

ADDENDUM ONE-STOP OPERATOR FOR WORKFORCE SERVICES

Whereas, this addendum is required by Workforce Innovation and Opportunity Act (WIOA), and is made and entered into by and between the Brevard Workforce Development Board, Inc. d/b/a CareerSource Brevard (hereinafter referred to as "CareerSource"), C2 Global Professional Services, LLC (hereinafter referred to as "C2 GPS") and the Brevard County Board of County Commissioners (hereinafter referred to as "Chief Elected Official"), and;

Whereas, each of the parties to this addendum serve distinct roles under WIOA, with CareerSource serving as the Local Workforce Development Board (LWDB), as fiscal agent, grant recipient and administrative entity, with C2 GPS serving as the contracted one-stop (Career Center) operator and provider of career services and the Chief Elected Official providing local approval authority, and;

Whereas, CareerSource developed a detailed Scope of Work for the services to be provided in the Brevard County LWDB One-Stop Service Delivery System region; and

Whereas, CareerSource properly procured the services of a One-Stop Operator and Career Services Provider under one procurement; and

Whereas, CareerSource negotiated and entered into one (1) contract with C2 GPS on July 1, 2017 to provide One-Stop Operator and Career Services under WIOA; and

Whereas, the addendum is developed to promote transparency where C2 GPS is providing multiple functions in the local one-stop system according to the detailed Scope of Work in the contract; and

Whereas, pursuant WIOA: Section 679.430, which specifically addresses the relationship between an Operator and Service Provider and the need for internal controls to prevent conflicts of interest, Section 678.620, in response to comments, the Department of Labor stresses the importance of appropriate firewalls between service provision staff and oversight of the system, and Section 678.625 that indicates that specific policies and procedures are to be written and incorporated as standard protocols that address the oversight, monitoring, evaluation of performance for both the Operator and Service Provider; and

NOW, THEREFORE, the parties to this agreement hereby acknowledge and affirms the following:

• **C2 GPS will not:**

- Be involved in the development of procurement documents or any part of the procurement and selection process as it relates to the Operator, Career Services, Youth Services or any other procurement where C2 GPS may have a perceived or real interest;
- Establish or implement policies or practices that create impediments to service providers to properly assist individuals or that creates an advantage to the C2 GPS Career Services programs over any other partner program (e.g. preference for referrals for services);
- Convene system stakeholders to assist in the development of the Local plan;
- Prepare and submit local plans (as required under sec. 107 of WIOA);
- Provide oversight of itself as either the Career Services Provider or the One-Stop Operator;
- Select or terminate one-stop operators, career services and youth providers;
- Negotiate local performance accountability measures on behalf of the local area and the State of Florida or on behalf of other service providers;
- Develop and submit a budget for activities of the Local WDB in the local area.

• **C2 GPS will:**

- Confirm that it takes seriously the conduct of team members/employees which requires prompt reporting of violations of the Code of Conduct, proper disclosure and accountability;
- Commits to notifying CareerSource immediately should an apparent or real conflict of interest come to the attention of managers and supervisors;
- Follow the C2 GPS Code of Ethics which was created to set standards for and promote honesty, ethical conduct, compliance and avoidance of actual/apparent conflicts of interest;
- Train new employees on Code of Ethics upon hire and for all employees every two years;
- Confirm the Code of Ethics training by having employees submit written agreement to the terms of the Code of Ethics every two years;
- Ensure Designee utilizes the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by C2 GPS during the term of the Addendum and shall expressly require any subcontractors performing work or providing services pursuant to the Addendum to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Addendum term;

IN WITNESS WHEREOF, C2 GPS, CareerSource and the CEO have caused this Agreement to be signed by their authorized officers on the day and year first set forth below:

**Brevard Workforce Development Board
Inc.**

Marci Murphy 4/13/2020
Marci Murphy, President Date

C2 Global Professional Services, LLC

Chakib Chehadi 4/14/20
Chakib Chehadi, CEO Date

Brevard County Board of County Commissioners

Bryan Lober, Chair

Attest: Scott Ellis, Clerk

(As approved by Board of County Commissioners on 04/21/2020)