

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: October 20, 2020

Consent Regular
 Public Hearing Workshop

Department: Information Systems Services

Submitted by: Information Systems Services

Submitted for: Information Systems Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: fully executed Task Order #1 to Agreement R2019-1928 with My Community Cares, Inc. in the amount of \$250 for ISS application programming services for a modification to the RENEW Reentry application.

Summary: Palm Beach County ISS provides application hosting services to My Community Cares, Inc. for use of the RENEW Reentry application. Task Order #1 requests ISS application programming services for a modification to the system. The Chief Information Officer approved this Task Order by delegated authority with R2019-1928, Motion C. Countywide (DB)

Background and Justification: The County's Information Systems Services (ISS) Department hosts the RENEW Reentry application for My Community Cares, Inc. This application was originally developed for the Justice Services Division of the Palm Beach County Public Safety Department and is being utilized by the My Community Cares, Inc. with only minor changes.

Attachments:

- 1. Task Order #1 to R2019-1928
- 2. Copy of Agreement R2019-1928 with My Community Cares, Inc.

Recommended by:		9/23/2020
	Department Director	Date

Approved by:		10/7/20
	Deputy County Administrator	Date



Appendix 1
Palm Beach County
Information Systems Services
Task Order < \$50,000

Task Order #: 1

Original Agreement #: R2019-1928

Organization requesting services: My Community Cares, Inc.

Type of Service: Change request to the RENEW application.

Location of Service: RENEW application

Contact Name: Susan Kowalski

Contact Phone: (321) 350-4200

Contact eMail: skowalskitrc@mycommunitycaresbrevard.org

Requested Date for Completion: September 15, 2020


Description of Service/Deliverables: Add new field "RI Score" (Risk Index Score) in Incarceration section (next to Probation field) in Details page with possible values 2, 3, 4, & 5.

Estimated Amount: \$250.00

ISS Project Manager/Director: Jenise Link Date: 8/20/20

ISS Fiscal Manager: Joan Beno Date: 8/20/20

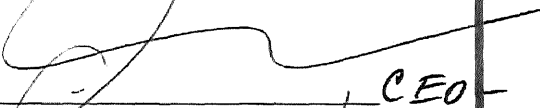
PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS


By: Archie Satchell, CIO, ISS

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


COUNTY ATTORNEY

MY COMMUNITY CARES, Inc.


Name / Title CEO
MCC

Agreement with Palm Beach County and My Community Cares, Inc.

Re: Palm Beach County ISS Application Services

R2019 1928

Agreement

This Agreement ("Agreement") for Information Technology ("IT") services is entered into this _____ day of DEC 17 2019 by and between My Community Cares, Inc., a Florida Non-Profit corporation, Federal Employer ID #46-3723291, ("NONPROFIT"), and Palm Beach County ("COUNTY"), a political subdivision of the State of Florida, by and through its Board of County Commissioners.

WHEREAS, the Board of County Commissioners, on behalf of the COUNTY, may enter into agreements that serve a local public purpose; and

WHEREAS, providing IT resources to NONPROFIT serves a local public purpose in that it will result in a more effective, efficient, and reliable IT resource for COUNTY citizens utilizing those resources while increasing revenues for the COUNTY; and

WHEREAS, in recognizing these facts, the NONPROFIT and the COUNTY desire to enter into an agreement providing for such IT resources and establishing policies for the use of such IT resources;

NOW, THEREFORE, in consideration of the mutual covenants herein contained and for other good and valuable consideration, the parties agree as follows:

Section 1 **Purpose**

The purpose of this Agreement is to provide IT services to the NONPROFIT for the purposes described in the attached Exhibit A.

Section 2 **Approval**

The COUNTY approves of the NONPROFIT's participation in the use of the COUNTY's IT resources and any other services as specified in the attached Exhibit A.

Agreement with Palm Beach County and My Community Cares, Inc.
Re: Palm Beach County ISS Application Services

Section 3 Exhibits

The attached Exhibit A made a part hereof, delineates the services to be provided to the NONPROFIT by the COUNTY through its Information Systems Services (ISS) Department, identifies the roles and responsibilities of The COUNTY and the NONPROFIT in this regard, and sets forth an issue, communication, escalation and resolution process, as well as methodologies for billing and paying the service charges for IT services.

