



**AGREEMENT BETWEEN BROWARD COUNTY AND ENTER LEGAL NAME
FOR ENTER AGREEMENT TITLE**

Agreement Number: Enter Agreement Number

This Agreement ("Agreement") is made and entered into by and between Broward County, a political subdivision of the state of Florida ("County"), and enter legal name and d/b/a name as applicable, Choose an item from drop down list ("Second Party"). County and Second Party are collectively referred to as the "Parties."

WHEREAS, this Agreement will enable Second Party to provide services that would not otherwise be funded by another public funding source; and

WHEREAS, funding given to Second Party has been found and declared to be for a County and public purpose by the Board of County Commissioners of Broward County, NOW, THEREFORE,

IN CONSIDERATION of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, the Parties agree as follows:

ARTICLE 1. DEFINITIONS AND IDENTIFICATIONS

The following definitions apply unless the context in which the word or phrase is used requires a different definition:

- 1.1 **Agreement** - The Agreement includes Articles 1 through 15 inclusive, the "Whereas" clauses recited above, and all exhibits, addenda, and attachments that are expressly incorporated herein by reference.
- 1.2 **Board** - The Board of County Commissioners of Broward County, Florida.
- 1.3 **Clients** - Individuals served under this Agreement as described in Exhibit D-1, "Scope of Services."
- 1.4 **Contract Administrator** - The Broward County Administrator, the Director or Deputy Director of the Broward County Human Services Department, or the Director of the division administering the Agreement, as specified in Exhibit A, "Agreement Specifications." The Parties may rely on the instructions or determinations made by the Contract Administrator in the administration of this Agreement; however, the Scope of Services may not be changed via such instructions and determinations except as otherwise provided herein.
- 1.5 **Contract Manager** - The Human Services Department division staff person who coordinates and communicates with Second Party and who manages and supervises execution and completion of the Scope of Services and the terms and conditions of this Agreement as set forth herein. The Parties may also rely on the instructions or determinations made by the Contract Manager in the administration of this Agreement; however, the Scope of Services may not be changed via such instructions and determinations except as otherwise provided herein.
- 1.6 **County Attorney** - The chief legal counsel for County appointed by the Board.
- 1.7 **County Business Enterprise or "CBE"** - A small business certified as meeting the requirements of Broward County's CBE Program.
- 1.8 **HSD** - The Broward County Human Services Department.
- 1.9 **HSSS** - The Human Services Software System. The Client Services Management System and/or any other participant information collection and data exchange system(s) designated by County.

- 1.10 **Initial Term** - The initial contracted period as specified in Exhibit A, "Agreement Specifications."
- 1.11 **Option Period** - A contract renewal period, usually concurrent with a single County fiscal year, as specified in Exhibit A, "Agreement Specifications."
- 1.12 **Program** - The services described in Article 3 and in Exhibit D-1 of this Agreement.
- 1.13 **Provider Handbook** - County's Human Services Department manual for providers of services that contains standard forms, performance measures, and other documents and standard practices, as same may be amended from time to time by County, which Handbook is incorporated herein by reference.
- 1.14 **Repository** - County's Human Services Department Repository, under the Office of Evaluation and Planning. The Repository address is identified in the Provider Handbook.

ARTICLE 2. TERM OF AGREEMENT

2.1 **TERM**: The term of this Agreement shall begin and end on the dates ("Agreement Term") specified in Exhibit A, "Agreement Specifications." This Agreement may be renewed by the County's Contract Administrator for up to two (2) additional one-year Option Periods, as specified in Exhibit A. The Contract Administrator shall notify Second Party of renewal, in writing, no less than five (5) business days prior to the expiration of the then-current term of this Agreement.

2.2 **CONTINUITY OF SERVICES**: In the event that unusual or exceptional circumstances, as determined in the sole discretion of the Contract Administrator, render the exercise of an Option Period not possible, or if no Option Period is available, and it would result in a gap in the provision of services under this Agreement, then upon approval of funds by the Board, the term of this Agreement may be extended by the HSD Director or Deputy Director and Second Party, via a Contract Adjustment, for a period not to exceed six (6) months.

2.3 County's decision to exercise either Option Period shall be contingent upon, but not limited to, the following:

- A. Continued demonstrated and documented need for the services or priority area of funding;
- B. Satisfactory contract compliance, program performance, and utilization by Second Party, as determined by the Contract Administrator;
- C. Demonstrated financial stability by Second Party;
- D. The availability of funds from County in accordance with Chapter 129, Florida Statutes, as amended; and
- E. Appropriation of funds by the Board.

The Contract Administrator, in his or her sole discretion, shall determine whether the contingencies listed above have been fulfilled prior to the Contract Administrator exercising County's option to renew or extend this Agreement for any subsequent renewal or extension period.

2.4 This Agreement may be terminated in accordance with the provisions contained in the "TERMINATION" section herein.

ARTICLE 3. SCOPE OF SERVICES

3.1 Second Party shall provide the services set forth in each Exhibit D-1, "Scope of Services," for each service category funded by this Agreement, and shall meet the outcomes set forth in Exhibit D-2 and

applicable Contract Adjustment(s). The Scope of Services is a description of Second Party's obligations and responsibilities and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by Second Party impractical, illogical, or unconscionable.

3.2 If applicable, Second Party shall notify County in writing prior to the proposed opening, closing, or relocating of a service site listed in Exhibit D-1 or applicable Contract Adjustment no less than thirty (30) calendar days prior to such change in accordance with the "NOTICES" section of this Agreement. No such opening, closing, or relocation shall occur without County's prior written consent, which consent shall not be unreasonably withheld.

3.3 Organizational Profile: The Organizational Profile for Second Party is a component of the Coordinating Council of Broward's community assessment process to support coordinated health, education, and human services planning in Broward County. It is used for collecting data for countywide resource inventory. This Profile is due from Second Party upon oral or written request by the Contract Administrator.

ARTICLE 4. FUNDING AND METHOD OF PAYMENT

4.1 MAXIMUM FUNDING: County will pay Second Party an amount not to exceed the amount specified in Exhibit A, "Agreement Specifications," for work actually performed and completed pursuant to this Agreement, which amount shall be accepted by Second Party as full compensation for all such work. Second Party acknowledges that this amount is the maximum payable and constitutes a limitation upon County's obligation to compensate Second Party for its services related to this Agreement. This maximum amount, however, does not constitute a limitation, of any sort, upon Second Party's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. No amount shall be paid to Second Party to reimburse its expenses, unless otherwise provided herein.

County funding under this Agreement relates exclusively to the Initial Term and County is not obligated to fund Second Party beyond the Initial Term. In the event that the Contract Administrator exercises either Option Period under this Agreement, or in the event this Agreement is extended pursuant to Article 2, the maximum amount payable by County shall not exceed the amount specified for each period in Exhibit A, except as provided in Section 4.3, "MAXIMIZATION OF EXPENDITURE OF COUNTY FUNDS," herein.

4.2 REDUCTION OF FUNDS: In the event of Second Party's underutilization of funds, the Contract Administrator has the authority, at any time, to reduce the maximum funding allocated under this Agreement. Such adjustments shall be made via a Contract Adjustment(s), which shall be signed by the HSD Director or Deputy Director and Second Party. The Contract Adjustment(s) shall include corresponding revisions to the maximum units of service and minimum number of clients served.

4.3 MAXIMIZATION OF EXPENDITURE OF COUNTY FUNDS:

4.3.1 Mid-term Funding Adjustments. In furtherance of the objectives of the HSD, the Contract Administrator has the authority and sole discretion to increase the maximum funding under this Agreement up to ten percent (10%) of the Agreement amount for any fiscal year of County, except as provided in Section 15.24, EMERGENCY CONDITIONS. Such adjustments shall be made via Contract Adjustment(s), which shall be signed by the HSD Director or Deputy Director and Second Party.

4.3.2 Program Allocations/Payment Schedules. The Contract Administrator has the authority to adjust the maximum funding allocated to any particular program or service category funded under

this Agreement and payment schedules throughout any term of the Agreement. Such adjustment may be made via Contract Adjustment(s) signed by the HSD Director or Deputy Director and Second Party.

4.3.3 Renewal Funding Adjustments. Adjustments to maximum renewable funding and corresponding adjustments to the number of units and clients served for Option Periods under this Agreement are subject to appropriation of funds by the Board. Such adjustments may be made via a Contract Adjustment(s) signed by the HSD Director or Deputy Director and Second Party.

