
- A schedule and link to register for each workshop will be provided at least one month in advance of event date.
- SPC will deliver up to three (3) workshops weekly or additional upon approval of Career Source Pinellas.
- Workshops will be conducted live, recorded and made accessible.
- Attendance will be documented prior and after the workshop (tracked and reported for both)
- SPC will provide content which will keep with the goals and mission of CareerSource Pinellas. Content will be continuously updated and relevant to audience and current events (ex. social distancing, virtual platforms, current labor market, etc.)
- Each workshop will include an assessment of skills learned, presentation materials, and a satisfaction survey to be emailed to attendee following the event.
- Regular reports will be sent with attendance and assessment information on a weekly/monthly bases to CareerSource Pinellas.
- All recordings will be available for use by CareerSource Pinellas and its customers beyond the contract period.
- Branding used in and to promote workshops will primarily be CareerSource Pinellas.

Tracking and Reporting:

All attendees will be tracked three ways:

- Through the registration process (first and last name, last four of SSN and email address).
- Attending the class through the Zoom chat platform (individuals are encouraged to provide first and last name; and
- Completion of the post assessment after each workshop session, which includes (first and last name, last 4 of SSN and email address.)

Reporting to Career Source Pinellas:

- Prior to each workshop, Career Source Pinellas selected designee (s) will receive a list of individuals who registered for each session weekly.
- After the completion of each workshop, Career Source Pinellas selected designee (s) will receive a weekly report of the individuals who attended and the scores of the post assessment.