Section 4 Term

The term of this Agreement including Exhibit A, unless terminated as provided in Section 6 herein, is for a period of one (1) year with four (4) automatic one year renewals. The effective date is the date of approval by the Board of County Commissioners.

Section 5 Resale of IT Services

The NONPROFIT shall not share or resell any portion of the COUNTY's IT infrastructure or services in any manner not approved of in this Agreement or without explicit written consent from Palm Beach County, which consent shall not be unreasonably withheld.

Section 6 Termination

COUNTY reserves the right to terminate this Agreement, at any time, for lack of funding, cause or convenience upon thirty (30) days' notice to NONPROFIT. NONPROFIT may terminate this Agreement for cause upon thirty (30) days' notice to COUNTY. The parties acknowledge that NONPROFIT shall sustain no damages, of any kind or character, as a result of the termination of this Agreement.

Section 7 Indemnification and Hold Harmless

The NONPROFIT shall protect, defend, reimburse, indemnify and hold the COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, relating in any way to this Agreement or the acts or omissions of the NONPROFIT.

Agreement with Palm Beach County and My Community Cares, Inc.

Re: Palm Beach County ISS Application Services

The parties to this Agreement acknowledge the potential of unlawful hacking to gain surreptitious access into confidential systems. The COUNTY has deployed reasonable steps and safeguards as part of a Network security program, but these systems may not be able to defeat every attempt to gain unlawful access to applications or data. Each party is responsible for protecting its own applications, databases, and servers. Each party however shall review each other's security procedures and notify each other with reasonable promptness of concerns or issues regarding the same.

Section 8 Damage Caused by Disasters

Should the COUNTY's IT infrastructure be damaged or destroyed by a natural or man-made event to the extent that the cost to repair or replace these services becomes economically unfeasible, this Agreement is automatically terminated at the sole discretion of the COUNTY, unless the governing bodies of both the NONPROFIT and the COUNTY authorize its continuation and associated funding to repair or restore the affected area(s).

Section 9 Notice

Any notice, request, instruction, demand, consent, or other communication required or permitted to be given under this Agreement shall be in writing and shall be delivered either by hand or by certified mail, postage prepaid, and certified return receipt requested to the following addresses or such other addresses as the parties may provide to each other in writing:

To: **NONPROFIT:** Jarvis Wash, CEO
My Community Cares, Inc.
825 Temple Street
Cocoa, Florida 32922

With a copy to: Susan Kowalski, MPA, MS, Reentry Coordinator
My Community Cares, Inc.
825 Temple Street
Cocoa, Florida 32922

Agreement with Palm Beach County and My Community Cares, Inc.

Re: Palm Beach County ISS Application Services

To: COUNTY: Verdenia C. Baker, County Administrator
c/o Archie Satchell, Information Systems Services CIO
Palm Beach County Board of County Commissioners
301 N. Olive Avenue, 8th floor
West Palm Beach, FL 33401
(Telephone: 561-355-2823)

With a copy to: County Attorney's Office
Palm Beach County Board of County Commissioners
301 N. Olive Avenue, Suite 601
West Palm Beach, FL 33401
(Telephone: 561-355-2225)

Section 10 Entire Agreement

This Agreement sets forth the entire agreement between the parties. There are no promises or understandings other than those stated herein.

Section 11 Choice of Law and Venue

This Agreement shall be governed by the laws of the State of Florida. Unless otherwise agreed to in writing by the parties, any and all legal action necessary to enforce the Agreement shall be held in a court of competent jurisdiction located in Palm Beach County, Florida.

Section 12 Binding Agreement

This Agreement is binding upon the parties hereto, their heirs, successors, and assigns.

Section 13 Subject to Funding

The COUNTY's performance under this Agreement for subsequent fiscal years are contingent upon annual appropriations for such performance by the Board of County Commissioners.

*Agreement with Palm Beach County and My Community Cares, Inc.
Re: Palm Beach County ISS Application Services*

Section 14 Nondiscrimination

NONPROFIT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information. NONPROFIT further warrants and agrees that no person shall be excluded from the benefits of or be subjected to any form of discrimination under any activity carried out in its performance of this Agreement.