4.4 CONTRACT ADJUSTMENTS: The Contract Administrator is authorized to increase or decrease the maximum funding allocated to Second Party in the Agreement to maximize expenditure of County funds as expressed herein. Such adjustments shall be made by the HSD Director or Deputy Director in writing in accordance with this subsection.

4.4.1 Any Contract Adjustment(s) for adjustments increasing the total annual maximum funding amount by ten percent (10%) or less may be signed by the HSD Director or Deputy Director and Second Party, using a standard Contract Adjustment in the form attached hereto as Exhibit F.

4.4.2 Any Contract Adjustment(s) increasing the total annual maximum funding by more than ten percent (10%) may be signed by the HSD Director or Deputy Director and Second Party after the Board has approved the funding increase and has conferred such authority upon the HSD Director or Deputy Director.

4.4.3 All Contract Adjustments issued by the Contract Administrator shall contain, at a minimum, the following information and requirements:

4.4.3.1 A description of the adjustments being made (which description must specify in detail the adjustments and revisions to the maximum units of service and Clients served)

4.4.3.2 A reference to this Agreement pursuant to which the adjustment is authorized.

4.4.3.3 Any other additional instructions or provision relating to the work authorized pursuant to this Agreement.

4.4.3.4 Contract Adjustments shall be dated, sequentially numbered, and signed by both Parties.

4.5 METHOD OF PAYMENT: County will pay Second Party for units of service actually delivered, invoiced, and documented as specified in Exhibit D-1, "Scope of Services," and in any applicable Contract Adjustment(s), on a monthly billing basis, subject to the provisions in this Article. The total number of units of service to be billed during each term of this Agreement shall not exceed the units specified in Exhibit D-1 and any applicable Contract Adjustment(s).

4.5.1 Required Match: County will reimburse for only nine (9) out of ten (10) units actually delivered, invoiced, and documented at the unit price specified in Exhibit D-1, unless otherwise indicated in Exhibit A, "Agreement Specifications," or in any applicable Contract Adjustment. The tenth (10th) unit shall meet Second Party's match requirement.

4.5.2 Client Co-payment for Services: In the event Client co-payments are required as indicated in Exhibit A, Second Party shall assess income and implement co-payments pursuant to the Co-pay Schedule found in the Provider Handbook.

4.5.3 Performance: County will reduce payment by three percent (3%) ("Reduction") for services performed by Second Party in the third (3rd) month of any quarter in which attainment of one (1) or

more Outcomes was more than five (5%) percent below the indicated target. The Reduction shall be applied to payments for the Program(s) in which the indicator(s) was not met. The Reduction shall be applied to the net payment amount for the third (3rd) month, after calculation of the required match, but before any disallowed units or repayments from any other month(s) are applied. In the event that Second Party does not submit an invoice in any third (3rd) month of a quarter because all funding authorized herein has been depleted, the Reduction shall be based on the previous month's net payment and Second Party shall pay the Reduction amount to County within thirty (30) days of County's written request. In the event that County finds that Second Party's Outcome Report(s) contains incorrect information, County may apply this Reduction retroactively at the sole discretion of County's Contract Administrator.

4.5.4 Invoice Requirements and Due Dates:

4.5.4.1 An original invoice in a form approved by the Contract Manager plus one (1) complete copy with supporting documentation are due monthly from Second Party on or before the date specified in Exhibit E, "Required Reports and Submission Dates." In the event the due date falls on a weekend or County holiday, the invoice, supporting documentation, and complete copy are due on the next business day.

A. Acceptable supporting documentation as described in this section shall be in the form of a report provided through County's designated HSSS, or as otherwise agreed to in writing by the Contract Administrator. All reported units of service must correspond to the units of service on invoices submitted for billing purposes.

B. In addition, all required fields within the HSSS must be completed thoroughly and accurately for units of service to be considered as delivered and payable. Compliance with this requirement will be periodically monitored by County. Second Party shall reimburse County, as described in Section 4.5.4.2, for any units that do not comply with this requirement and were previously billed and paid during any term of the Agreement.

C. The Contract Administrator may authorize manual billing if Second Party lacks access to such designated system through no fault of Second Party, as determined by the Contract Administrator in his or her sole discretion.

D. Where the unit rate is an hourly rate, County will pay for full fifteen (15) minute increments, unless otherwise provided herein, at the rate of one-quarter (1/4) of the applicable unit rate, so long as Second Party has provided the unit of service as defined in Exhibit D-1.

4.5.4.2 Corrected Invoices:

A. In the event that Second Party determines that it has previously incorrectly billed and been reimbursed for a period within the current contract term, Second Party shall include the corrections on the next regular monthly invoice. Unless the Contract Administrator has authorized or required additional corrections, corrected billing is limited to one time for any month in which services were rendered and must be received by County no later than ninety (90) days following the date the invoice being corrected was originally due to County, or forty-five (45) days after the end of the Agreement term, whichever is earlier. Second Party must resubmit the original supporting documentation and submit the revised supporting

documentation, along with a completed "Required Services Documentation" form as provided in the Provider Handbook, for each month in the period of previous incorrect billing, unless the Contract Administrator has, in writing, provided alternate documentation requirements. The invoice, which includes the corrections, must be accompanied by a cover letter signed by Second Party's authorized signator summarizing the corrections, explaining the reason for the error, and detailing the actions Second Party is taking to prevent recurrence of the error(s).

B. In the event that County determines that Second Party has previously incorrectly billed and been reimbursed for a period within the current contract year, Second Party shall include the corrections on the next regular monthly invoice. If the date of reimbursement is outside of the contract term in which the overpayment occurred, Second Party shall issue a check to County as repayment.

4.5.4.3 To be deemed proper as defined by the Florida Prompt Payment Act, invoices must comply with the requirements set forth in this Agreement and must be submitted on the forms prescribed by County in the Provider Handbook, or through the communication system as provided through County's HSSS, or as otherwise agreed to in writing by the HSD Director or Deputy Director. County will pay Second Party within thirty (30) calendar days of receipt of Second Party's properly submitted invoice in accordance with the provisions of County's Prompt Payment Ordinance Section 1-51.6, Broward County Code of Ordinances. Further, County may deduct from any outstanding invoice any monies due from Second Party because of a situation where County identifies money due from Second Party to County pursuant to this Agreement.

4.5.4.4 Invoices and/or documentation returned to Second Party for corrections shall not be considered as submitted and shall be cause for delay in issuance of payment by County without the accrual of interest on any payments owed by County to Second Party. Second Party shall sign and date any revised invoice(s). Submission of accurate, timely documentation and other requested information as required by County shall be considered a factor in evaluating future funding requests.

4.5.4.5 The certification statement on the monthly invoice submitted by Second Party shall be signed by an authorized person as referenced in Exhibit B-1, "Authorized Invoice Signators." Should it become necessary for Second Party to replace signators, a notarized copy of the authorizing resolution as passed by Second Party's Board of Directors or Trustees, authorizing legislation, or equivalent shall be submitted to the Contract Administrator, along with replacement Exhibit B-1 and/or Exhibit B-2, within ten (10) days following replacement of the signators.

4.5.5 If Second Party has been authorized in accordance with the "SUBCONTRACTING" article of this Agreement to use subcontractors, or if Second Party uses any suppliers of materials for the provision of the required services herein, Second Party shall submit with each invoice a "Certification of Payments to Subcontractors and Suppliers" in the form attached hereto as Exhibit C. In instances wherein payment has not been made to the approved subcontractor(s) or the supplier(s), the certification shall be accompanied by a copy of the notification sent to each subcontractor and supplier listed in item 2 of the form, explaining the good cause why payment has not been made.

4.6 SUSPENSION OF PAYMENT: County, through its Contract Administrator, in his or her sole discretion, may in writing suspend payments to Second Party if Second Party does not comply with material terms of this Agreement, including, but not limited to, submission of correctly completed reports and corrective or remedial action plans, subject to County's acceptance and approval of said reports and plans. Express identification of certain terms herein as material shall not be construed to mean that other terms herein are not material. Suspension of payment by County may last through the duration of noncompliance by Second Party as determined solely by the Contract Administrator, and any suspended payments shall not be subject to the payment of interest by County.

4.7 PAYER OF LAST RESORT: Second Party represents to County that no other reimbursement or payment is available or will be received by Second Party for any services invoiced to County, and County has relied upon that representation. Second Party shall assure that funding under this Agreement will not supplant any existing programs and resources and is used as funding of last resort. This Agreement specifically excludes services eligible to be covered by Medicaid, Medicare, or other third party funding source (collectively referred to as "Third Party Payment"). Second Party shall bill and pursue collection of any and all available Third Party Payments and Client payments for services rendered under this Agreement prior to billing County for any such services.

