

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 0720/2023  
Contract/Lease Control #: C17-2624-BCC  
Procurement#: NA  
Contract/Lease Type: AGREEMENT  
Award To/Lessee: CAREERSOURCE OKALOOSA WALTON  
Owner/Lessor: OKALOOSA COUNTY  
Effective Date: 07/01/2023  
Expiration Date: 06/30/2026  
Description of: ONE STOP OPERATORS  
Department: BCC  
Department Monitor: HOFSTAD  
Monitor's Telephone #: 850-651-7515  
Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

**ONE-STOP OPERATOR AGREEMENT**

**OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS  
WALTON COUNTY BOARD OF COUNTY COMMISSIONERS  
AND  
OKALOOSA WALTON JOBS & EDUCATION PARTNERSHIP, INC., DBA  
CAREERSOURCE OKALOOSA WALTON**

This Agreement is entered into by and between Walton County and Okaloosa County, political subdivisions of the State of Florida (Also referred to as the COUNTY or COUNTIES), their Chief Local Elected Officials (CLEO) as described in the Workforce Innovation and Opportunity Act of 2014 and the CLEO's duties as described in the Interlocal Agreement; and CareerSource Okaloosa Walton Board (BOARD).

The COUNTIES and the BOARD wish to enter into an agreement in compliance with the one-stop operator requirements imposed by WIOA.

I. Purpose.

The purpose of this Agreement is to authorize CareerSource Okaloosa Walton to fulfill the duties of the one-stop operator ensuring the appropriate firewalls are in place with regard to oversight, monitoring, and evaluation of performance.

To do so, the BOARD shall have the following responsibilities and authority:

A. Designate personnel to carry out the duties of the one-stop operator as follows:

The one-stop operator ("Operator") will play a critical role in supporting the local workforce system to coordinate its diverse partners to achieve its service delivery vision and reach its 'to be defined' performance goals.

1. The Operator shall comply with applicable requirements of the "Sunshine Law" regarding official activities of the local board.
2. The Operator will keep all documents and other information related to the one-stop operator services confidential. Such information will only be disclosed to designated members of the CareerSource Okaloosa Walton County Board of County Commissioners, the Board of Directors, the Executive Committee, CareerSource Okaloosa Walton's (CSOW) Finance/Audit Committee and Board staff. Other than these exceptions, the Operator will not publish, reproduce or otherwise divulge such information, completely or in part, nor authorize or permit others to do so.
3. Develop, review, and monitor appropriate memorandum of understanding (between the local board and the required one-stop partners) concerning the operation of the one-stop delivery system in the local area. This will include at a minimum:

- a. The required content of MOUs.
  - b. The way the services will be coordinated and delivered through such a system.
  - c. How the costs of such services and the operating costs of such a system will be funded.
  - d. Methods of referral of individuals between the Operator and the one-stop partners for appropriate services and activities.
  - e. Methods to ensure the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system.
  - f. The duration of the MOU and the procedures for amending its duration, and assurances that such MOU shall be reviewed not less than once every 3-years to ensure appropriate funding and delivery of services; and
  - g. Such other provisions, consistent with the requirements, as the parties to the agreement determine to be appropriate.
4. Continuous Improvement of One-Stop Centers: Develop strategies to improve coordination of services across one-stop partner programs to enhance service delivery and improve efficiencies, including at a minimum:
- a. Coordinating and holding up to four meetings with partners during the program year to support the Memorandum of Understanding (MOU) implementation. The Operator will develop meeting agendas, (in conjunction with Board staff), meeting activities, facilitate meetings, and provide meeting notes.
  - b. Establish objective criteria and procedures in assessing the effectiveness, physical and programmatic accessibility in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
  - c. Develop strategies for technological improvements to facilitate access to and improve the quality of services and activities provided through the one-stop delivery system. Such improvements include enhancing digital literacy skills; accelerating the acquisition of skills and recognized postsecondary credentials by participants; strengthen the professional development of providers and workforce professionals; and ensure such technology is accessible; and
  - d. Developing strategies to improve coordination of services across one-stop partner programs to enhance service delivery and improve efficiencies (including but not limited to the design and implementation of common intake, data collection, performance measurement and reporting processes) with local input into such design and implementation.
5. Develop Quarterly Reports: In conjunction with Board staff, the Operator will develop an appropriate mechanism to report quarterly on the progress and performance of the partner across the system to the Workforce.

- B. The BOARD will establish and certify to the County on a biannual basis that sufficient firewalls in regard to oversight, monitoring, and evaluation of performance of the Operator, and conflict of interest policies and procedures are in place and working effectively.

II. Authority and Responsibility of the County.

The COUNTY shall have the following responsibilities and authority:

- A. Consult from time to time and on a continuing basis with the BOARD or as either party requests.
- B. Ensure that there is no conflict of interest, or the appearance thereof, in the activities of the COUNTY or its members or staff with respect to all activities provided for under this Agreement; and
- C. In collaboration with and at the request of the BOARD, take prompt and decisive corrective action when necessary to comply with the Acts, Regulations, or to assure that performance standards are met.