Section 15 Audit and Public Records

NONPROFIT acknowledges that its records relating to this Agreement may be public records for the purposes of Chapter 119, F.S., and that it will comply and maintain such records in accordance with Florida's public records laws. In addition, NONPROFIT shall maintain records, documents and other evidence to sufficiently establish its performance under this Agreement. Such records shall be maintained in Palm Beach County for at least three (3) years after the termination of this Agreement. If any inquiry, investigation, audit or litigation is underway at any time during the three (3) year period, NONPROFIT shall continue to maintain and preserve the records until the resolution of the inquiry, investigation, audit or litigation. The COUNTY has the right, upon reasonable request and during normal business hours, to inspect, examine or copy said records.

Section 16 Inspector General

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 – 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed COUNTY contracts/agreements, transactions, accounts and records, to require the production of such records, and to audit, investigate, monitor, and inspect the activities of the NONPROFIT, its officers, agents, employees, and lobbyists in order to ensure compliance with contract/agreement requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 – 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

*Agreement with Palm Beach County and My Community Cares, Inc.
Re: Palm Beach County ISS Application Services*

Section 17 Regulations, Licensing Requirements

The NONPROFIT shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. The NONPROFIT is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

Section 18 No Third Party Beneficiary

No provision of this Agreement is intended to, or shall be construed to create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or recipient, or official, employee, or volunteer of either party.

Section 19 Agency

Nothing contained herein is intended to nor shall create an agency relationship between the COUNTY and NONPROFIT.

Section 20 No Assignability

Neither this Agreement nor any obligation hereunder shall be assigned, subcontracted, transferred or otherwise encumbered by NONPROFIT, without the prior written consent of the COUNTY.

Section 21 Amendments

None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

Section 22 Waiver

If the COUNTY shall waive any provisions of the Agreement or fail to enforce any of the conditions or provisions of this Agreement, such waiver shall not be deemed a continuing waiver and shall never be construed as such; and the COUNTY shall thereafter have the right to insist upon the enforcement of such conditions or provisions.

Agreement with Palm Beach County and My Community Cares, Inc.
Re: Palm Beach County ISS Application Services

Section 23 Continuing Obligations

Duties or obligations that are of a continuing nature extending beyond the Agreement's expiration or termination, including but not limited to those set forth in Section 7, shall survive the Agreement's termination or expiration.

Section 24 Joint Preparation

The preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not be construed more severely against one of the parties than the other.

Section 25 Severability

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

Section 26 Scrutinized Companies

As provided in F.S. 287.135(2)(a), by entering into this Agreement, NONPROFIT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform or benefit hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

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Agreement with Palm Beach County and My Community Cares, Inc.

Re: Palm Beach County ISS Application Services

IN WITNESS WHEREOF, the COUNTY and NONPROFIT have each caused this Agreement to be executed by its duly authorized official as of the date first set forth above.

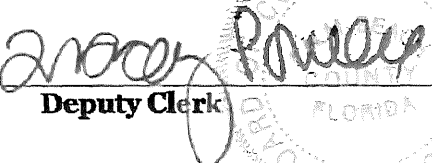
2019 1928


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ATTEST:

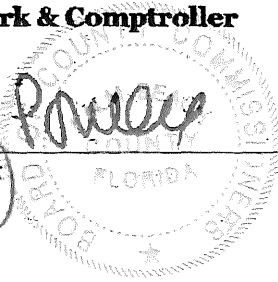
Sharon R. Bock, Clerk & Comptroller

**Palm Beach County, By Its
Board of County Commissioners**

By: 
Deputy Clerk

By: 
Mayor **Dave Kerner**


(SEAL)



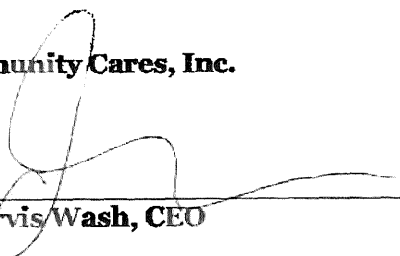
**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS AND
CONDITIONS**

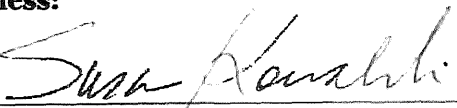
By: 
County Attorney

By: 
Archie Satchell, ISS CIO.