4.7.1 In the event County pays Second Party for a service to a Client who was not eligible for Third Party Payment at the time of billing but later becomes eligible for Third Party Payments ("Third Party Certified"), and Second Party receives Third Party Payment for the same unit of service, then Second Party shall deduct the amount paid by County ("County Payment") on its next invoice immediately following receipt of such Third Party Payment. If Second Party has not submitted an invoice or has submitted a final invoice to County under this Agreement, Second Party shall reimburse County in the amount of the County Payment within thirty (30) calendar days of Second Party's receipt of the Third Party Payment.

- A. Second Party shall note in the Client's file the date upon which a Client became Third Party Certified.
- B. Second Party shall keep accurate and complete records of all Third Party Payments, any fee collected, reimbursement, or compensation of any kind, including in-kind compensation received from any Client, for any service covered by this Agreement, and shall make all such records available to County upon demand.
- C. Second Party shall report such Third Party Payments by deducting the full amount of such Third Party Payment from Second Party's invoices within thirty (30) calendar days of Second Party's receipt of the Third Party Payment.

4.8 EQUIPMENT PURCHASES: All equipment purchased pursuant to this Agreement shall be reported to County on the invoice, with documentation attached to the invoice (or as otherwise approved in advance and in writing by the Contract Administrator), listing in detail the kind and type, serial number, cost, and any other data the Contract Administrator or Contract Manager so designates. No equipment shall be disposed of without the HSD Director's or Deputy Director's prior written approval. In the event of the filing(s) of bankruptcy or dissolution, voluntary or involuntary, insolvency of Second Party, or the expiration or earlier termination of this Agreement, with or without cause, the title and ownership of all existing property acquired with funds from this Agreement shall immediately and automatically be vested in County in the name of "Broward County" as Grantor. Any existing property vesting in County shall be delivered to the Contract Administrator by Second Party at the place designated in a written request by the Contract Administrator within ten (10) calendar days from the written request. It is Second Party's sole responsibility

to immediately notify the Contract Administrator in writing of the filing(s) of bankruptcy or dissolution, voluntary or involuntary, or the insolvency of Second Party.

4.9 All payments shall be made solely in the name of Second Party as the official payee. The name, address, and telephone number of the official payee to whom payment shall be made for Second Party is specified in Exhibit A, "Agreement Specifications." Second Party may change any of the information provided under this section by providing written notice of such change to the Contract Administrator using the notice procedure under the "NOTICES" section of this Agreement. It is Second Party's sole responsibility to advise the Contract Administrator in writing of changes in name, address, telephone number, or administrative locations within ten (10) calendar days of such change.

4.10 As a condition of funding under this Agreement, Second Party acknowledges County's objective is to ensure provision of continuous services to its residents throughout the term of the Agreement. If Second Party exhausts County's funds under this Agreement prior to the end of any term of this Agreement, Second Party is obligated to provide the same level of service(s) to Client(s) as prescribed in Exhibits D-1 and D-2 until the end of the term without additional County funds.

ARTICLE 5. PARTICIPATION IN HUMAN SERVICES SOFTWARE SYSTEM (HSSS)

Second Party shall comply with the HSSS requirements outlined in the Provider Handbook, incorporated herein and made a part hereof.

ARTICLE 6. MONITORING, RECORDS, REPORTS, AND OTHER REQUIREMENTS

Second Party shall comply with the Monitoring, Records, and Reporting requirements outlined in the Provider Handbook.

ARTICLE 7. TERMINATION

7.1 This Agreement may be terminated for cause by the aggrieved Party if the Party in breach has not corrected the breach within ten (10) calendar days after receipt of written notice from the aggrieved Party identifying the breach. Termination for cause by County shall be by action of the Board with written notice provided to Second Party by the HSD Director or Deputy Director, which termination date shall be the date stated in the written notice but not less than thirty (30) days after the date of such written notice. Termination for cause by Second Party shall be effective not less than thirty (30) days after notice of termination is received by County. This Agreement may also be terminated for convenience by the Board. The HSD Director or Deputy Director may also terminate this Agreement for convenience when Second Party closes its business operations or otherwise ceases to exist and the HSD Director or Deputy Director determine that immediate action is required by County. Termination for convenience by the Board or by the HSD Director or Deputy Director shall be effective on the termination date stated in written notice provided by County, which termination date shall be not less than thirty (30) days after the date of such written notice. This Agreement may also be terminated by the County Administrator upon such notice as the County Administrator deems appropriate under the circumstances in the event the County Administrator determines that termination is necessary to protect the public health, safety, or welfare. If County erroneously, improperly, or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

7.2 This Agreement may be terminated for cause for reasons including, but not limited to, Second Party's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or

invoices, failure to suitably perform the work, or failure to continuously perform the work in a manner calculated to meet or accomplish the objectives as set forth in this Agreement. The Agreement may also be terminated for cause if Second Party is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes, or if Second Party provides a false certification submitted pursuant to Section 287.135, Florida Statutes.

7.3 Notice of termination shall be provided in accordance with the "NOTICES" section of this Agreement except that notice of termination by the County Administrator, which the County Administrator deems necessary to protect the public health, safety, or welfare may be verbal notice through the Contract Administrator that shall be promptly confirmed in writing by the HSD Director or Deputy Director in accordance with the "NOTICES" section of this Agreement.

7.4 In the event this Agreement is terminated for convenience by County, Second Party shall be paid for any services performed under the Agreement through the termination date specified in the written notice of termination. Second Party acknowledges that it has received good, valuable, and sufficient consideration from County, the receipt and adequacy of which are hereby acknowledged by Second Party, as specific consideration to Second Party, for County's right to terminate this Agreement for convenience.

7.5 In the event this Agreement is terminated for any reason or upon its expiration, whichever is earlier, any amounts due Second Party may be withheld by County until all documents are provided to County, if requested by the Contract Administrator, pursuant to the "RIGHTS IN DOCUMENTS AND WORK" provision of this Agreement.

7.6 This Agreement may also be terminated in accordance with the "EEO AND CBE COMPLIANCE" section of this Agreement using the "NOTICES" procedures herein.

7.7 TRANSITION PLAN: Prior to termination of this Agreement in its normal course, or upon earlier termination for any reason whatsoever, Second Party shall cooperate fully with County, and any third party designated by County, to develop a Transition Plan to provide for the transition of the services provided hereunder. The Transition Plan shall at a minimum, provide for the orderly and reasonable transfer of services in a manner which causes minimal disruption to the continuity of services.

ARTICLE 8. SUBCONTRACTING

8.1 Second Party engages in subcontracting if Second Party engages via formal agreement or any other mechanism, a third party, including, but not limited to, individuals, partnerships, corporations, or any other type of entity, to perform the services, in whole or in part, required by this Agreement. Services provided by third parties, other than Second Party's own employees, officers, and volunteers, will be deemed subcontracted.

8.2 Second Party may not subcontract services as defined in Section 8.1 or enter into an Employee Leasing agreement without the prior written approval of the Contract Administrator or as authorized in Exhibit D-1.

8.3 The Contract Administrator's written approval referenced in this Article shall be limited to Second Party's approval to enter a sub-contractual relationship with a third party and shall not be deemed an approval of any subcontracting document(s) between Second Party and its subcontractor(s).

8.4 Services provided by Second Party's subcontractors shall be subject to supervision by Second Party or subcontractor. Employee compensation, personnel policies, tax responsibilities, social security and

health insurance, employee benefits, travel, per diem policies, and other similar administrative procedures applicable to services rendered under this Agreement shall be the responsibility of Second Party or its subcontractor.

8.5 The delivery of services through subcontractors shall not in any way relieve Second Party of full responsibility for all requirements, provisions, and terms of this Agreement.

8.6 Second Party shall, by written contract, require all subcontractors to conform to the requirements of this Agreement and all applicable federal and state laws, rules, regulations, guidelines, and standards. Second Party shall likewise require its subcontractors to agree to the requirements and obligations of this article.

8.7 Second Party shall pay its subcontractors, and any suppliers of materials for the provision of the services required pursuant to this Agreement, prior to submitting an invoice requesting payment from County for such subcontracted work or supplies unless Second Party documents any dispute on Exhibit C, "Certification of Payments to Subcontractors and Suppliers," and submits such exhibit to County, accompanied by a copy of the notification sent to each subcontractor or supplier listed in item 2 of the form, explaining the good cause why payment has not been made.

