

**Agenda Item Details**

Meeting	Jul 09, 2018 - Regular Meeting
Category	8. Consent Agenda
Subject	8.22 Service Agreement #19-12 Emerald Coast Science Center, presented by Vince Windham, Program Director, Purchasing, and recommended by the Superintendent for approval.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	36,000.00
Budgeted	Yes
Budget Source	Paid by individual participating schools

Recommended Action Motion to approve Service Agreement #19-12 Emerald Coast Science Center in the amount of \$36,000.

**Public Content**

Request approval of Service Agreement #19-12 between Emerald Coast Science Center and The School Board of Okaloosa County, FL, on behalf of the School District, to provide an SSA Enrichment Program for Kindergarten - 5th grade students. The Provider will be paid \$100.00 per hour per event, for a total contract amount not to exceed \$36,000.00 (\$6,000.00 per grade). Funds will be paid by individual participating schools. The contract is effective July 10, 2018 through June 30, 2019. A copy of the agreement is attached.

For additional information, please contact Tami Ellis, Science Specialist, Curriculum at (850) 833-5815.

ECSC SA# 19-12 SSA ENRICHMENT PROGRAM.PDF (179 KB)

**Administrative Content**

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items have been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

**Motion & Voting**

Motion to approve the Consent Agenda as amended and all of the Consent Agenda items as recommended by the Superintendent, and to move Consent item 8.35 to Discussion Agenda item 10.1 as requested by Dewey Destin.

Motion by Rodney Walker, second by Tim Bryant.



**OKALOOSA COUNTY SCHOOL DISTRICT**  
**PURCHASING DEPARTMENT**  
**INDEPENDENT CONTRACTOR SERVICE AGREEMENT**

THIS AGREEMENT, effective this *9th* day of *July 2018*, by and between EMERALD COAST SCIENCE CENTER, 31 MEMORIAL PARKWAY SW FORT WALTON BEACH, FL 32548 (address), (hereinafter referred to as "Provider"), and THE SCHOOL BOARD OF OKALOOSA COUNTY, FLORIDA, 120 Lowery Place S.E., Fort Walton Beach, Florida, as the governmental agency with jurisdiction over OKALOOSA COUNTY SCHOOL DISTRICT, (hereinafter referred to as "Recipient").

1. **Scope of Work.** The purpose of this Agreement is to establish the terms and conditions under which the Provider shall deliver or perform the following services indicated for the Recipient: *To provide a program entitled SSA Enrichment for Kindergarten - 5th grade students. The SSA Enrichment Program provides lab-based lessons covering topics stated in the Next Generation Sunshine State Standards and skills addressed in the Statewide Science Assessment.* The scope of work shall hereinafter be referred to as the "Project."
2. **Term.** The Initial Term of this Agreement shall begin on the *10th* day of *July 2018*, and shall end on the *30th* day of *June 2019*. This Agreement may be renewed and/or extended by mutual agreement of the parties at the end of the Initial Term and any extended term thereafter.
3. **Relationship between the Parties.** Provider is contracted by the Recipient only for the purposes and to the extent set forth in this Agreement, and its relation to the Recipient shall, during the period or periods of this Agreement and the delivery of services hereunder, be that of an independent contractor. Provider shall be free to dispose of such portion of its entire time, energy, and skill during regular business hours as it is not obligated to devote hereunder to the Recipient in such a manner as it sees fit and to such persons, firms, or corporations as it chooses. Neither the Provider or its agents, employees or affiliates shall be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by the Recipient pertaining to or in connection with any compensation, insurance plan or other benefits as provided to Recipient's regular employees.
4. **Responsibilities of Provider.**
  - a. **Delivery of Services:** The Provider shall deliver the services required under this Agreement on the dates and at the times and places as specified herein: *Beginning July 10, 2018 through June 30, 2019, services shall be provided at the participating school. Dates and times will be mutually agreed upon between the Provider and participating School Principal. A full-time employee of the participating school will be present at all times.*
  - b. **Staff and Personnel:** The Provider shall make available the following personnel and/or other resources to provide the services required under this Agreement: *Diane Fraser, Kristen Weech, Lisa Parkinson, Reiko Barnes, Jacie Chandler, Crystle Elam, Randi Zimerle, Jessica Ryan, Holly Axtel, and other employees hired after the date of this agreement. Are you or the person/s named a citizen of the U.S.? Yes*