My Community Cares, Inc.

By: 
Jarvis Wash, CEO

Witness:

By: 
(Signature)

Susan Kowalski
(Printed Name)

Agreement with Palm Beach County and My Community Cares, Inc.

Re: Palm Beach County ISS Application Services

Exhibit A

The purpose of this Exhibit is to delineate the application services to be provided to the NONPROFIT by the COUNTY to identify the roles and responsibilities of the COUNTY and the NONPROFIT in this regard, to establish a problem resolution and issue escalation procedure, and to specify associated costs and payment requirements.

Section A: General Requirements for Application Services

COUNTY shall provide application development and support, project management, consulting and hosting services for the RENEW Reentry System. Focus shall be directed to NONPROFIT needs in a shared partnership role to provide timely and cost effective end user information solutions.

COUNTY shall provide the NONPROFIT with access to the hosted Application on a best-effort basis and otherwise provided herein.

Section B: Responsibilities for Application Services

COUNTY shall be responsible for routine day-to-day management of Application and will provide a non-exclusive license for NONPROFIT to use Application. The COUNTY will develop, maintain and implement Application using appropriate technology, provide database services for development and production environments that are cost effective, provide end-user information solutions, and maintain existing Application to assure seamless business operations.

NONPROFIT will use the Application as a case tracking system for its Reentry Program and shall be responsible to instruct and obligate its employees and agents to use the Application as a valuable asset of the COUNTY. NONPROFIT agrees that the Application shall not be used for any purposes other than in connection with the operations of NONPROFIT's Reentry Program as set forth in this Exhibit.

Agreement with Palm Beach County and My Community Cares, Inc.
Re: Palm Beach County ISS Application Services

Section C: Application Ownership

The COUNTY shall own all rights, title and interest in and to the Application and materials, including but not limited to, software, data or information developed or provided by COUNTY and any methodologies, equipment, or processes used by the COUNTY to provide services to the NONPROFIT shall be deemed the sole and exclusive property of the COUNTY.

The data inputted by the NONPROFIT is the property of the NONPROFIT and upon termination of the Agreement, the COUNTY shall for no additional cost assist the NONPROFIT to securely transfer the data as instructed by the NONPROFIT.

Section D: Application Connection & Availability

The NONPROFIT will be provided with a connection to the Application as specified in this Exhibit. The COUNTY will make every reasonable effort to limit outages and application inaccessibility during the hosted application hours of availability as set forth in this Exhibit. If, during NONPROFIT's normal regular working hours, any outage lasts more than 4 continuous hours or more than 12 hours during any one week, excluding damage caused by disasters and any NONPROFIT network related issues, NONPROFIT shall be entitled to an appropriate credit against the fees payable for the use of the Application under this Agreement.

Section E: Modifications to Application

The COUNTY will be responsible for all modifications to the Application. The COUNTY, at its sole discretion, will determine and repair any application defects at its own expense. If the COUNTY is unable to repair the Application defects, the COUNTY will waive the thirty (30) day written notification provision within Agreement should NONPROFIT elect to terminate Agreement.

If NONPROFIT proposes a modification to the Application, it shall, after obtaining all requisite NONPROFIT approvals, notify and submit applicable documents to COUNTY for approval. If modifications are approved, NONPROFIT shall work cooperatively with COUNTY and be solely responsible for payment of all costs associated with such modifications, unless there is a prior agreement with the COUNTY to participate in a cost-sharing arrangement for the modification.

Agreement with Palm Beach County and My Community Cares, Inc.
Re: Palm Beach County ISS Application Services

COUNTY shall review the modification proposals as soon as practicable and will render recommendations with regard to the proposed modification. Any modification that may cause disruption or interference of Application to users shall be coordinated with the appropriate technical staff of both NONPROFIT and COUNTY. COUNTY agrees to perform such work at a time and manner to minimize disruption and interference to the application users.

