

Proposal for a Contract  
Between Alachua County (County)  
And  
CareerSource Citrus Levy Marion (CLM)  
To Provide  
Interim Administrative Entity Services to  
CareerSource North Central Florida (CSNCFL)

CLM propose to support the County and CSNCFL as its Interim Administrative Entity by performing the following services;

1. Supervise and manage temporary CSNCFL staff, until such time as CSNCFL and the County agree on the future structure of CSNCFL and hire a leadership team;
2. Provide technical assistance and coordinate strategy and actions for resolving DEO Report with CSNCFL Chair, and the County;
3. Assist CSNCFL and the County in paying vendors and contractors by:
  - a. Using CSNCFL staff, process payment requests to DEO for approval;
  - b. Using CSNCFL staff retain invoices and supporting documentation for future detailed entry into the CSNCFL finance system;
  - c. Coordinate with the bank or a County/CSNCFL selected accounting firm to issue checks; and,
  - d. Drawdown CSNCFL funds, by NFA, to replenish CSNCFL bank accounts.

In any action regarding finances it is understood that CLM is acting on DEO approved invoices and is not making any financial approvals or otherwise providing specific invoice approval or payment approvals. It is executing actions approved by DEO and/or the CSNCFL or the County.

4. Provide overall technical assistance in support of the CSNCFL and Alachua and Bradford Counties in planning and implementing a restructuring of the Board and the Interlocal Agreement.

5. Implementing, on behalf of the CSNCFL and Alachua and Bradford Counties, the plan approved based upon (4) above.
6. Assist the County and CSNCFL in developing and submitting its Annual Plan to the State, using CSNCFL staff and a contractor selected by CSNCFL who will be retained under a contract with CSNCFL.
7. Providing IT support and planning using a subcontractor to CLM, CareerSource Northeast Florida (CSNEFL) whose fees are included in this proposal.
8. Assisting the County and CSNCFL in hiring its leadership team.
9. Providing such other technical assistance and management services as jointly agreed upon, with budget amendments if required.
10. Provide training to CSNCFL and DWS staff as needed to progress forward. (Examples: EO, Atlas, EF, EBT, MIP and Gazelle, etc.)
11. Assist with policy and procedures writing and implementation to address deficiencies.

CLM plans to use its leadership team and, if necessary, other key staff to support the above. Costs for exempt staff shall be at their regular salary and benefits billed on an hourly basis. Non-Exempt staff costs will be at their regular rate, however, if their time exceeds FLSA limits, it will be billed at one and a half (1.5) times their regular hourly rate.. Time records for all staff will be maintained under a separate billing code in their timesheets. Any travel will be maintained on a separate monthly travel form.