

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: May 16, 2023 Consent Regular
 Ordinance Public Hearing

Department
Submitted By: Youth Services Department
Submitted For: Outreach & Community Programming Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: a Contract for Provision of Services with Prime Time Palm Beach County, Inc. (Prime Time) for the period May 30, 2023, through September 30, 2023, in an amount not to exceed \$169,983 for connecting summer camps for low income children to expanded learning opportunities.

Summary: The funding provided under this Contract will allow Prime Time to make connections with summer camps to offer expanded learning opportunities to youth attending summer camps. This Contract includes reporting measurements specific to Prime Time. After completion of the contract year, a report will be generated detailing Prime Time’s progress in meeting their performance measurements. Countywide (HH)

Background and Justification: Prime Time was founded to address the need for higher quality out-of-school programs for Palm Beach County youth, with an emphasis on programs that service low-income families. Prime Time has offered to coordinate expanded learning opportunities to summer camp providers by offering additional summer camp program enhancements utilizing a variety of high quality agencies that provide learning opportunities. These expanded learning activities include, but are not limited to health and wellness programs; integrated arts and creativity programs; and programs that develop positive youth skills. Prime Time’s program outcomes are aligned with Social and Emotional Learning, which is one of the action areas identified in the Youth Master Plan. Last summer, Prime Time provided expanded learning opportunities to 928 youth, resulting in 6,198 youth experiences for youth at summer camp sites throughout the County, and met 2 outcomes and exceeded 1 outcome.

Attachments:
1. Contract for Provision of Services

Recommended by: *J. Jacobson* 4/18/23
 Department Director Date

Approved by: *David A. Miller* 5/1/2023
 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures					
Operating Costs	\$169,983				
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$169,983				
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes x No _____
 Does this item include the use of federal funds? Yes _____ No x

Budget Account **Exp No:**
 Fund 0001 Dept 154 Unit 2529 Obj 3401
 Rev No:
 Fund _____ Dept _____ Unit _____ Obj _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

The fiscal impact associated with this Contract shall be funded by existing FY 2023 ad valorem funds.

Departmental Fiscal Review: Michelle Dene

MD
4/18/23

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Steve Mark 4/19/2023
OFMB GA 4/19/23 BH/19

J. G. Jacoby 4/25/23
Contract Development & Control
MA 4/25/23

B. Legal Sufficiency:

Aileen C. King 4/26/23
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

CONTRACT FOR PROVISION OF SERVICES

This Contract is made as of _____, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and Prime Time Palm Beach County, Inc., a not for profit organization, authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT, whose Federal I.D. is 65-1071628.

In consideration of the mutual promises contained herein, the COUNTY and the CONSULTANT agree as follows:

ARTICLE 1 - SERVICES

The CONSULTANT'S responsibility under this Contract is to provide professional/consultation services in the area of connecting summer camps to expanded learning opportunities as more specifically set forth in the Scope of Work detailed in Exhibit A.

The COUNTY'S representative/liason during the performance of this Contract shall be Geeta Loach-Jacobson, Director of Outreach & Community Programming (telephone no. 561-242-5702).

The CONSULTANT'S representative/liason during the performance of this Contract shall be Suzette L. Harvey, President/CEO (telephone no. 561-732-8066).

ARTICLE 2 - SCHEDULE

The CONSULTANT shall commence services on May 30, 2023, and complete all services by September 30, 2023.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibits A and B.

ARTICLE 3 - PAYMENTS TO CONSULTANT

- A. The total amount to be paid by the COUNTY under this Contract for all services and materials shall not exceed a total contract amount of ONE HUNDRED SIXTY-NINE THOUSAND NINE HUNDRED EIGHTY-THREE DOLLARS (\$169,983). The CONSULTANT shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The CONSULTANT will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit B for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.
- B. Invoices received from the CONSULTANT pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.
- C. The CONSULTANT is obligated to provide the COUNTY with the properly completed requests for all funds paid relative to this Contract no later than October 5th of each fiscal year. Any amounts

not submitted by October 15, 2023, shall remain the COUNTY'S and the COUNTY shall have no further obligation with respect to such amounts.