Section F: Application Interference

COUNTY will determine cause of application interference. COUNTY will utilize its best efforts to prevent any unanticipated application interferences.

Section G: Application Security

NONPROFIT and COUNTY will each ensure that each Application user account is exclusively for that user and kept confidential, and that only users with authorized accounts are able to gain access to the Application.

NONPROFIT and COUNTY shall each comply with all governmental rules and regulations, including Health Insurance Portability and Accountability Act (HIPAA), if applicable, in the collection, handling and transfer of data stored within the Application.

Section H: Description of Application Hosting Services

A. Baseline Application Services from the COUNTY will include:

1. provide one-time setup and installation for deployment and access to Application;
2. provide application hosting services 24x7x365;
3. provide a secure and dedicated access point for access to the Application over the internet;
4. modify programs and create schema necessary for access to the Application;
5. allocate and configure Oracle or SQL database instance, if applicable;
6. provide required disk space for database installation;
7. monitor Application, database and server environments and perform routine maintenance services;

Agreement with Palm Beach County and My Community Cares, Inc.

Re: Palm Beach County ISS Application Services

8. monitor and retain daily back-ups of database files, which will be performed after hours, whenever possible; if data restoration is necessary, the time to restore data files from a back-up copy will vary substantially depending on a number of factors including, but not limited to, the severity of the corruption and whether the restorable back-up copy is on site or has to be retrieved; COUNTY will notify NONPROFIT immediately if any NONPROFIT data is corrupted; COUNTY will use reasonable efforts to restore data files; however, COUNTY will have no liability if it is unable to do so; COUNTY will provide a copy of monthly data backup to NONPROFIT upon request;
9. provide ISS Disaster Recovery Plan documentation; the COUNTY may invoke all or part of this Plan or any means necessary to protect data files upon successful confirmation of penetration to COUNTY application; NONPROFIT accepts that COUNTY may elect to terminate access to hosting environment until such time as service can be restored in a secure manner; in this event, COUNTY will notify NONPROFIT of measures taken to protect data files;
10. provide application documentation.

B. NONPROFIT Responsibilities will include:

1. ensure NONPROFIT's computers meet initial minimum requirements for browser use;
2. correctly configure and maintain NONPROFIT's computer environment used to access hosted Application by COUNTY;
3. provide end-user training to NONPROFIT's staff using training materials provided by COUNTY.

Section I : Protocol for Reporting Application Service Problems

All application issues should first be reported to the NONPROFIT's IT support staff. If NONPROFIT's initial diagnosis of the reported problem indicates that it is related to an application issue, the IT technician should report the application problem, including any error messages, to the COUNTY Network Operations Center at 561-355-HELP (4357). All application problems reported by NONPROFIT will be recorded and tracked in COUNTY's Automated Help Desk System until problem resolution and service restoration. Response time service levels are established at the time the call is reported based on the severity of the issue. The service level

Agreement with Palm Beach County and My Community Cares, Inc.

Re: Palm Beach County ISS Application Services

target for problem diagnosis and response to NONPROFIT is within one (1) hour of the reported problem. COUNTY also employs an escalation process for problems which are not resolved according to the established standards.

Section J: Application Service and Maintenance

COUNTY shall notify NONPROFIT designee as to the time of any planned service, maintenance or repair work to hosted Application. COUNTY represents that it has verified that neither COUNTY nor COUNTY's contractors, nor any of their respective employees, agents, or representatives who have been convicted or who are currently under investigation for a crime delineated in Florida Statutes §435.04 shall have access to NONPROFIT owned buildings under the Agreement.

