CONTRACT FOR SERVICES PROVIDED TO
THE COMMUNITY ALTERNATIVES PROGRAM FOR SUBSTANCE ABUSERS
FOR SERVICES

This is a contract between First Step of Sarasota, Inc. as a fiscal agent and School Board of Sarasota County through Sarasota County Technical Institute, herein referred to as SCTI for services to be provided by Sarasota County Technical Institute for the "Sarasota County Government Strategic Initiatives and Opportunities Fund" VIP-ER program.

WHEREAS the County of Sarasota entered into a contract with First Step of Sarasota, Inc. as fiscal agent for the VIP-ER program, to provide for services commencing on October 1, 2008 and ending on September 30, 2009. Said contract for the VIP-ER program is attached as "Attachment A" and by reference is incorporated in this contract for services and is made a part of this contract.

WHEREAS the county government of Sarasota agrees to pay First Step of Sarasota, Inc. as fiscal agent for the VIP-ER program, a sum of money, not to exceed $966.232.00 on a fixed price (unit cost) basis for the services provided to the VIP-ER program under the aforesaid contract for services.

WHEREAS the undersigned service provider now agrees to provide services for the term of the services under the terms and conditions established in the Strategic Initiatives and Opportunities Fund Contract (Attachment A). The specific scope of services is more fully described in "Attachment B" to this contract.

NOW THEREFORE, SCTI agrees to provide the following services on a reimbursement basis for actual expenditures incurred and to be paid a total sum, not to exceed the sum of $14,103.00. First Step of Sarasota Inc. agrees to pay for actual expenditures incurred for the services. Said payment to be made by First Step to SCTI within 10 business days of receipt of payment from Sarasota County Government of payment for services rendered to the VI-PER program by SCTI and approved by Sarasota County Government.

CONDITIONS OF SERVICE TO BE PROVIDED BY CONTRACTOR FOR
SERVICES

1) Contractor agrees to the terms of the contract entered into between First Step and the Board of County Commissioners, "Attachment A," as though the contractor had signed the agreement for services themselves, as it applies to the services they will provide.

2) The contractor represents that they will comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 Pt. 104-191, 45 CFR parts 160 and 164, as it may be amended, which protects the privacy and security of Protected Health Information and will sign a Business Associates Agreement, assuring compliance.

3) Standards of performance shall be governed by the "Sarasota County Government Strategic Initiatives and Opportunities Fund Contract," a copy of which is attached hereto.

TERM OF CONTRACT

This contract shall begin on the first date of the contractor providing services under the terms of this agreement and shall end on September 30, 2009, unless otherwise provided in "Attachment A" or herein.

TERMINATION OF CONTRACT

This contract may be terminated by First Step of Sarasota, Inc. or the Contractor upon no less than thirty (30) days notice, with or without cause; the notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. In case of termination, only the percentage of satisfactory progress actually achieved to date of termination will be due and payable to the contractor.

TERMINATION FOR BREACH

If a breach of this contract or the terms of the contract attached as "Attachment A" occurs by the contractor, then First Step of Sarasota, Inc. may, by written notice to the contractor, terminate this contract upon 30 days notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

INDEPENDENT CONTRACTOR STATUS

In the contractor's performance of their duties and responsibilities under this contract, it is mutually understood and agreed that the contractor is, at all times, acting and performing as an independent contractor. Standards of performance by the contractor shall be governed by the "Sarasota County Government Strategic Initiatives and Opportunities Fund Contract" (Attachment A) entered into by the contractor.

METHOD OF PAYMENT TO CONTRACTOR

First Step of Sarasota, Inc. shall reimburse the Contractor for actual expenditures incurred for the performance of services from the date the services were first commenced pursuant to this contract through the 30th day of September, 2009. The Contractor shall be reimbursed on a monthly basis within 10 business days of payment to First Step of Sarasota Inc. by the Sarasota County Government Services which were provided by the Contractor, for which the Contractor has not been compensated for, subsequent to October 1, 2008 and prior to entering into this agreement, and future services shall be paid to the Contractor upon submission of a properly completed invoice. The invoice must include a general statement of services provided. Supporting documentation must include detailing the charges represented on the invoice.

The total amount of payment for services shall not exceed $14,103.00, based upon 12 months of service. The Contractor shall be reimbursed for the following services, which are more fully described in "Attachment A, Scope of Services", of the Sarasota County Strategic Initiatives and Opportunities Fund Contract which is attached hereto and restated as follows:

> Sarasota County Technical Institute will provide an employment counselor to provide work readiness classes one time per week for one hour for each class. The SCTI employment counselor will coordinate the Jobs ETC employment placement specialist to eliminate duplication of services. One week prior to the start of the 10 week class schedule, the SCTI job counselors will meet with and assess each participant jointly with the employment placement specialist to determine the level of need and skill level to develop an employment plan.

SERVICES TO BE PROVIDED BY THE CONTRACTOR TO THE PROGRAM

The Contractor shall provide the scope of services to the program as described in "Attachment B."

CONTRACTOR: FIRST STEP OF SARASOTA INC.
 School Board of Sarasota County
Through Sarasota County Technical Institute

By:_____   By:_____

Printed Name:_____   Printed Name:__David J. Beesley

Title:_____   Title:_____President/CEO

Date:_____   Date:_____

Approved for Legal Content
October 20, 2008, by Matthews, Eastmoore,
Hardy, Crauwels & Garcia, Attorneys for
The School Board of Sarasota County, Florida
Signed: ____ASH_

October 2008

ATTACHMENT B
SCOPE OF SERVICE

Contractual Services: services to be provided by SCTI will consist of the following:

Sarasota County Technical Institute will provide an employment counselor to provide work readiness classes one time per week for one hour for each class. The SCTI employment counselor will coordinate with the Jobs ETC employment placement specialist to eliminate duplication of services. One week prior to the start of the 10 week class schedule, the SCTI job counselors will meet with and assess each participant jointly with the employment placement specialist to determine level of need and skill level to develop an employment plan.

Outcome data is required to be provided as noted below:

PERFORMANCE MEASURES	INDICATORS/TARGETS	METHOD OF DATA COLLECTION and RESPONSIBLE PARTY
Participants will attend Workforce Readiness classes.	100% of participants will enter and complete Workforce Readiness classes.	SCTI - yes/no answer grid – Due 5 days after end of class.
Participants who are going to return to the workforce will indicate they are more prepared for work after completing the Workforce Readiness classes.	90% of participants who are going to return to the workforce will indicate they are more prepared for work after completing the Workforce Readiness classes as measured by an evaluation that will be conducted upon completion of the classes.	
Participants are satisfied with the services provided by the program.	90% of participants indicate that they are satisfied or very satisfied with the services provided by the program.	FSOS – survey administration – Due 5 days after end of class.

October 2008