Second Party acknowledges that nonpayment of a subcontractor or supplier as required herein shall be a material breach of this Agreement and that County may, at its option and in accordance with Article 4 of this Agreement, suspend payments until Second Party demonstrates timely payment of sums due to such subcontractors or suppliers. Second Party acknowledges that the presence of a "pay when paid" provision in a subcontract shall not preclude County's inquiry into allegations of nonpayment. The foregoing remedies shall not be employed when Second Party demonstrates that failure to pay results from a bona fide dispute with its subcontractor or supplier; however, County shall not pay Second Party for any amounts that have not yet been paid by Second Party to its subcontractors or suppliers.

8.8 Second Party shall reimburse County for all funds not used in compliance with this Agreement by Second Party and its subcontractors.

ARTICLE 9. FINANCIAL STATEMENTS AND MANAGEMENT LETTERS

FOR NONGOVERNMENTAL ENTITIES [DELETE IF NOT APPLICABLE]:

9.1 FINANCIAL STATEMENTS. Second Party shall provide to the Repository annual financial statements prepared by an independent certified public accountant in accordance with generally accepted accounting principles for the fiscal year County funds are received and for each subsequent fiscal year until such time as all of the County funds are expended and any management letter(s) thereby generated.

Said annual financial statement shall account for all monies received from County via explicit, discrete disclosures and/or accompanying notes to the financial statements.

Said financial statements for this Agreement shall be submitted to the Repository within one hundred twenty (120) days after the close of each of Second Party's fiscal years in which Second Party accounts for funds under this Agreement.

Late submission of the financial statements or absence of discrete disclosure shall entitle County to recover any payment made under this Agreement.

Second Party acknowledges submission of audited financial statements to any other Broward County office, agency, or division does not constitute compliance with the requirement to submit that material to the Repository for this Agreement.

9.2 MANAGEMENT LETTERS. Second Party shall provide the Repository any and all management letters arising from audited financial statements within one hundred twenty (120) days after the end of Second Party's fiscal year.

Second Party shall provide to the Repository the schedule of correction developed in response to said management letter(s) within thirty (30) days of its development.

Second Party shall provide to the Repository any compliance audits required by law within ninety (90) days after the close of each of Second Party's fiscal years in which Second Party accounts for funds under this Agreement.

FOR GOVERNMENTAL ENTITIES [DELETE IF NOT APPLICABLE]:

9.1 FINANCIAL STATEMENTS. Second Party shall provide one (1) copy of Second Party's audited financial statements and any management letter(s) thereby generated as it relates to funding provided under this Agreement and Second Party's response to any management letter(s). The audit of the financial statements shall be prepared by an independent certified public accountant in accordance with generally accepted accounting principles for the fiscal year County funds are received and for each subsequent fiscal year until such time as all of the County funds are expended.

Second Party shall submit one (1) copy of the financial statements described in the first paragraph of this section and one (1) copy of the accompanying management letter, if any, to County's Repository within two hundred seventy (270) days after the close of Second Party's fiscal years in which Second Party receives funds under this Agreement.

9.2 MANAGEMENT LETTERS. Second Party shall provide County's Repository any and all management letters arising from audited financial statements within two hundred seventy (270) days of the date of said management letter as it relates to the program described in this Agreement.

Second Party shall provide to County's Repository the schedule of correction developed in response to said management letter(s) within thirty (30) days of its development.

Second Party shall provide to County's Repository any compliance audits required by law within two hundred seventy (270) days after the close of each of Second Party's fiscal years in which Second Party accounts for the funds under this Agreement.

ARTICLE 10. EEO AND CBE COMPLIANCE

10.1 No Party to this Agreement may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this Agreement. Second Party shall comply with all applicable requirements of the Broward County Business Enterprise ("CBE") Program in the award and administration of this Agreement. Failure by Second Party to carry out any of these requirements shall constitute a material breach of this Agreement, which shall permit County to terminate this Agreement or to exercise any other remedy provided under this Agreement, or under the Broward County Code of Ordinances, or under the Broward County Administrative Code, or under applicable law, with all of such remedies being cumulative.

Second Party shall include the foregoing or similar language in its contracts with any subcontractors or subconsultants, except that any project assisted by the U.S. Department of Transportation funds shall comply with the nondiscrimination requirements in 49 C.F.R. Parts 23 and 26, as amended. Failure to

comply with the foregoing requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as County deems appropriate.

Second Party shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement and shall not otherwise unlawfully discriminate in violation of the Broward County Code, Chapter 16½. Second Party shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by County, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, Second Party shall take affirmative steps to prevent discrimination in employment against disabled persons.

By execution of this Agreement, Second Party represents that it has not been placed on the discriminatory vendor list as provided in Section 287.134, Florida Statutes. County hereby materially relies on such representation in entering into this Agreement. An untrue representation of the foregoing shall entitle County to terminate this Agreement and recover from Second Party all monies paid by County pursuant to this Agreement, and may result in debarment from County's competitive procurement activities.

10.2 Although no CBE goal has been set for this Agreement, County encourages Second Party to give full consideration to the use of CBE firms to perform work under this Agreement.

ARTICLE 11. INDEMNIFICATION/GOVERNMENTAL IMMUNITY

FOR NONGOVERNMENTAL ENTITIES [DELETE IF NOT APPLICABLE]:

Second Party shall at all times hereafter indemnify, hold harmless and defend County and all of County's current and former officers, agents, servants, and employees (collectively, "Indemnified Party") from and against any and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorneys' fees, court costs, and expenses (collectively, a "Claim"), raised or asserted by any person or entity not a party to this Agreement, which Claim is caused or alleged to be caused, in whole or in part, by any intentional, reckless or negligent act or omission of Second Party, its current or former officers, employees, agents, or servants, arising from, relating to, or in connection with this Agreement. In the event any Claim is brought against an Indemnified Party, Second Party shall, upon written notice from County, defend each Indemnified Party against each such Claim by counsel satisfactory to County or, at County's option, pay for an attorney selected by County Attorney to defend the Indemnified Party. The obligations of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by the Contract Administrator and the County Attorney, any sums due Second Party under this Agreement may be retained by County until all of County's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved. Any amount withheld shall not be subject to payment of interest by County.

FOR GOVERNMENTAL ENTITIES [DELETE IF NOT APPLICABLE]:

Nothing herein is intended to serve as a waiver of sovereign immunity by any Party nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this Agreement or any other contract. Second Party is a state agency or political subdivision as defined in Chapter 768.28, Florida Statutes, and shall be fully responsible for the acts and omissions of its agents or employees to the extent permitted by law.

ARTICLE 12. DESIGNATED REPRESENTATIVES AND EMPOWERMENT

12.1 County's representative is the HSD Director, Deputy Director, or the Division Director of the division administering this Agreement. The title of Second Party's representative responsible for the administration of the program under this Agreement is specified in Exhibit A, "Agreement Specifications."

12.2 The empowered signators of invoices under this Agreement for Second Party are those individuals referenced in Exhibit B-1, "Authorized Invoice Signators." Changes in the empowered signators on Exhibit B-1 shall be communicated to County as directed in the "NOTICES" section of this Agreement.

12.3 The empowered signator of this Agreement for Second Party is identified in Exhibit B-2, "Certification of Empowerment." Changes in the empowered signator on Exhibit B-2 shall be communicated to County as directed in Article 4 and in the "NOTICES" section of this Agreement.

ARTICLE 13. INSURANCE

Second Party shall maintain insurance coverage as required in the Insurance section of the Provider Handbook or as specified in Exhibit A, "Agreement Specifications."

