




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: NOVEMBER 20, 2019

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – CAREER SOURCE HEARTLAND

Approval is requested to enter into a new training provider agreement between Career Source Heartland and South Florida State College for the purpose of providing services addressing soft skills and other training needs of local businesses in DeSoto, Hardee and Highlands Counties. Two (2) workshops will be conducted in DeSoto, two (2) in Hardee and four (4) in Highlands for a total of eight (8) workshops for the extent of this agreement. These workshops will include:

- How to Become a Great Communicator
- Creative Leadership and How to Supervise People
- How to Deliver Exceptional Customer Service
- Effective Techniques for Dealing with Difficult Customers

SUGGESTED MOTION:
Move to approve the agreement between Career Source Heartland and South Florida State College as presented.

**Training Agent Vendor Agreement between
CareerSource Heartland
And
South Florida State College**

This Agreement is entered into between CareerSource Heartland (CSH), 5901 US Hwy 27 S, Suite 1, Sebring, Florida 33870, and South Florida State College, hereinafter referred to as Training Agent, 600 W. College Drive, Avon Park, Florida 33825, for the purpose of providing training to local business owners and/or their employees as outlined in the attached Statement of Work.

This Agreement summarizes the training to be provided by Training Agent to businesses in the local CSH Areas of DeSoto, Hardee, and Highlands Counties, and outlines the method of payment. Payment will be made through private grant funding made available by Wells Fargo in an amount not to exceed three thousand dollars (\$3,000.00).

This Agreement will begin on the latest date of signature and end no later than June 30, 2020.

Statement of Work

Through coordination with CSH, Training Agent will:

1. Conduct Workshops as described in Training Agent's proposal letter and Attachment 1 (included herein). Workshops may be modified, added, or deleted, through mutual agreement between CSH and Training Agent, in an effort to maximize the benefit to employers. See referenced attachments for costs, and number and type of Workshops.
2. Provide sign-in sheets and class roster, if available, to document attendance to submit with invoice for payment.
3. Coordinate with CSH for all advertising/marketing campaigns for training sessions, which must include the CareerSource Heartland and Wells Fargo logos.

Through coordination with Training Agent, CSH will:

1. Coordinate with Training Agent to establish dates, locations and times of workshops.
2. Coordinate with Training Agent for all advertising/marketing campaigns for training sessions.

Invoicing

1. Payments for services under this Agreement are outlined in above-referenced attachments.
2. Training Agent must submit an invoice to CSH indicating the costs and identifying the course title(s), corresponding hours, attendees, class roster(s), if available, sign-in sheets, and evaluations.
3. Payment will be made within thirty days of invoicing.

Assignments and Sub-Contracts

Training Agent shall not subcontract, assign, or transfer any rights or responsibilities under this Agreement, or any portion thereof, without written consent and approval by the CSH President/CEO. Subcontracted services will be limited to the provision of an instructor for training sessions.

Termination

The Training Agent and CSH mutually agree to negotiate workshop scheduling. In the unlikely event that a circumstance should arise which would prevent mutually acceptable terms, either part may terminate this agreement for convenience by providing a written notification indicating the intent and effective date of termination to the appropriate contact indicated in the signatures section of this agreement no less than five (5) business days in advance of the effective date.

In the event of termination, CSH shall be liable for payment for training services rendered prior to the effective date of termination. Final billing for payment must be received by CSH within fifteen (15) days of termination date.

Amendments/Notifications

1. This Agreement and the related Attachments constitute the entire agreement between these two parties and may not be changed except in writing acknowledged by each party to this Agreement.
2. All notices under this Agreement shall be given in writing to:

Training Agent:

Dr. Thomas C. Leitzel, President
South Florida State College
600 W. College Drive
Avon Park, Florida 33825

CareerSource Heartland:

Donna Doubleday, President/CEO
CareerSource Heartland
5901 US Hwy 27 S, Suite 1
Sebring, Florida 33870

3. Evidence of written notification shall be the postmarked date if sent by U.S. mail or e-mail date.

Signatures

In witness whereof, the parties hereto have executed this Agreement on the dates set forth below.

South Florida State College

CareerSource Heartland



Dr. Thomas C. Leitzel, President

Donna Doubleday, President/CEO

11-22-19

10-23-19

Date

Date