- c. **Finances:** The Provider shall be responsible for the following costs and expenses associated with providing the services under this Agreement: *Provider is responsible for paying his/her own withholding taxes, all other employment related taxes or costs and all travel and other expenses incurred by Provider in the delivery of services hereunder.*
- d. **Supervision, Monitoring, and Evaluation:** The Provider shall be responsible for the supervision of all of its personnel and/or agents assigned to provide services under this Agreement. Additionally, the Provider shall be responsible for the constant monitoring of the quality of service delivered to insure the highest standards of service are being provided to the Recipient under this Agreement in order to achieve a maximum benefit to the Recipient, its employees, students, and the families of students that are to be the recipients of these services. The Provider shall work mutually with the Recipient to provide an evaluation of the delivery and impact of the services made available under this Agreement and shall further provide to the Recipient any and all data or other materials maintained or collected by Provider in the course of performing this Agreement.
- e. **Confidentiality:** The Provider shall only be entitled to receive records and information from the Recipient which can be lawfully made available to Provider, and in such event the Provider shall be held strictly accountable for the protection of such records and information consistent with both state and federal laws protecting the confidentiality of juvenile and student records and other information which may be available through the Recipient which is necessary for Provider to deliver the services required hereunder.
- f. **Background screening:**
  - (i) In accordance with Florida Statute (S.) 1012.465, all contractors, vendors, individuals and other entities under contract with the School Board, and the employees and subcontractors of any such contracting party, who are permitted on school grounds when students are present; who have direct contact with students; or who have access to or control of school funds must meet Level 2 screening requirements as described in Section 1012.32, Florida Statutes unless otherwise exempted from such requirements by S. 1012.467 or S. 1012.468. A Level 2 screening includes conducting a background check and filing with the Okaloosa County School District a complete set of fingerprints of each individual, employee, or subcontractor taken by an authorized school district agent trained to take fingerprints. The Contractor shall bear the costs of all such background screening and fees to maintain the fingerprints provided with respect to Contractor and its employees.
  - (ii) Any personnel of the Contractor discovered, through fingerprint processing, to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 435.04, Florida Statutes (or any similar statute of another jurisdiction), shall not be permitted to come onto school grounds or school-sponsored activities when students are present, or to have access to School District funds.
  - (iii) It is the responsibility of the Contractor to assure compliance with this requirement. Contractor agrees that in the event the Contractor or any employee is later convicted of, or pleads nolo contendere to any disqualifying offense as outlined in Section 435.04, Florida Statutes the Contractor will notify School Board within 48 hours of such.

(iv) The parties agree that the Contractor's failure to perform any of the duties described in this section will constitute a material breach of this contract entitling the School Board to terminate immediately with no further responsibility to make payment or perform any other duties under this contract. Contractor agrees to indemnify and hold harmless the School Board, its officers and employees from any liability in the form of physical injury, death, or property damage resulting from Contractor's failure to comply with the requirements of this section or sections 1012.32 and 1012.465, 1012.467 and 1012.468 Florida Statutes.

(v) All contractors, vendors, individuals and other entities under contract with the School Board, and the employees and subcontractors of any such contracting party must possess a badge issued through the Okaloosa County School District Fingerprinting office for clearance onto school property. An orange badge signifies that a vendor has a Level II clearance with **full access** to school property and is valid for 5 years. A burgundy badge signifies that a vendor has **limited access** to school property and is valid for 1 year. Contact the Okaloosa County School District Fingerprinting office at (850) 833-5812 for additional information on screening and clearance procedures.

- g. **Official Representative:** The Provider shall be responsible for providing an official representative and contact person to conduct all communications with the Recipient and to be responsible for the ongoing administration of this Agreement. *The Provider hereby designates Diane Fraser as the official representative for the purposes of administering this Agreement with the Recipient.*
- h. **Florida Retirement System:** If the Provider is a retiree in the Florida Retirement System (the "FRS") then Provider, shall be responsible for obtaining any necessary approval in writing from FRS before entering into the Agreement to insure that there will not be an impact in Providers retirement benefit payment. The School Board shall not be liable to the Provider, under any circumstance, for any loss or impact of Provider retirement benefits.
- i. **Professional Responsibility:** Nothing in this Agreement shall be construed to interfere with or otherwise affect the rendering of services by Provider in its own independent and professional judgment. This Agreement and the delivery of services hereunder, shall be subject to the rules and regulations of Recipient and the laws and regulations of the State of Florida.
- j. **Access to Records / Records Retention:** The Provider agrees that the Recipient, the Federal grantor agency, the Comptroller General of the United States of America, and the Auditor General of the State of Florida or their duly authorized representatives shall have access to any books, documents, papers, and records of the Provider or subcontractor which are directly pertinent to this specific contract for the purpose of making audit, examination, excerpts, and transcriptions. All Providers and subcontractors must retain all records pertaining to this contract for three years after the Recipient makes final payments and all other pending matters are closed.