ARTICLE 14. REPRESENTATIONS AND ACKNOWLEDGMENTS

14.1 Second Party represents and certifies to County that, upon its execution of this Agreement and continuing throughout the term of the Agreement, as may be extended, the following representations are and shall remain true and correct. In the event that any of the following representations becomes untrue at any time, Second Party shall immediately provide written notice to the Contract Administrator:

- A. There have been no irregularities involving its management or employees that could have a material effect on Second Party's operations or financial stability.
- B. Second Party has committed no violations or possible violations of laws or regulations, the effects of which should be considered by County prior to entering into this Agreement.
- C. All material information pertaining to the financial position of Second Party has been disclosed in its records and provided to County.
- D. All related party transactions, as defined by generally accepted accounting principles, and related amounts receivable or payable pertaining to the financial position of Second Party have been properly recorded in its records and disclosed to County.
- E. Second Party maintains appropriate active license(s), which are all in good standing and have not been revoked or suspended, where Second Party is operating a facility or providing a service where any type of licensure is required, including, but not limited to, under federal, state, county, or other local law.
- F. When applicable, Second Party will ensure compliance with the provision(s) of Florida Statutes and all federal and local regulations whenever background screening for employment or a background security check is required by law for employment. Second Party shall maintain these screening requirements and records of same for volunteers and employees based on the population served.
- G. E-VERIFY: As applicable, if Second Party is a recipient, directly or indirectly, of State of Florida funds under this Agreement, Second Party shall enroll and participate in the E-Verify Program, in accordance with the terms and conditions governing the use of the program by:

1. Verifying the employment eligibility of all persons employed during the Agreement Term by Second Party to perform the work under this Agreement.
2. Enrolling in the E-Verify Program within thirty (30) days of the effective date of this Agreement by obtaining a copy of the "Edit Company Profile" page and making such record available to Broward County within seven (7) days of request from County.
3. Requiring all persons, including subcontractors, assigned by Second Party to perform work under this Agreement to enroll and participate in the E-Verify Program within ninety (90) days after the effective date of this Agreement or within ninety (90) days after the effective date of the Agreement between Second Party and the subcontractor, whichever is later. Second Party shall obtain from the subcontractor a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record available to County within seven (7) calendar days from County's request.
4. Displaying the notices supplied by the U.S. Department of Homeland Security ("DHS") in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.
5. Initiating E-Verify verification procedures for new employees within three (3) business days after the actual work start date of each new hire and thereafter responding appropriately to any additional requests from DHS or Social Security Administration ("SSA").
6. Maintaining records of its participation and compliance with the provisions of the E-Verify Program and making such records available to County within seven (7) days of County's request.

H. Second Party acknowledges receipt of the Provider Handbook and understands that each document contained therein is made a part of this Agreement. Second Party also acknowledges that County may update or revise documents within the Provider Handbook and provide notification of the same to Second Party. Second Party may terminate this Agreement within thirty (30) calendar days after notice of such update(s) or revision(s) if the Parties mutually agree that the update(s) or revision(s) substantially impact(s) Second Party's ability to perform as contracted. Otherwise, Second Party acknowledges it shall be bound by the requirements outlined in the Provider Handbook, as amended by County from time to time.

I. Second Party represents to County for its reliance thereupon that it has established and implemented policies and procedures that ensure compliance with the security standards specified in the sections titled "Human Services Software System Participation" and "Monitoring, Records, Reports, and Other Requirements" provided in the Provider Handbook and all applicable state and federal statutes and regulations for the protection of confidential Client records and electronic exchange of confidential information.

J. All representations and information provided by Second Party to County in the course of competing for and developing this Agreement are true and correct, and there have been no material omissions.

14.2 Second Party acknowledges that:

A. Verification of liability protection, and the Authorized Invoice Signators as shown in Exhibit B-1, shall accompany this Agreement upon execution of this Agreement by Second Party.

B. Information, guidance, and technical assistance offered by the Contract Administrator, or any other County staff, whether written or verbal, in no way constitutes a guarantee of execution of this Agreement by County and should not be relied upon as a basis for doing business, delivering service, expending financial resources, or expectation of receipt of payment.

C. County has relied on all representations and information provided to County by Second Party in the course of Second Party competing for and developing this Agreement.

ARTICLE 15. MISCELLANEOUS

15.1 RIGHTS IN DOCUMENTS AND WORK. Any and all reports, photographs, surveys, and other data and documents, with the exception of Client records, provided or created in connection with this Agreement are and shall remain the property of County, and, if a copyright is claimed, Second Party grants to County a nonexclusive license to use the copyrighted item(s) indefinitely, to prepare derivative works, and to make and distribute copies to the public. In the event of termination of this Agreement pursuant to the terms of Article 7, any reports, photographs, surveys, and other data and documents other than Client records prepared by Second Party, whether finished or unfinished, shall become the property of County and shall be delivered by Second Party to the Contract Administrator within seven (7) days of termination of this Agreement by either Party. Any compensation due to Second Party shall be withheld until all documents are received as provided herein. Second Party shall ensure that the requirements of this Section are included in all agreements with its Subcontractor(s).

After the five (5) year retention period or any longer retention period as stated in Section 15.3 below, Second Party shall notify the Contract Administrator that the retention period has expired and shall provide at least ten (10) calendar days for County to obtain the records if County desires to retain the records for a longer period of time; such notice shall be made in writing pursuant to the "NOTICES" section of this Agreement. The provisions of this section shall survive the expiration or termination of the Agreement.

15.2 Public Records. To the extent Second Party is acting on behalf of County as stated in Section 119.0701, Florida Statutes, Second Party shall:

a. Keep and maintain public records required by County to perform the services under this Agreement;

b. Upon request from County, provide County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

c. Ensure that public records that are exempt or confidential and exempt from public record requirements are not disclosed except as authorized by law for the duration of the Agreement and following completion of the Agreement if the records are not transferred to the County; and

d. Upon completion of the Agreement, transfer to County, at no cost, all public records in possession of Second Party upon termination of this Agreement or keep and maintain public records required by County to perform the services. If Second Party transfers the records to the County, Second Party shall destroy any duplicate public records that are exempt or confidential and exempt. If the Second Party keeps and maintains public records upon completion of the Agreement, Second Party shall meet all applicable requirements for retaining public records. All records stored electronically must be

provided to County upon request in a format that is compatible with the information technology systems of County.

The failure of Second Party to comply with the provisions of this Section shall constitute a material breach of this Agreement entitling the County to exercise any remedy provided in this Agreement or under applicable law.

A request for public records regarding this Agreement must be made directly to the County, who will be responsible for responding to any such public records requests. Second Party will provide any requested records to County to enable County to respond to the public records request.

IF THE SECOND PARTY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SECOND PARTY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (954) 357-8647, MWELLS @broward.org, 115 S. ANDREWS AVE., SUITE A360, FORT LAUDERDALE, FLORIDA 33301.

15.3 AUDIT RIGHTS AND RETENTION OF RECORDS. County shall have the right to audit the books, records, and accounts of Second Party and its subcontractors that are related to this Agreement. Such rights include, but are not limited to, examination of books, records, and accounts supporting the cost per unit of service, as well as any such records of funds received from other sources for the same or similar services as performed under this Agreement. Second Party and its subcontractors shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to the Agreement and performance thereunder. All books, records, and accounts of Second Party and its subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, Second Party or its subcontractor, as applicable, shall make same available at no cost to County in written form.

Second Party and its subcontractors shall preserve and make available, at reasonable times within Broward County for examination and audit by County, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for a minimum period of three (3) years after expiration or termination of this Agreement or until resolution of any audit findings, whichever is longer. County audits and inspections pursuant to this Section may be performed by any County representative (including any outside representative engaged by County). County reserves the right to conduct such audit or review at Second Party's place of business, if deemed appropriate by County, with seventy-two (72) hours' advance notice.

Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for County's disallowance and recovery of any payment upon such entry. Second Party acknowledges that in the event County determines that funds are due back to County, the HSD Director or Deputy Director may in his or her sole and absolute discretion require Second Party to pay up to one percent (1%) interest annually on those funds, which interest shall be calculated from the date County incorrectly paid Second Party. If an audit or inspection in accordance with this Section discloses overpricing or overcharges to County of any nature by the Second Party in excess of five percent (5%) of the total

contract billings reviewed by County, the reasonable actual cost of the County's audit shall be reimbursed to the County by the Second Party in addition to making adjustments for the overcharges. Any adjustments and/or payments due as a result of such audit or inspection shall be made within thirty (30) days from presentation of County's findings to Second Party.

Second Party shall ensure that the requirements of this Section are included in all agreements with its Subcontractor(s).

15.4 TRUTH-IN-NEGOTIATION CERTIFICATE. Second Party's compensation under this Agreement is based upon representations supplied to County by Second Party, and Second Party certifies that the information supplied, including without limitation in the negotiation of this Agreement, is accurate, complete, and current at the time of contracting. County shall be entitled to recover any damages it incurs to the extent such representation is untrue.

15.5 INDEPENDENT CONTRACTOR. Second Party is an independent contractor under this Agreement. Services provided by Second Party pursuant to this Agreement shall be subject to the supervision of Second Party. In providing such services, neither Second Party nor its agents shall act as officers, employees, or agents of County. Second Party shall not have the right to bind County to any obligation not expressly undertaken by County under this Agreement.