- D. Final Invoice: In order for both parties herein to close their books and records, the CONSULTANT will clearly state "final invoice" on the CONSULTANT'S final/last billing to the COUNTY. This shall constitute CONSULTANT'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the CONSULTANT.
- E. In order to do business with Palm Beach County, the CONSULTANT is required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If the CONSULTANT intends to use sub-consultants, the CONSULTANT must also ensure that all sub-consultants are registered as consultants in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-consultant register in VSS. The COUNTY will not finalize a contract award until the COUNTY has verified that the CONSULTANT and all of its sub-consultants are registered in VSS.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the CONSULTANT shall also act as the execution of a truth-in- negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the CONSULTANT'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment.

ARTICLE 5 - TERMINATION

This Contract may be terminated by the CONSULTANT upon sixty (60) days' prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated, in whole or in part, by the COUNTY, with cause, upon five (5) business days' written notice to the CONSULTANT or without cause upon ten (10) business days' written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice, except as otherwise directed by the COUNTY, in writing, the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.

D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

The CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required hereinunder shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the CONSULTANT'S key personnel, as may be listed in Exhibit A, must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY'S representative before said change or substitution can become effective.

The CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the CONSULTANT'S personnel (and all Subcontractors), while on County premises, will comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 7 - SUBCONTRACTING

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The CONSULTANT is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If the CONSULTANT uses any subcontractors on this project the following provisions of this Article shall apply:

If a subcontractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the CONSULTANT shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY.

ARTICLE 8 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CONSULTANT authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The CONSULTANT shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Contract.

ARTICLE 9 - INSURANCE

The CONSULTANT shall maintain at its sole expense, in force and effect at all times during the term of this Contract, insurance coverage and limits (including endorsements) as described herein. Failure to maintain at least the required insurance shall be considered default of the Contract. The requirements contained herein, as well as the COUNTY'S review or acceptance of insurance maintained by the CONSULTANT, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the CONSULTANT under the Contract. The CONSULTANT agrees to notify the COUNTY at least ten (10) days prior to cancellation, non-renewal or material change to the required insurance coverage. Where the policy allows, coverage shall apply on a primary and non-contributory basis.

- A. **Commercial General Liability:** The CONSULTANT shall maintain Commercial General Liability at a limit of liability not less than \$500,000 combined single limit for bodily injury and property damage each occurrence. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.

Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include, "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents" as an Additional Insured. A copy of the endorsement shall be provided to the COUNTY upon request.

- B. **Sexual Abuse and Molestation:** The CONSULTANT shall maintain coverage for Sexual Abuse and Molestation at a limit of not less than \$250,000 each occurrence. Coverage may be provided by endorsement to the Commercial General Liability policy.
- C. **Workers' Compensation Insurance & Employer's Liability:** The CONSULTANT shall maintain Workers' Compensation & Employer's Liability in accordance with Chapter 440 of the Florida Statutes.
- D. **Waiver of Subrogation:** Except where prohibited by law, the CONSULTANT hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy except Professional Liability. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then the CONSULTANT shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy that includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should the CONSULTANT enter into such an agreement on a pre-loss basis.
- E. **Certificates of Insurance:** On execution of this Contract, renewal, within forty-eight (48) hours of a request by the COUNTY, and upon expiration of any of the required coverage throughout the term of this Contract, the CONSULTANT shall deliver to the COUNTY or COUNTY'S designated representative a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this Contract have been obtained and are in force and effect. Certificates shall be issued to:

Palm Beach County Board of County Commissioners
c/o Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

- F. Right to Revise or Reject: The COUNTY, by and through its Risk Management Department in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements.

ARTICLE 10 - INDEMNIFICATION

The CONSULTANT 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, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of the CONSULTANT. The CONSULTANT also shall not use funds made available pursuant to this Contract for the purpose of initiating or pursuing litigation against the COUNTY.

ARTICLE 11 - SUCCESSORS AND ASSIGNS

The COUNTY and the CONSULTANT each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the CONSULTANT shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

ARTICLE 12 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Contract 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 Contract, including but not limited to any citizen or employees of the COUNTY and/or the CONSULTANT.

ARTICLE 13 - CONFLICT OF INTEREST

The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The CONSULTANT further represents that no person having any such conflict of interest shall be employed for said performance of services.

The CONSULTANT shall promptly notify the COUNTY'S representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the CONSULTANT'S judgement or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CONSULTANT. The COUNTY agrees to notify the CONSULTANT of its opinion by certified mail within thirty (30) days of receipt of notification by the CONSULTANT. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONSULTANT, the COUNTY shall so state in the notification and the CONSULTANT shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CONSULTANT under the terms of this Contract.