Section K: Issue Escalation Contacts

Palm Beach County ISS

Palm Beach County 24x7 ISS Help Desk: 561-355-HELP (4357)

Jenise Link, Sr. Manager
561-355-6119 (office)
772-766-1309 (cell)
JLink@pbcgov.org

Amit Sawant, Director of ISS Application Services
561-355-2871 (office)
561-601-9706 (cell)
ASawant@pbcgov.org

Archie Satchell, Chief Information Officer
561-355-3275 (office)
561-310-8273 (cell)
ASatchel@pbcgov.org

NONPROFIT

Susan Kowalski, MPA, MS
Reentry Coordinator
Susanbrec2019@gmail.com

Agreement with Palm Beach County and My Community Cares, Inc.
Re: Palm Beach County ISS Application Services

Section L: Fees and Charges for Application Services

COUNTY will serve as project manager and incur all costs associated with the installation and professional services associated with the connection of the Application for NONPROFIT. NONPROFIT will be responsible for reimbursement to COUNTY of said one-time costs as listed and described in the Table below. COUNTY shall submit an invoice to NONPROFIT, which shall include a reference to this Agreement and identify the amount due and payable to the COUNTY upon NONPROFIT's acceptance of the Application.

NONPROFIT Installation and Professional Services Billing Matrix (One Time Cost)		
INSTALLATION SERVICES – One-Time Cost	Hours	Cost
Project Planning	4.0	\$500
Server Setup	2.0	\$250
Database Setup	1.0	\$125
Security Setup	2.0	\$250
Code Table Setup	4.0	\$500
Secure Certificate Purchase	N/A	\$250
URL 5 year Purchase	N/A	\$115
PROFESSIONAL SERVICES – One-Time Cost		
Business Requirements	4.0	\$500
Development	6.0	\$750
Testing	4.0	\$500
TOTAL INSTALLATION AND PROFESSIONAL SERVICES		\$3,740

Annual Software License and Application Hosting Service charges, as listed and described in the Table below, will be assessed on a quarterly basis, and the COUNTY shall submit invoices to NONPROFIT which shall include a reference to this Agreement and identify the amount due and payable to the COUNTY.

Agreement with Palm Beach County and My Community Cares, Inc.

Re: Palm Beach County ISS Application Services

NONPROFIT Software License and Application Hosting Billing Matrix (Annual Cost)		
SOFTWARE LICENSE – Annual Cost	Hours	Cost
RENEW Reentry System	N/A	\$1,200
APPLICATION HOSTING SERVICES – Annual Cost		
Server Support (Web and Database)	6.0	\$750
Secure Site Certificate Renewal	N/A	\$125
Data Storage	N/A	\$240
Disaster Recovery	2.0	\$250
Database Administration	6.0	\$750
Help Desk Support	6.0	\$750
Network Support	6.0	\$750
TOTAL ANNUAL SOFTWARE LICENSE AND APPLICATION HOSTING SERVICES COST		\$4,815
QUARTERLY CHARGE		\$1,203.75

Section M: Additional IT Services

Upon request for assistance, the ISS CIO may, at the CIO's discretion, permit staff resources to assist the NONPROFIT in the execution of certain information technology responsibilities. These additional services can be requested by submitting a Task Order (Appendix 1). These services will be charged at the rate of \$125/hour with a not-to-exceed cost of \$50,000 per Task Order. These services may also require the purchase of additional resources, including but not limited to hardware and software. The NONPROFIT is responsible for all associated costs for these additional resources. An estimate for each Task Order will be available upon request by the NONPROFIT. The NONPROFIT agrees to fully reimburse the COUNTY for all costs associated with the rendering of the COUNTY staff assistance and/or information technology resources. If the cost of services exceeds \$50,000, the Task Order shall be approved by the Board of County Commissioners.

*Agreement with Palm Beach County and My Community Cares, Inc.
Re: Palm Beach County ISS Application Services*

Section N: Annual Review of Fees and Charges

The COUNTY reserves the right to review the fees and charges included in this Exhibit on a yearly basis and make appropriate rate adjustments. Should an adjustment be warranted, sixty (60) day notice will be provided.



Appendix 1
Palm Beach County
Information Systems Services
Task Order < \$50,000

Task Order #:

Original Agreement #:

Organization requesting services: My Community Cares, Inc.

Type of Service:

Location of Service:

Contact Name:

Contact Phone:

Contact eMail:

Requested Date for Completion:

Description of Service/Deliverables +/-

Estimated Amount:

ISS Project Manager/Director: _____ Date: _____

ISS Fiscal Manager: _____ Date: _____

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

By: Archie Satchell, CIO, ISS

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

MY COMMUNITY CARES, INC.

COUNTY ATTORNEY

Name / Title