15.6 PUBLIC ENTITY CRIME ACT. Second Party represents that it is familiar with the requirements and prohibitions under the Public Entity Crime Act, Section 287.133, Florida Statutes, and represents that its entry into this Agreement will not violate that Act. In addition to the foregoing, Second Party further represents that there has been no determination that it committed a "public entity crime" as defined by Section 287.133, Florida Statutes, and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether Second Party has been placed on the convicted vendor list. Notwithstanding any provision in this Agreement to the contrary, if any representation stated in this paragraph is false, County shall have the right to immediately terminate this Agreement and recover all sums paid to Second Party under this Agreement.

15.7 LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. The Parties agree that the exclusive venue for any lawsuit arising from, related to, or in connection with this Agreement shall be in the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the Parties agree that the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **BY ENTERING INTO THIS AGREEMENT, SECOND PARTY AND COUNTY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. IF A PARTY FAILS TO WITHDRAW A REQUEST FOR A JURY TRIAL IN A LAWSUIT ARISING OUT OF THIS AGREEMENT AFTER WRITTEN NOTICE BY THE OTHER PARTY OF VIOLATION OF THIS SECTION, THE PARTY MAKING THE REQUEST FOR JURY TRIAL SHALL BE LIABLE FOR THE REASONABLE ATTORNEYS' FEES AND COSTS OF THE OTHER PARTY IN CONTESTING THE REQUEST FOR JURY TRIAL, AND SUCH AMOUNTS SHALL BE AWARDED BY THE COURT IN ADJUDICATING THE MOTION.**

15.8 AMENDMENTS. Except as otherwise authorized herein, no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by County and Second Party or others delegated authority to or otherwise authorized to execute same on their behalf. However, the HSD Director or Deputy Director may make adjustments pursuant to Article 4 and Section 15.24 herein. Additionally, the Contract Administrator may administratively revise or update the Provider Handbook documents from time to time as provided in this Agreement.

15.9 MATERIALITY AND WAIVER OF BREACH. Each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the Parties. Each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement, and each is, therefore, a material term hereof.

County's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

15.10 COMPLIANCE WITH LAWS. Second Party shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.

15.11 SEVERABILITY. In the event any part of this Agreement is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this Agreement and the balance of this Agreement shall remain in full force and effect.

15.12 PRIOR AGREEMENTS. This Agreement represents the final and complete understanding of the Parties regarding the subject matter hereof and supersedes all prior and contemporaneous negotiations and discussions regarding the subject matter. There is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document.

15.13 ASSIGNMENT AND PERFORMANCE. Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other Party. In addition, Second Party shall not subcontract any portion of the work required by this Agreement, except as provided in Exhibit D-1, "Scope of Services." Notwithstanding the Termination provision of this Agreement, County may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, by Second Party of this Agreement or any right or interest herein without County's written consent.

Second Party represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

Second Party shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of Second Party's performance and all interim and final product(s) provided to or on behalf of County shall be comparable to the best local and national standards.

15.14 CONFLICTS. Neither Second Party nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Second Party's loyal and conscientious exercise of judgment and care related to its performance under this Agreement.

None of Second Party's officers or employees shall, during the term of this Agreement, serve as an expert witness against County in any legal or administrative proceeding in which he, she, or Second Party is not a party, unless compelled by court process. Further, such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of County in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude Second Party or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

In the event Second Party is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, Second Party shall require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as Second Party.

15.15 JOINT PREPARATION. This Agreement has been jointly prepared by the Parties hereto, and shall not be construed more strictly against either Party.

15.16 PRIORITY OF PROVISIONS. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referenced herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of Articles 1 through 15 of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 15 shall prevail and be given effect.

15.17 THIRD PARTY BENEFICIARIES. Neither Second Party nor County intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

15.18 NOTICES. In order for a notice to a party to be effective under this Agreement, notice must be sent via U.S. first-class mail with a contemporaneous copy via e-mail to the addresses listed herein and shall be effective upon mailing. The addresses for notice shall remain as set forth herein unless and until changed by providing notice of such change in accordance with the provisions of this Section. The Parties designated persons and respective places for giving of notice are set forth in Exhibit A, "Agreement Specifications."

15.19 DRUG-FREE WORKPLACE. It is a requirement of County that it enter into contracts only with firms that certify the establishment of a drug-free workplace in accordance with Chapter 21.31(a)(2) of the Broward County Procurement Code. Execution of this Agreement by Second Party shall serve as Second Party's required certification that it has a drug-free workplace program in accordance with Section 287.087, Florida Statutes, and Chapter 21.31(a)(2) of the Broward County Procurement Code, and that it will maintain such drug-free workplace program for the full term of this Agreement. Second Party shall submit one (1) copy of its Drug-Free Workplace Policy to the Contract Manager prior to or with the signed Agreement.

15.20 CERTIFICATION RELATING TO FEDERAL LOBBYING. No federal appropriated funds have been paid, or will be paid, by or on behalf of the undersigned Second Party, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency,

a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any federal contract, grant, loan, or cooperative agreement relating to this Agreement between County and Second Party, the undersigned Second Party shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities."

15.21 CERTIFICATION RELATING TO NO SMOKING AND CHILDREN'S SERVICES. The Pro-Children Act of 1994, 20 U.S.C. § 6081 *et seq.* ("Act"), requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood services, education or library services to children under the age of eighteen (18), if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. Such Act also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. Such Act does not apply to children's services provided in private residence, portion of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable federal funds is Medicare or Medicaid, or facilities where Women, Infants and Children ("WIC") coupons are redeemed. Failure of Second Party to comply with the provisions of the Act may result in the imposition of a civil monetary penalty (in the amount provided by the Act) for each violation and imposition of an administrative compliance order pursuant to such Act on the responsible entity, such as Second Party. By signing this Agreement, the undersigned Second Party certifies that Second Party will comply with the requirement of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

15.22 INTERPRETATION. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter," refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

The Parties understand and accept the need for consistent interpretation of provider-related agreements funded by County. If the Contract Administrator identifies a programmatic contractual issue that requires interpretation, the Contract Administrator will issue such interpretations, in writing, to all program providers. If Second Party identifies a programmatic contract provision that requires interpretation in order for Second Party to understand its obligations, Second Party will submit, in writing, a request for interpretation, with specificity to the Contract Administrator. The Contract Administrator will provide a written response to Second Party within a reasonable time after any request by Second Party for an interpretation. The Contract Administrator's programmatic interpretations shall be deemed conclusive and final.

15.23 PUBLICITY. Second Party acknowledges that all advertisements, press releases, or any other type of publicity or promotional activities ("Promotion Materials") undertaken by Second Party concerning the services funded by this Agreement shall include the following statement: "The services provided by Insert Name is a collaborative effort between Broward County and Insert Name with funding provided by the Board of County Commissioners of Broward County, Florida under an Agreement."

Second Party shall use the name "Broward County" and the official Broward County logo in all Promotional Materials of Second Party related to the services funded by this Agreement. Requests for the official

electronic version of the Broward logo shall be made to the Broward County Public Communications Office, 114 s. Andrews Avenue, Fort Lauderdale, Florida 33301 or publicinfo@broward.org.

15.24 EMERGENCY CONDITIONS. Except where otherwise provided by law or where Second Party is otherwise directed by appropriate authority, Second Party shall provide any supportive or recovery related service as requested by County during and after Emergency Conditions. These services include, but are not limited to, distribution of food, water, and ice, and providing case management services to Disaster Evacuees at an emergency shelter or other location(s) in Broward County as determined by County, through its Contract Administrator. Emergency Conditions are defined as any natural, technological, or terrorism related disaster or emergency for which assistance is requested from Emergency Support Function ("ESF") #6/Human Services Branch by the Broward Emergency Division, which commences upon a State of Emergency being declared by federal, state, or local government. Individuals who have been displaced or affected by the Emergency Condition are referred to as "Disaster Evacuees."

In the event of an Emergency Condition, the HSD Director or Deputy Director has the authority during and after Emergency Conditions, in his or her sole discretion, to (a) make adjustments to the maximum funding, including increases, under this Agreement; (b) make adjustments to the maximum funding allocated to any particular service category funded under this Agreement; (c) modify, add, or delete services under the Scope of Services and Exhibit D-1; (d) modify payment schedules throughout any term of this Agreement; (e) exercise an Option Period, and (f) extend the term of Agreement.

15.25 DISCHARGE PLANNING. If Second Party is a hospital district, mental health service provider, or law enforcement agency, or in the event Second Party provides services such as hospital, jail, or mental health treatment beds, then Second Party shall participate with County in the development of local discharge planning policies that ensure persons are not routinely discharged into homelessness, including the streets, shelters, or other McKinney-Vento homeless assistance housing programs.