ARTICLE 14 - EXCUSABLE DELAYS

The CONSULTANT shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CONSULTANT or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the CONSULTANT'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT'S failure to perform was without it or its subcontractors fault or negligence, the contract schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 15 - ARREARS

The CONSULTANT shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 16 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The CONSULTANT shall deliver to the COUNTY'S representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data

developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing, by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

ARTICLE 17 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CONSULTANT is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONSULTANT'S sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CONSULTANT does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 18 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 19 - ACCESS AND AUDITS

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the CONSULTANT'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Sections 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, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the CONSULTANT, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

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

ARTICLE 20 – NON-DISCRIMINATION

The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the CONSULTANT warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, 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 or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

As a condition of entering into this Contract, the CONSULTANT represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the CONSULTANT retaliate against any person for reporting instances of such discrimination. The CONSULTANT shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The CONSULTANT understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. The CONSULTANT shall include this language in its subcontracts.

ARTICLE 21 - AUTHORITY TO PRACTICE

The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY'S representative upon request.

ARTICLE 22 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, 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.

ARTICLE 23 - PUBLIC ENTITY CRIMES

As provided in section 287.132-133, Florida Statutes, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by section 287.133(3)(a), Florida Statutes.

ARTICLE 24 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the CONSULTANT of the COUNTY'S notification of a contemplated change, the CONSULTANT shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the CONSULTANT'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the CONSULTANT shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the CONSULTANT shall not commence work on any such change until such written amendment is signed by the CONSULTANT and approved and executed on behalf of Palm Beach County.

ARTICLE 25 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Palm Beach County Youth Services Department
Attn: Director
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave., Sixth Floor
West Palm Beach, FL 33401

If sent to the CONSULTANT, notices shall be addressed to:

Prime Time Palm Beach County, Inc.
Attn: Suzette L. Harvey, President/CEO
2300 High Ridge Road, Suite 330
Boynton Beach, FL 33426

ARTICLE 26 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the CONSULTANT agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 24- Modifications of Work.

ARTICLE 27 - REGULATIONS; LICENSING REQUIREMENTS

The CONSULTANT 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 CONSULTANT 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.

ARTICLE 28 - SCRUTINIZED COMPANIES

- A. As provided in section 287.135 Florida Statutes, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to section 215.4725, Florida Statutes. Pursuant to section 287.135(3)(b), Florida Statutes, if CONSULTANT is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, this Contract may be terminated at the option of the COUNTY.
- B. **When contract value is greater than \$1 million:** As provided in section 287.135 Florida Statutes, by entering into this Contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to section 215.473, Florida Statutes, or is engaged in business operations in Cuba or Syria.

If the COUNTY determines, using credible information available to the public, that a false certification has been submitted by CONSULTANT, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to section 287.135, Florida Statutes. Said certification must also be submitted at the time of Contract renewal, if applicable.

ARTICLE 29 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under section 119.0701, Florida Statutes, if the CONSULTANT: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under section 119.011(2) Florida Statutes, the CONSULTANT shall comply with the requirements of section 119.0701, Florida Statutes, as it may be amended from time to time. The CONSULTANT is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.

- B. Upon request from the County's Custodian of Public Records, provide the COUNTY 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 or as otherwise provided by law. The CONSULTANT further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. 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 this Contract, if the CONSULTANT does not transfer the records to the public agency.
- D. Upon completion of this Contract the CONSULTANT shall transfer, at no cost to the COUNTY, all public records in possession of the CONSULTANT unless notified by COUNTY'S representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the CONSULTANT transfers all public records to the COUNTY upon completion of this Contract, the CONSULTANT shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of this Contract, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically by the CONSULTANT must be provided to COUNTY, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the CONSULTANT to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. CONSULTANT acknowledges that it has familiarized itself with the requirements of Chapter 119, Florida Statutes, and other requirements of state law applicable to public records not specifically set forth herein.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

ARTICLE 30 - COUNTERPARTS

This Contract, including the exhibits referenced herein, may be executed in one or more counterparts all of which shall constitute collectively but one and the same Contract. The COUNTY may execute the Contract through electronic or manual means.

