



Replacement

AGENDA	
Section	Consent
Item No.	II B 2

Meeting Date
November 15, 2016

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Amendment #3 to Agreement with AUE Staffing Solutions, Inc. – All Districts Fiscal Impact: The estimated fiscal impact for FY 16/17 is \$126,445 to the Parks and Recreation budget and a decreasing amount thereafter.
DEPT/OFFICE:	Community Services Group / Parks and Recreation Department

Requested Action:
 It is requested the Board authorize the Chairman to execute Amendment #3 to the Agreement with AUE Staffing Solutions, Inc. to expand their current background and screening service to include “seasonal” volunteers.

Summary Explanation & Background:
 On September 12, 2012 the Board of County Commissioners approved an Agreement with AUE Staffing Solutions, Inc. (AUE) to provide contracted seasonal and other worker services. The Agreement specifies AUE will provide a Level I background screening and investigation for seasonal contracted workers. This screening includes: Clerks E-Facts, National Sexual Predators and Sexual Offenders check, Reference Check, Prior Employment Check, Licensing and Education, Driver’s License validity, Fingerprinting and Department of Juvenile Justice check for those under years of age. This contract will expire on September 12, 2017 and has been used to supply seasonal staffing for the Parks and Recreation Department.

As a result of this amendment, the Parks and Recreation Department will obtain a background screening for all Recreation Partners working with the at risk population for the safety and wellbeing of participants. The Parks and Recreation Department will obtain a background screening on all prospective volunteers, instructors, agents, contractors and other affiliated positions under the umbrella of the Recreation Partner, for the purpose of determining their eligibility to work with the at risk population. The Parks and Recreation Department is currently in agreement with over 40 Recreation Partner organizations with an estimated 2400 volunteers

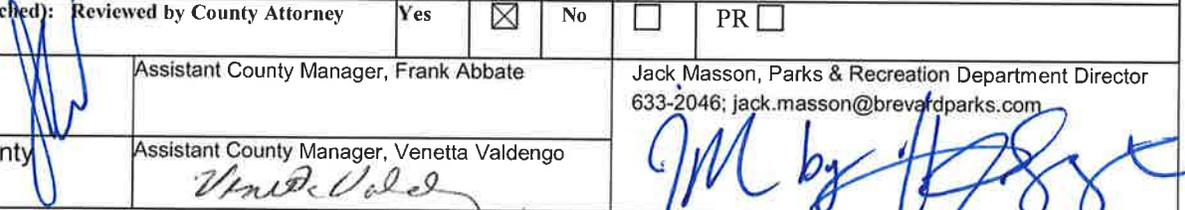
Amendment #3 to this Agreement specifies AUE shall provide a Level I background screening and investigation for “seasonal” volunteers, commonly known as our Recreation Partners. AUE will maintain the background screening files and provide monthly reports, as well as yearly reports detailing the status of the screenings (i.e. when background screenings expire). In addition, AUE will alert the County if a volunteer is arrested within 24 hours of being informed by the Florida Department of Law Enforcement.

The Parks and Recreation Department will be responsible for payment of background screenings. The cost for background services by AUE for the Recreation Partner agreements is estimated to cover 2400 volunteers for a cost of \$126,000 and is available in the FY 16/17 budget. The background screenings will be repeated every 5 years for returning volunteers and annually for new volunteers.

Contact: Hector J. Lopez-Acevedo, Assistant Director
 633-2046; hector.lopez@brevardfl.gov

Clerk to the Board Instructions:

Exhibits Attached: Amendment #3

Contract /Agreement (If attached):	Reviewed by County Attorney	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager	Assistant County Manager, Frank Abbate	Jack Masson, Parks & Recreation Department Director 633-2046; jack.masson@brevardparks.com					
Stockton Whitten, County Manager	Assistant County Manager, Venetta Valdengo						



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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Tammy.Rowe@brevardclerk.us

November 16, 2016

MEMORANDUM

TO: Jack Masson, Parks and Recreation Director Attn: Hector Lopez

RE: Item II.B.2., Amendment No. 3 to Agreement with AUE Staffing Solutions, Inc. to Expand Current Background and Screening Service to Include "Seasonal" Volunteers

The Board of County Commissioners, in regular session on November 15, 2016, executed Amendment No. 3 to the Agreement with AUE Staffing Solutions, Inc. to expand its current background and screening service to include "seasonal" volunteers. Enclosed is executed Amendment No. 3 to Agreement for you action.

Upon execution by AUE Staffing Solutions, Inc., please return the fully-executed Agreement to this office for inclusion in the official record.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/ds

Encl. (1)

cc: Contracts Administration
Finance
Budget

**CONTRACTED WORKER SERVICES AGREEMENT
AMENDMENT NO. 3**

THIS AMENDMENT made and entered into the 15 day of November 2016 by and between the BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, a political subdivision of the State of Florida (hereinafter the "County"), and AUE STAFFING SOLUTIONS, INC. (hereinafter the "Contractor").