15.26 RENEGOTIATION. The Parties agree to renegotiate this Agreement if revisions of any applicable law, regulation, or increase or decrease in allocations make changes in this Agreement necessary.

15.27 INCORPORATION BY REFERENCE. The truth and accuracy of each "Whereas" clause set forth herein is acknowledged by the Parties. The attached exhibits A through F, as well as the Provider Handbook and other documents referenced herein, are incorporated and made a part of this Agreement.

Second Party shall abide by all of the covenants and representations contained in the Request for Proposals, Request for Letters of Interest, or Request for Applications (collectively, "Request") submitted by Second Party upon which County relied and upon which this Agreement is based, and Second Party acknowledges that such covenants and representations in the Request shall form, become a part of, and be incorporated by reference into this Agreement. If the Request or any portion thereof conflicts with this Agreement, this Agreement shall control and govern the interpretation of any conditions and terms.

15.28 REPRESENTATION OF AUTHORITY. Each individual executing this Agreement on behalf of a Party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such Party and does so with full legal authority.

15.29 PAYABLE INTEREST.

15.29.1 Payment of Interest. County shall not be liable to pay any interest to Second Party for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Second Party waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim arising from, related to, or in connection with

this Agreement. This paragraph shall not apply to any claim for interest, including for post-judgment interest, if such application would be contrary to applicable law.

15.29.2 Rate of Interest. If, for whatever reason, the preceding subsection is determined to be invalid or unenforceable by a court of competent jurisdiction, the annual rate of interest payable by County under this Agreement, whether as prejudgment interest or for any other purpose, shall be, to the full extent permissible under applicable law, 0.25% (one quarter of one percent) simple interest (uncompounded).

15.30 HIPAA COMPLIANCE. It is expressly understood by the Parties that County personnel or their agents have access to protected health information (hereinafter known as "PHI") that is subject to the requirements of 45 C.F.R. §160, 162, and 164 and related regulations. In the event Second Party is considered by County to be a covered entity or business associate or is required to comply with the Health Insurance Portability and Accountability Act of 1996 (hereinafter known as "HIPAA"), Second Party shall fully protect individually identifiable health information as required by HIPAA and, if requested by County, shall execute a Business Associate Agreement in the form provided by the Contract Administrator for the purpose of complying with HIPAA. Where required, Second Party shall handle and secure such PHI in compliance with HIPAA and its related regulations and, if required by HIPAA or other laws, include in its "Notice of Privacy Practices" notice of Second Party's and County's uses of Clients' PHI. The requirement to comply with this provision and HIPAA shall survive the expiration or earlier termination of this Agreement. County hereby authorizes the County Administrator to sign Business Associate Agreements on its behalf. Second Party shall ensure that the requirements of this Article are included in all agreements with its subcontractors.

15.31 COUNTERPARTS AND MULTIPLE ORIGINALS. This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

15.32 CONTINGENCY FEE. Second Party represents that it has not paid or agreed to pay any person or entity, other than a bona fide employee working solely for Second Party, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. If County learns that this representation is false, County shall have the right to terminate this Agreement without any further liability to Second Party. Alternatively, if such representation is false, County, at its sole discretion, may deduct from the compensation due Second Party under this Agreement the full amount of such fee, commission, percentage, gift, or consideration.

15.33 USE OF COUNTY LOGO. Second Party shall not use County's name, logo, or otherwise refer to this Agreement in any marketing or publicity materials without the prior written consent of County.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature: Broward County, through its Board of County Commissioners, signing by and through its County Administrator, authorized to execute same by Board action on the date day of Month, 20Year, and full legal name of Second Party, signing by and through its Title, duly authorized to execute same.

County

WITNESSES:

Broward County, through its
County Administrator

Signature

By _____
County Administrator

Print/Type Name above

_____ day of _____, 20Year

Signature

Approved as to form by
Joni Armstrong Coffey
Broward County Attorney
Governmental Center, Suite 423
115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Telephone: (954) 357-7600
Telecopier: (954) 357-7641

Print/Type Name above

Insurance requirements
approved by Broward County
Risk Management Division

By _____
Signature (Date)

By _____
(Date)

Assistant County Attorney

Print Name and Title above

SVT/dmv
2017 Unit of Service Agreement FINAL
08/15/16
07/25/16
#16-070

AGREEMENT BETWEEN BROWARD COUNTY AND ENTER FULL LEGAL NAME OF SECOND PARTY FOR ENTER AGREEMENT TITLE

Second Party

Enter legal name

WITNESS #1:

Signature

Print/Type Name

By: _____
(Authorized Signature)

(Print Name and Title of Authorized Signator)

WITNESS #2:

Signature

Print/Type Name

_____ day of _____, 20Year

(seal or notary)

EXHIBIT A – AGREEMENT SPECIFICATIONS

Agreement #: Enter number

- I. Administering Division: Community Partnerships
- II. Beginning and Ending Dates:
 - A. Initial Term: Choose an item Enter Date and ending on Enter Date
 - B. Option Period 1: If exercised, commences on Enter Date and ends on Enter Date
 - C. Option Period 2: If exercised, commences on Enter Date and ends on Enter Date
- III. Maximum Funding Amounts:
 - A. Initial Term: \$ Enter numeric amount
 - B. Option Period 1: \$ Enter numeric amount
 - C. Option Period 2: \$ Enter numeric amount
 - D. Extension: Equal to a pro rata amount of the then existing annual funding amount.
- IV. Second Party's Representative: Enter Title
- V. Official Payee: Enter Legal Name
Address Line 1
Address Line 2
Email:
- VI. Official Notification Designations:
 - A. For County: Director, Community Partnerships Division
115 South Andrews Avenue, Room A370
Fort Lauderdale, Florida 33301
 - B. For Second Party: Title, Agency Legal Name
Address Line 1
Address Line 2
Email:
- VII. Client Co-pay: Required Not required
- VIII. Match: Required Not required because enter reason not required.
- IX. Required Insurance Coverage (nongovernmental entities only):
 - A. Commercial or General Liability: Required Waived
 - B. Business Automobile Liability: Required Waived
 - C. Professional Liability: Required Waived
 - D. Workers' Compensation & Employer's Liability: Required Waived
 - E. Other: enter type Required
- X. RFP/RLI/RFA Date: Enter Date Published Title: Enter Title

EXHIBIT B-1 – AUTHORIZED INVOICE SIGNATORS

Agreement #: Enter number

The following individuals are authorized to sign monthly invoices and certification statements on behalf of Enter legal name, hereinafter known as "Second Party," as required by this Agreement between County and Second Party:

_____ and
(Name and Title Typewritten)

(Name and Title Typewritten)

This authorization is conferred upon the individuals listed above pursuant to _____ (enter the authorizing body, legislation, regulation, code, or equivalent, including the date of such authorization, and attach a copy of supporting documentation, such as Board of Directors' meeting minutes, the authorizing statute, etc.):

Appearing below are samples of the authorized signatures.

(Authorized Signature) (Date)

(Authorized Signature) (Date)

(Authorized Signature) (Date)

(Authorized Signature) (Date)

Witness Signature:

Witness Signature

Signature _____

Signature _____

Name _____
(Print or Type)

Name _____
(Print or Type)

Date _____

Date _____

EXHIBIT B-2 – CERTIFICATION OF EMPOWERMENT

Agreement #: Enter number

(Name and Title Typewritten)

is duly authorized to sign this Agreement on behalf of enter legal name, hereinafter known as "Second Party," and any amendments hereto between County and Second Party. The signature of the above-named person in this Agreement on behalf of Second Party binds Second Party to the terms and conditions of this Agreement and its amendments.

This authorization is conferred upon the individual listed above pursuant to _____ *(enter the authorizing body, legislation, regulation, code, or equivalent, including the date of such authorization, and attach a copy of supporting documentation, such as Board of Directors' meeting minutes, the authorizing statute, etc.):*

Appearing below is a sample of the authorized signature.

(Authorized Signature)

(Date)

Witness Signature:

Witness Signature

Signature _____

Signature _____

Name _____

Name _____

(Print or Type)

(Print or Type)

Date _____

Date _____

EXHIBIT C – CERTIFICATION OF PAYMENTS TO SUBCONTRACTORS AND SUPPLIERS

Agreement #: Enter number

The undersigned hereby swears under penalty of perjury that:

1. Second Party has paid all subcontractors and suppliers all undisputed contract obligations for labor, services, or materials provided on this project in accordance with Article 4, "FUNDING AND METHOD OF PAYMENT," of this Agreement, except as provided in paragraph 2 below.
2. The following subcontractors and suppliers have not been paid because of disputed contractual obligations; a copy of the notification sent to each, explaining in reasonably specific detail the good cause why payment has not been made, is attached to this form:

Subcontractor or supplier's name and address	Date of disputed invoice	Amount in dispute

The undersigned is authorized to execute this Certification on behalf of Second Party.