ARTICLE 31 - E-VERIFY – EMPLOYMENT ELIGIBILITY

The CONSULTANT warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers;

and (2) has verified that all of the CONSULTANT'S subconsultants performing the duties and obligations of this Contract are registered with the E-Verify System, and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

The CONSULTANT shall obtain from each of its subconsultants an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. The CONSULTANT shall maintain a copy of any such affidavit from a subconsultant for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this Contract which requires a longer retention period.

The COUNTY shall terminate this Contract if it has a good faith belief that the CONSULTANT has knowingly violated section 448.09(1), Florida Statutes, as may be amended. If the COUNTY has a good faith belief that the CONSULTANT'S subconsultant has knowingly violated section 448.09(1), Florida Statutes, as may be amended, the COUNTY shall notify the CONSULTANT to terminate its contract with the subconsultant and the CONSULTANT shall immediately terminate its contract with the subconsultant. If the COUNTY terminates this Contract pursuant to the above, the CONSULTANT shall be barred from being awarded a future contract by the COUNTY for a period of one (1) year from the date on which this Contract was terminated. In the event of such contract termination, the CONSULTANT shall also be liable for any additional costs incurred by the COUNTY as a result of the termination.

(Remainder of page intentionally left blank)

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CONSULTANT has hereunto set its hand the day and year above written.

CONSULTANT:

Prime Time Palm Beach County, Inc.
Company Name

DocuSigned by:
Suzette Harvey
115C0B07A595413
Signature

Suzette L. Harvey
Typed Name

President/Chief Executive Officer
Title

ATTEST:

COUNTY:

**JOSEPH ABRUZZO, CLERK OF THE
CIRCUIT COURT & COMPTROLLER**

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

By: _____
Deputy Clerk

By: _____
Gregg K. Weiss, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: DocuSigned by:
Helene C. Hoign
D213AA1DB87543B
County Attorney

By: DocuSigned by:
Greta Leach-Jacobson
EB031D09C0E218A
Youth Services Department

EXHIBIT A

SCOPE OF WORK

Contract Period: May 30, 2023 - September 30, 2023

Agency Name: Prime Time Palm Beach County, Inc.

Program Name: Expanded Learning Opportunities (ELOs)

Target Population: Summer Camps under Summer Camp Scholarship Program (SCSP)

Geographic area(s) served: All Palm Beach County

Commission District(s): 1 through 7

Overview

The County's Summer Camp Scholarship Program provides full-tuition and fees for children residing in families with income at or below 150% of the Federal Poverty Guidelines. The program allows parents to work with the knowledge that their children are safe. It provides children educational and recreational opportunities for growth in order to avoid summer learning loss. Prime Time will coordinate with the summer camp programs who provide camp opportunities to low-income children, for expanded learning opportunities (ELOs.) ELOs are enrichment activities that are delivered by content experts from partnering community organizations already contracted through Prime Time.

Evidence-based model or promising practice:

Palm Beach County Quality Standards for Afterschool

David P. Weikart Center for Youth Program Quality – Standards for SEL Practice

Observed Need/Risk Factor(s) that will be addressed:

Low income

Services:

The coordination services will include:

- ELO providers will provide hands-on learning to the targeted summer camps (some ELOs may occur through the start of the school year and conclude by September 30, 2023).

Outcomes:

The following outcomes will be tracked:

- For 7 of 9 (78%) ELO providers, out-of-school Time (OST) staff will report (on the Adult Perceptions of Youth Engagement Survey) perceptions of high overall value to youth, with an average rating of at least 7 out of 10. These results will indicate that at least 70% of youth experienced cognitive, social and emotional value (0 = not at all valuable, 10 = very valuable).
- For 7 of 9 (78%) ELO providers, OST staff will report high satisfaction with the provider, giving an average rating of at least 8 out of 10 on the Prime Time Customer Impact Survey (1 = not at all true, 10 = very true).

- 9 of 9 (100%) ELO providers will achieve a satisfactory quality score on the PBC-PQA assessment.

Reports Submission: The CONSULTANT shall provide data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Annual Report format, Exhibit A, Form 1

Projected number of clients served:

890 projected youth will be impacted from the eligible summer programs. Preference will be given to summer camps that are not currently engaged with Prime Time and that do not have ELOs scheduled for the summer.