WHEREAS, the parties hereto have previously entered into a Contracted Worker Services Agreement on October 1, 2013 with term ending on September 30, 2016 that provides the option to renew the Agreement for two (2) additional terms of 12 months, based upon mutual agreement; amended on October 1, 2015; amended on October 1, 2016, and

WHEREAS, the parties hereto desire to amend the background screening requirements in Section 20; and

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereby agree, as follows:

Section 20, titled "BACKGROUND SCREENING," shall include the following language:

In addition to Contractor's current background and screening service for the "seasonal" staff, Contractor shall provide, as needed, background and screening services for the County's "seasonal" volunteers.

County shall provide the Contractor's contact information to the "seasonal" volunteers.

The Contractor shall provide fingerprinting services on a mobile basis for groups of ten (10) or more. The Contractor shall also provide fingerprinting services in the Contractor's office located at 1600 Sarno Road, Suite 211, Melbourne Professional Center, Melbourne, Florida 32935. The hours of operations shall be Monday through Friday from 8:00 a.m. to 5:00 p.m.

The Contractor shall provide various degrees of background screening, including but not limited to, screenings compliant with the requirements of the Jessica Lunsford Act and Florida Statutes 1012.467 and 1012.315 (Level III), all screenings shall be completed in adherence with Florida Department of Law Enforcement (FDLE) requirements.

1. The Contractor's technician will research all volunteers' E-Facts on the Brevard County Clerk of Courts website prior to processing fingerprints.
2. The Contractor shall confirm all required background clearances, per the current County Administrative Order guidelines and requirements, and shall timely inform the County of a volunteer's eligibility or ineligibility for the requisite background clearance.
3. The Contractor shall maintain the background screening files for a minimum of five (5) years, and shall timely provide said files to County upon request.
4. The Contractor shall prepare and provide monthly reports detailing the status of volunteers background screening i.e. when the background screening expires.
5. The Contractor shall provide an annual report advising termination dates of background screenings of current volunteers. The Contractor shall alert the County if a volunteer is flagged for an arrest within 24 hours of being informed by the FDLE of the arrest.

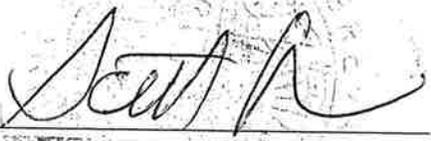
The Contractor shall invoice the County monthly, and the County shall remit for payment for said invoices within one (1) business days of receipt. The cost for fingerprinting services shall be as follows:

FINGERPRINT COST	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR
VOLUNTEERS	\$52.25	\$58.94	\$65.63	\$72.32	\$79.00

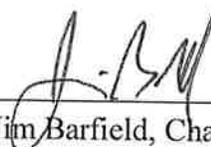
IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above written.

ATTEST:

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**



 Scott Ellis, Clerk

By: 

 Jim Barfield, Chairman

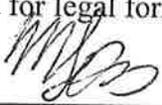
Date: 11/15/16

As Approved by the Board on November 15, 2016

Witness: 



 Signature

Reviewed for legal form and content:


Tammy Rowe

 Print Name/Date

By: Assistant County Attorney

Witness:

 Signature

AUE STAFFING SOLUTIONS, INC.

 Signature

Signature

Title

Date: _____

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

INITIAL CONTRACT FORM

SECTION I - The following information must be completed on all new contracts submitted to the Board.

1. Contractor: AUE STAFFING	
2. Fund/Account #:	Department Name: Parks and Recreation
4. Contract Description: Amendment 3 to Agreement	
5. Contract Monitor: Mary Williams	6. Mail Stop #: 82
7. Dept./Office Director: Jack Masson	8. Contract Type:
ACTION DATE: 30 days from entry	ACTION REQUIREMENT: Need complete data

SECTION II - The following departments must approve all contracts submitted to the Board:

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>INITIALS</u>	<u>DATE</u>
	<u>YES</u>	<u>NO</u>		
User Agency	X		HL	11/9/2016
Risk Management				
County Attorney	<i>[Signature]</i>		<i>[Signature]</i>	11/9/16

If any office denies approval, the package will be returned immediately to the User Agency.

SECTION III - CONTRACT MANAGEMENT DATABASE CHECKLIST

<u>DATABASE REQUIRED FIELDS</u>	<u>Complete</u> ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund and GL Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status	<input type="checkbox"/>
Contract Title	<input type="checkbox"/>
Contract Type	<input type="checkbox"/>
Contract Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date	<input type="checkbox"/>
Contract Effective Date	<input type="checkbox"/>
Contract Expiration Date	<input type="checkbox"/>
Contract Absolute End Data (No Additional renewals/extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in database (Initial Contract Form with County Attorney/Risk Management Approval; Signed/Executed Contract)	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>
Note: Insurance Certificates uploaded under collapsible/expandable <u>Monitor Bar Section</u> Change Order/Task Order uploaded under collapsible/expandable <u>Monitor Bar Section</u> Contract Renewal documents uploaded under collapsible/expandable <u>Renewal /Bar Section</u>	

NOTE: This form should be attached to all new contracts being submitted to the Board for approval. After the contract has been approved, the contract package, including this form, will go to the Clerk to the Board. The Clerk's office will return the Initial Contract Form, Executed/Attested Contract to department for contract to be entered and uploaded into the Contract Management System. See AO-29 for additional information.