k. Public Agency Contracts: To the extent that Provider meets the definition of “contractor” under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, Provider must comply with public record laws, including the following provisions of Section 119.0701, Florida Statutes:

- a) Keep and maintain public records required by the School Board to perform service.
- b) Upon request from the School Board’s custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d) Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the Provider or keep and maintain public records required by the School Board to perform the service. If the Provider transfers all public records to the School Board upon completion of the contract, the Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Provider keeps and maintains public records upon completion of the contract, the Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board upon request from the School Board’s custodian of public records, in a format that is compatible with the information technology systems of the School Board.
- e) **IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE SCHOOL BOARD’S CUSTODIAN OF PUBLIC RECORDS, ERIC MITCHELL, AT (850) 689-7184, OR [ERIC.MITCHELL@OKALOOSASCHOOLS.COM](mailto:ERIC.MITCHELL@OKALOOSASCHOOLS.COM), OR OKALOOSA COUNTY SCHOOL DISTRICT, 461 WEST SCHOOL AVENUE, CRESTVIEW, FL 32536.**
- f) The Provider acknowledges that the School Board cannot and will not provide legal advice or business advice to Provider with respect to its obligations pursuant to this section related to public records. The Provider further acknowledges that it will not rely on the School Board or its counsel to provide such business or legal advice, and that he has been advised to seek professional advice with regard to public records matters addressed by this agreement. The Provider acknowledges that its failure to comply with Florida law and this agreement with respect to public records shall constitute a material breach of this agreement.

**5. Responsibilities of the Recipient.**

a. **Financing:** The Recipient shall be responsible for the following costs and/or expenses associated with Provider's delivery of services under this Agreement: *The Provider will be paid \$100.00 an hour per event for a total contract amount not to exceed \$36,000.00 (\$6,000 per grade). All funds are being paid by individual participating Schools. Funding is out of the following budget: (TBD)*

<input type="checkbox"/>	General Fund: <i>Fund</i>	<i>Function</i>	<i>Object</i>	<i>Cost Center</i>	<i>Project</i>
<input type="checkbox"/>	Special Revenue: <i>Fund</i>	<i>Function</i>	<i>Object</i>	<i>Cost Center</i>	<i>Project</i>
<input type="checkbox"/>	Internal Fund Purchase: <i>Account Name</i>	-			

b. **Confidentiality:** The Recipient shall be responsible for insuring that all records and other information in its possession are properly handled under both state and federal confidentiality laws protecting the rights of juveniles and students.

c. **Monitoring and Evaluation:** The Recipient and/or its designee under this Agreement shall participate with Provider to monitor the delivery of services under this Agreement and further to coordinate any service or program evaluation that may be necessary during or at the conclusion of the term of this Agreement.

d. **Program Support:** The Recipient and/or designee under this Agreement shall make available to the Provider, its employees and/or agents in the course of their delivery of services under this Agreement the following facilities and/or resources to assist provider in the quality delivery of services: *As mutually agreed upon by the Provider and participating school Principal.*

e. **Official Representative:** The Recipient shall be responsible for providing an official representative and contact person to conduct all communications with Provider and to be responsible for the ongoing administration of this Agreement. The Recipient hereby designates *the School Principal of the participating School(s).*

6. **Modification.** This Agreement may be modified from time to time but only upon written mutual consent of the parties hereto.

7. **Disputes.** In the event a dispute should arise between the parties as to the delivery of services under this Agreement, the Recipient hereby authorizes its Superintendent of Schools to work with the Provider to resolve any such disputes. In the event that the Superintendent of Schools and the Provider are unable to resolve the dispute, the matter shall be referred back to the Recipient for final resolution.

8. **Termination.** This Agreement may be terminated by either party with or without cause upon thirty (30) days written notice to the other. In the event that the Recipient should terminate this Agreement prior to its expiration, it shall be liable for payment of only the pro rata portion of any financial obligations that are due to Provider through the date of termination.

SA # 19-12

Okaloosa County School Board  
Approved

JUL 09 2018

MIS 2124  
Rev 08/04/17

THIS AGREEMENT entered into and made effective as of the date first above written.