EXHIBIT A, FORM 1

Annual Report Format

The CONSULTANT will submit an annual report by entering program specific data into the CBA Portal



**ANNUAL REPORT
COMMUNITY BASED AGENCY CONTRACT**

CONTRACT PERIOD: May 30, 2023 – September 30, 2023

EXECUTIVE SUMMARY

Agency Name: Prime Time Palm Beach County, Inc.

Program Name: Expanded Learning Opportunities (ELOs)

Prepared by: *Click here to enter name and contact information of the person entering the report.*

Methods: *Click here to enter a short statement about the program.*

Outcomes: *Click here to enter a short statement about the program's outcomes.*

Conclusion: *Click here to enter a short statement that indicates if the program achieved its stated outcomes.*

Recommendations: *Click here to enter a short statement that include recommendations to address challenges and improve this program.*

Report approved and submitted by:
Click or tap here to enter text.

Title of signatory

Click or tap to enter a date.

ANNUAL REPORT

Introduction:

Provide a brief description about your agency and the funded program.

Scope of Work:

Describe the program's scope of work.

ELO providers will provide hands-on learning to the targeted summer camps (some ELOs may occur through the start of the school year and conclude by September 30, 2023).

Demographics:

Describe and provide totals for the population you served. Highlight any demographic information that is program specific, specify 'other' categories, and provide a summary of challenges and accomplishments serving this population.

YOUTH					
Gender:	(#)	(%)	Age:	(#)	(%)
Female			0-4		
Male			5-10		
FTM			11-13		
MTF			14-18		
Other			19-22		
Race:					
Asian/Pacific Islander					
Black or African American					
Hispanic or Latino/a					
Native American or American Indian					
White					
Other					
HOUSEHOLD					
Family Type:	Family Income:				
Two Parent Household			<\$19,999		
Single Parent Female Head of Household			\$20-29,999		
Single Parent Male Head of Household			\$30-39,999		
Grandparents			\$40-49,999		
Other			\$50-59,999		
Unknown			>\$60,000		

Methodology

Outcomes:

Provide a narrative of your findings as supported by your data analysis. List and summarize outcome results as indicated below:

Target: For 7 of 9 (78%) ELO providers, out-of-school time (OST) staff will report (on the Adult Perceptions of Youth Engagement Survey) perceptions of high overall value to youth, with an average rating of at least 7 out of 10. These results will indicate that at least 70% of youth experienced cognitive, social and emotional value (0 = not at all valuable, 10 = very valuable).

Actual for the grant year: ____ of ____ (____%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Target: For 7 of 9 (78%) ELO providers, OST staff will report high satisfaction with the provider, giving an average rating of at least 8 out of 10 on the Prime Time Customer Impact Survey (1 = not at all true, 10 = very true).

Actual for the grant year: ____ of ____ (____%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Target: 9 of 9 (100%) ELO providers will achieve a satisfactory quality score on the PBC-PQA assessment.

Actual for the grant year: ____ of ____ (____%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Additional charts, graphs, descriptive statistics, and statistical outputs may also be included in this section.

Click here to enter text, charts, or graphs.

Conclusions:

Conclude your report by summarizing your findings. Explain the impact of the outcomes above with program-related quantitative and qualitative data as applicable. Discuss any challenges and limitations of your program as well as your successes. Explain recommended changes to the programs based on your findings.

Click here to enter text.

EXHIBIT B**SCHEDULE OF PAYMENTS**

The Scope of Work to be completed by the CONSULTANT as defined in **Exhibit A**, consist of submission to the COUNTY of certain “deliverables” as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments:

Name of Agency (ELO Provider)	Agency Focus	Projected Youth Experiences	Projected Youth Impacted	Number of Modules	Number of Sessions	Session Cost	Not to Exceed
Divinity Dance	The Summer Dance Intensive program will serve two camp sites. Each site will receive a week-long dance intensive program and serve 15-20 of its registered summer camp students who have an interest in dance to participate in the program. The Divinity Dance 2023 Summer Dance Intensive will include beginning and intermediate instruction in various elements of dance such as ballet, jazz, and hip hop. Students are immersed in professional dance instruction for five hours each day.	500	40	2	50	\$390.00	\$19,500
FLIPANY	FLIPANY's Cooking Matters is a nutrition and culinary education program that incorporates physical activity. Cooking Matters has shown to be effective in fighting childhood obesity and supporting positive social and emotional learning in children and youth. The Cooking Matters sessions are multi-sensory and based on real life tasks. While speaking, listening, reading and thinking, the participants are also touching and manipulating real objects - food and tools, for results that they can assess for themselves. Working in a group setting, Cooking Matters reinforces cooperation, turn-taking, mutual respect, table manners and safe practices in the kitchen.	840	140	6	84	\$352.64	\$29,622
Florida Fishing Academy	Youth have the opportunity to learn about environmental awareness, water flow and erosion in a Mobile Marine Lab through hands-on activities that emphasize open-ended and collaborative scientific learning.	180	90	2	18	\$559.62	\$10,074
Florida Fishing Academy	Through Angling for a Healthy Future, children and youth learn basic fishing skills, kayaking, snorkeling, water safety, environmental awareness, problem-solving and other life skills through the Florida Fishing Academy's expanded	360	30	12	60	\$338.50	\$20,310