Dated _____, 20__

Second Party:

By _____
(Signature)

By _____
(Name and Title)

STATE OF)
) SS
COUNTY OF)

The foregoing instrument was acknowledged before me this ____ day of _____, ____, by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

WITNESS my hand and official seal, this ____ day of _____, 20__.

(NOTARY SEAL)

(Signature of person taking acknowledgment)

(Name of officer taking acknowledgment; printed/typed/stamped)

My commission expires:

EXHIBIT D-1 – SCOPE OF SERVICES

Agreement #: enter number

Provider: Enter Second Party short name

Program: Enter Program Name

Program #: enter number

I. Scope of Services:

A. Program description: Short, general description of program, setting, context, supplemental services provided that are not purchased under this agreement.

B. Target population: Short statement describing population

1. Eligibility criteria: limitations on eligibility such as age, residency, income, disability, etc.

2. Documentation of eligibility: minimum required evidence of eligibility

C. A minimum of enter number unduplicated Clients shall be provided services under this Agreement Choose an item.

D. Standards and Other Requirements: Second Party shall adhere to the standards and other requirements below and as set forth in the Contract Adjustment(s) and Provider Handbook.

1. Standards:

a. Short paragraph

b. Short paragraph

c. Short paragraph

2. Other Requirements:

a. Second Party shall register staff to receive alerts regarding revisions to the Provider Handbook and related documents through [AccessBROWARD https://access.broward.org/About.aspx](https://access.broward.org/About.aspx)).

b. Short paragraph

c. Short paragraph

E. Services to be Provided: Second Party shall provide the following services, as further detailed in the "Scope of Services" section or in the Contract Adjustment(s):

1. 1st service name (Taxonomy Number)

a. Cost per Unit of Service: \$ enter amount

b. Required Staff Credentials/Licensure: Short paragraph

c. Unit Definition: Short paragraph

2. 2nd service name (Taxonomy Number)

a. Cost per Unit of Service: \$ enter amount

b. Required Staff Credentials/Licensure: Short paragraph

c. Unit Definition: Short paragraph

3. 3rd service name (Taxonomy Number)

- a. Cost per Unit of Service: \$ enter amount
- b. Required Staff Credentials/Licensure: Short paragraph
- c. Unit Definition: Short paragraph

F. Subcontracting: None requested/allowed Allowed: The services which may be subcontracted are limited to description, not to exceed \$ enter amount per contract year.

G. Location(s), days, and hours of service: Short paragraph; include location

H. Commission Districts: At the date of execution of this Agreement, the Second Party's service hub(s) are located in the following Commission District(s): number(s)

II. Maximum Number of Units to be Purchased/Maximum Dollar Amount:

A. Units for Initial Term of Agreement:

- 1st service: enter amount
- 2nd service: enter amount
- 3rd service: enter amount

Units for Option Period 1, if exercised:

- 1st service: enter amount
- 2nd service: enter amount
- 3rd service: enter amount

Units for Option Period 2, if exercised:

- 1st service: enter amount
- 2nd service: enter amount
- 3rd service: enter amount

Units per Extension, if exercised: Shall be equal to a pro rata number of units of the then current annual units per service.

B. \$ Amount for Initial Term of Agreement: \$ enter amount

\$ Amount for Option Period 1, if exercised: \$ enter amount

\$ Amount for Option Period 2, if exercised: \$ enter amount

\$ Amount per Extension, if exercised: Shall be equal to a pro rata amount of the then current annual funding amount.

III. Outcomes/Indicators: Outcomes and indicators are attached as Exhibit D-2.

[Remainder of Page Intentionally Left Blank]

EXHIBIT D-2 – OUTCOMES

Program Name	Service Name/Taxonomy	Outcomes	Indicators	Data Source	Data Collection Method
Program (and number if applicable)	Service and Taxonomy	Overall goal – what we hope to achieve by funding this service	Number (must be <100)% of indicator	Where the data used to complete the quarterly report is found, verified, and kept	Who collects data, when, how; special calculation instructions, if needed
Program	Service and Taxonomy	Overall goal – what we hope to achieve by funding this service	Number (must be <100)% of indicator	Where the data used to complete the quarterly report is found, verified, and kept	Who collects data, when, how; special calculation instructions, if needed
Program	Service and Taxonomy	Overall goal – what we hope to achieve by funding this service	Number (must be <100)% of indicator	Where the data used to complete the quarterly report is found, verified, and kept	Who collects data, when, how; special calculation instructions, if needed

EXHIBIT E – REQUIRED REPORTS AND SUBMISSION DATES

Report	Due Date/Frequency	# Copies
Equal Employment Opportunity Policy	Due prior to execution and upon revision by Second Party	1 copy
Americans with Disabilities Act Policy		1 copy
Nondiscrimination Policy, if applicable		1 copy
CBE Policy		1 copy
Blank Client Satisfaction Survey		1 copy
Certificate of Insurance/Certification of Coverage		1 copy
Invoice and supporting documentation	15 th day of each month (if needed, final reconciled invoice due annually on enter date) Invoices are Either e-mailed to AccountsPayable@broward.org or mailed to Broward County Commission P.O. Box 14740 Ft. Lauderdale, FL 33302-4740 Attn: Accounts Payable	Original plus 1 copy
Outcomes Report		Original plus 1 copy
Client Demographic Report	enter text day of each choose	Original plus 1 copy
[For nongovernmental entities (delete if not applicable)]Current Certificate of Insurance [For governmental entities (delete if not applicable)]Certification of Coverage	[For nongovernmental entities (delete if not applicable)]Due prior to expiration; submit to Repository [For governmental entities (delete if not applicable)]Due at time of this Agreement's term extension or renewal via Option Period; submit to Repository	1 copy
Audited Financial Statement	[For nongovernmental entities (delete if not applicable)]Due within 120 days after the close of Second Party's fiscal year end; submit to Repository	1 copy
State Financial Assistance Reporting Package (if applicable)	[For governmental entities (delete if not applicable)] Due within 270 days after the close of Second Party's fiscal year end; submit to Repository	1 copy
Compiled Client Satisfaction Survey Report	July 15 th of each year	1 copy
Monitoring and/or Accreditation Reports from other agencies or funding sources	Due within 30 days of receipt	1 copy
Incident Reports	Due within 24 hours	1 copy
Organizational Profile	Due upon request – Send directly to First Call for Help on behalf of The Coordinating Council of Broward	1 copy

Note: Failure to submit the foregoing reports on or before the due date shall result in the suspension of any payments due by County to Second Party.

EXHIBIT F – CONTRACT ADJUSTMENT

Contract Adjustment No. enter number

Under Agreement Number enter number

Between Broward County and Second Party Legal Name

Change Type: _____

1. This Contract Adjustment is issued pursuant to the Agreement dated _____ between Broward County (hereinafter referred to as "County") and Second Party Legal Name (hereinafter referred to as "Second Party") for Agreement Title (hereinafter the "Agreement").
2. This Contract Adjustment authorizes Second Party to provide the services detailed in Attachment I to this Contract Adjustment as authorized in the Agreement.
3. Funding and Method of Payment shall be in accordance with the provisions of Article 4 and Exhibit A, "Agreement Specifications," of this Agreement.
4. This Contract Adjustment shall be effective _____ (to be inserted).
5. The terms and conditions of the Agreement are hereby incorporated into this Contract Adjustment. Except as expressly set forth herein, nothing contained in this Contract Adjustment shall alter, modify, or change in any way the terms and conditions of the Parties' Agreement.

IN WITNESS WHEREOF, the parties have made and executed this Contract Adjustment No. enter number: Broward County, by and through its Human Services Director or Deputy Director, as authorized pursuant to Article 4 of the Agreement, and Second Party, signing by and through its _____, duly authorized to execute same.

County

Second Party

Broward County, by and through its
Human Services Director or Deputy Director

Legal Name

By _____

By _____

____ day of _____, 20__.

Authorized Signatory

(Print Name and Title)

____ day of _____, 20__.

Attached hereto: ATTACHMENT I TO CONTRACT ADJUSTMENT NUMBER _____