RECIPIENT:

ATTEST:

By: Mary Beth Jackson  
Mary Beth Jackson  
Superintendent of Schools

Date Signed: July 9, 2018

THE SCHOOL BOARD OF  
OKALOOSA COUNTY, FLORIDA

By: Lamar White  
Lamar White  
Chairman

Date Signed July 9, 2018

WITNESSES:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

PROVIDER:

EMERALD COAST SCIENCE CENTER

By: Diane Fraser  
Diane Fraser, Executive Director  
Date Signed 6-10-18

Insurance Requirements: (To be completed by Risk Management)

Professional Liability  General Insurance Requirements  Insurance Not Required

APPROVED BY:

ATTORNEY

RISK MANAGEMENT

PURCHASING

FINANCE

# SCHOOL DISTRICT OF OKALOOSA COUNTY

## Purchasing Department

SUPERINTENDENT OF SCHOOLS  
MARY BETH JACKSON

ATTORNEY TO THE BOARD  
C. JEFFREY McINNIS, ESQ.

PGM. DIRECTOR - PURCHASING  
VINCE WINDHAM, CPPB



BOARD MEMBERS  
DEWEY DESTIN  
TIM BRYANT  
MELISSA THRUSH  
RODNEY L. WALKER  
LAMAR WHITE

### **ADDENDUM TO INDEPENDENT CONTRACTOR SERVICE AGREEMENT** **SA# 19-12 – EMERALD COAST SCIENCE CENTER**

**\*THIS IS A FEDERAL GRANT FUNDED PURCHASE\***  
**\*ADDITIONAL TERMS AND CONDITIONS APPLY\***

#### **COMPLIANCE REQUIREMENTS:**

Okaloosa County School District ("OCSD") is utilizing federal grant funds to pay for the item(s) and/or service(s) being ordered under this agreement. As such, the Vendor must comply with the Uniform Guidance, 2 CFR Part 200, U.S. Code of Federal Regulations (CFR) including, but not limited to, the requirements listed below as applicable. By signing this addendum on page 2, the signatory attests to the applicable certification provisions and Federal requirements listed below.

##### **1. Equal Employment Opportunity (41 CFR Part 60):**

All Vendors, Contractors and Sub-Contractors must comply with the Executive Order 11246, entitled "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity", and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

##### **2. Davis-Bacon Act – as amended (40 U.S.C. 3141-3148):**

All Vendors, Contractors and Sub-Contractors must comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). (Applies to all prime construction contracts in excess of \$2,000).

##### **3. Copeland "Anti-Kickback" Act (40 U.S.C. 3145):**

All Vendors, Contractors and Subcontractors must comply with the Copeland "Anti-Kickback" Act as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

##### **4. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708):**

All Vendors, Contractors and Subcontractors must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). (Applies to all contracts in excess of \$100,000 that involve the employment of mechanics or laborers).

##### **5. Rights to Inventions Made Under a Contract or Agreement (37 CFR §401.2 (a)):**

All Vendors, Contractors and Subcontractors must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

##### **6. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387):**

All Vendors, Contractors and Subcontractors must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). (Applies to Contracts and subgrants of amounts in excess of \$150,000)

##### **7. Debarment and Suspension (Executive Orders 12549 and 12689):**

All Vendors, Contractors and Subcontractors must comply with (2 CFR 180.220) – A contract award must not be made to parties listed on the government wide exclusions in the System or Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

##### **8. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):**

All Vendors, Contractors and Subcontractors must comply with and file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of an agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. (Applies to Contractors that apply or bid for an award exceeding \$100,000).

9. Procurement of Recovered Materials (\$ 200.322):

All Vendors, Contractors and Subcontractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247. (Applies where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000).

10. Energy Policy and Conservation Act (42 U.S.C. 6201):

All Vendors, Contractors and Subcontractors must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

11. Civil Rights (Title VI of the Civil Rights Act of 1964):

All Vendors, Contractors and Subcontractors must comply with the Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; 7 C.F.R. Parts 15, 15a, and 15b; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement-Nutrition Programs and Activities, and any additions or amendments.

12. Minority-Owned Business Enterprise:

Both parties agree to take affirmative steps to ensure that small businesses, minority-owned businesses and women's business enterprises are used whenever possible:

- Affirmative steps shall include the following: Include qualified small businesses, minority-owned businesses and women's business enterprises on solicitation lists;
- Assuring that small businesses, minority-owned businesses and women's businesses are solicited whenever they are potential sources;
- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small businesses, minority-owned businesses and women's business participation;
- Where the requirement permits, establishing delivery schedules which will encourage participation by small businesses, minority-owned businesses and women's businesses;
- Using the services and assistance of the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned businesses and women's business enterprises.
- Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in the above paragraphs of this section.

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I agree to abide to all terms and conditions of this addendum as applicable and certify that I am authorized to sign this addendum for the Provider.

AUTHORIZED SIGNATURE: Diane B Fraser

PRINTED NAME: Diane B Fraser

TITLE: Director

DATE: 6-19-18