Name of Agency (ELO Provider)	Agency Focus	Projected Youth Experiences	Projected Youth Impacted	Number of Modules	Number of Sessions	Session Cost	Not to Exceed
	learning opportunity. Fishing and other water-based activities can serve as a means for self-improvement, and social and emotional development.						
Green Mouse Academy	GMA develops and delivers STEM/STEAM Discovery courses, helping children/youth discover and explore a variety of emergent technology courses, including robotics, engineering, coding, game design, animation, digital art, design technology and esports. Building upon successful lessons learned over the past year, GMA has adapted its services to allow maximum flexibility while leveraging its cutting-edge approach to producing video-guided content. This blended learning approach should lead to an engaging enrichment learning opportunity experience with a renewed focus on meeting PQA quality standards.	400	100	4	40	\$400.24	\$16,010
Loggerhead Marineline Center	Loggerhead Marineline Center's (LMC) out of-school time programs develop ocean stewardship in children and youth grades kindergarten through eighth grade by providing the tools and resources youth need through experiential learning, eliminating many barriers to accessing nature. Loggerhead endeavors to help youth develop ocean stewardship and environmental awareness with the ocean and its marine life as well as expose youth to the emotional and physical benefits of nature and economic opportunities and careers in STEAM.	540	90	6	54	\$378.83	\$20,457
Resource Depot	Resource Depot's Reimagine your World: Creativity through Conservation is a hands-on environmental arts-based program designed to engage kindergarten through eighth-graders in creative and collaborative projects that demonstrate creative reuse. Participants will learn about the three Rs (Reduce, Reuse, Recycle), and how pollution and overconsumption are affecting society and the environment. The children and youth will creatively use discarded material in art projects or games to help them to rethink items that are typically thrown away.	540	90	6	54	\$264.60	\$14,289

Name of Agency (ELO Provider)	Agency Focus	Projected Youth Experiences	Projected Youth Impacted	Number of Modules	Number of Sessions	Session Cost	Not to Exceed
Young Singers of the Palm Beaches	The Prime Time Young Singers Choirs provides children and youth an opportunity to explore various aspects of musicianship, world cultures, emotions, linguistics and teamwork. Each session includes activities that develop a natural singing body alignment, freedom of breath, development of intonation, ease of personal vocal freedom using music from various periods and genres. Benefits of singing include the enhancement of social, mental and emotional health of participating children and youth. Studies show that singing increases self-confidence and self-esteem fosters leadership skills and ultimately develops good citizens.	660	110	6	66	\$351.70	\$23,213
YMCA	The YMCA's Physical Activity & Wellness program will offer activities that build a healthy spirit, mind, and body for children and youth. Through its activities, The Y seeks to combat the epidemic of excessive weight affecting children ages six to 12, provide tools to out-of-school time practitioners to promote active lifestyles supported by positive self- image and relationships and create environments where children feel safe, included and positively engaged on a physical, social and emotional level.	1,000	200	5	100	\$165.08	\$16,508
Total		5,020	890				\$169,983

Total Deliverables:

Cover Memo & Consultants Invoice.
 Proof of Payment by Consultant to ELO Provider.
 Proof of Service (include list of session dates, locations, groups and attendance records).
 Reports verifying outcomes stated in the Scope of Work; the Annual Report is due no later than October 15, 2023.

The CONSULTANT shall not submit requests for payment for any ELO Provider's activities that ELO Providers have submitted to the COUNTY or any other payment source.

The "Projected Youth Experiences" equal one ELO experience, usually an hour; "Projected Youth Impacted" is the number of sessions in a learning module divided by the number of youth experiences.