III. Authority and Responsibilities Held Jointly Between the BOARD and the COUNTY.

- A. It is the joint responsibility of both parties to ensure the effective delivery of services to provide the most benefit to residents and employers of CareerSource Okaloosa Walton. It is further the shared responsibility of both parties to stimulate the active and effective participation of all sectors of the community in the provision of workforce development services.
- B. The BOARD and the COUNTY may choose to further effective communication by meeting jointly, on occasion, in accordance with mutually agreed-upon meeting schedules and either party may take whatever additional steps as deemed necessary to assure effective communication between the two bodies.
- C. The BOARD and the COUNTY agree to resolve any disputes between the parties through mutually satisfactory negotiations.

IV. Term.

The term of this Agreement shall begin on July 1, 2023 and shall continue till June 30, 2026 unless the BOARD neglects to fulfill its responsibilities for reasons unforeseen to either of the parties; or a new One-Stop operator is selected through the competitive process, whichever comes first. Either party may terminate this Agreement, with or without cause, upon thirty (30) days written notice to the other party.

V. Merger.

It is understood and agreed that the entire Agreement between the parties is contained herein, and that this Agreement supersedes any oral agreements and/or negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated and deemed a part of this Agreement.

VI. Modification.

This Agreement may only be modified or amended by the mutual consent of the parties hereto, in writing, and consistent with the Acts, or any rule promulgated thereunder.

VII. Independence of Terms.

In the event any terms or provisions of this Agreement or the application to any of the parties hereto, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision to the parties hereto, other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by the Acts, Regulations, Federal, State, or Local Law.

WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN  
OKALOOSA WALTON JOBS &  
EDUCATION PARTNERSHIP, INC. dba  
CAREERSOURCE OKALOOSA WALTON

BY: *Scott Seay*

Scott Seay

Print Name

06/21/2023

DATE

CHAIRMAN  
BOARD OF COUNTY COMMISSIONERS  
OF OKALOOSA COUNTY

BY: 



Robert A. "Trey" Goodwin, III, Chairman

Print Name

July 18, 2023  
DATE

**SIGNATURE CERTIFICATE**



**REFERENCE NUMBER**  
17F7A9F1-BE21-48B7-873B-3F231619BF43

**TRANSACTION DETAILS**

**Reference Number**  
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06/21/2023 13:58 CDT

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07 01 23 - 06 30 26 One-Stop Operator Agreement

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**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<b>Name</b> Scott Seay <b>Email</b> sseay@chelco.com <b>Components</b> 3	<b>Status</b> signed <b>Multi-factor Digital Fingerprint Checksum</b> 59f0700f19cf4e0157b42fe7e26554ac9c58498bbb97303fbac493f6ce333df0 <b>IP Address</b> 192.82.48.10 <b>Device</b> Chrome via Windows <b>Typed Signature</b> <i>Scott Seay</i> <b>Signature Reference ID</b> 5E378834	<b>Viewed At</b> 06/21/2023 13:57 CDT <b>Identity Authenticated At</b> 06/21/2023 13:58 CDT <b>Signed At</b> 06/21/2023 13:58 CDT

**AUDITS**

TIMESTAMP	AUDIT
06/20/2023 13:29 CDT	Sue Berntsen (sberntsen@careersourceow.com) created document '07_01_23 - 06_30_26_one-stop_operator_agreement.pdf' on Microsoft Edge via Windows from 68.99.56.10.
06/20/2023 13:29 CDT	Scott Seay (sseay@chelco.com) was emailed a link to sign.
06/21/2023 13:57 CDT	Scott Seay (sseay@chelco.com) viewed the document on Chrome via Windows from 192.82.48.10.
06/21/2023 13:58 CDT	Scott Seay (sseay@chelco.com) authenticated via email on Chrome via Windows from 192.82.48.10.
06/21/2023 13:58 CDT	Scott Seay (sseay@chelco.com) signed the document on Chrome via Windows from 192.82.48.10.





June 9, 2023

Dear Chairman Seay:

The Florida Workforce Development Association has reviewed your proposal for One-Stop Operator (OSO) in accordance with the Workforce Innovation and Opportunity Act (WIOA) sec. 121 (d) (2) (a), which requires the Local Workforce Development Board (LWDB) to competitively select a "one-stop operator" to support the implementation of services with the career center system locally. The One-Stop Operator may be a single entity or multiple entities working together to form a consortium operator.

CareerSource Okaloosa Walton was the only application received during this procurement process. CareerSource Okaloosa Walton's proposal passed the technical review and contained the necessary elements required to carry out the functions of One-Stop Operator as outlined in law. It is the recommendation of the Florida Workforce Development to CareerSource Okaloosa Walton's Board of Directors, that CareerSource Okaloosa Walton be selected to serve as One-Stop Operator for PY2023-2026 based on the proposal submitted.

This recommendation does not oblige CareerSource Okaloosa Walton's Board to award a contract, or contracts, nor will the Florida Workforce Development Association be responsible for any costs incurred in the preparation of proposals. All required backup documentation is available upon request.

Sincerely,

A handwritten signature in black ink that reads "Stacy Campbell-Domineck".

Stacy Campbell-Domineck, President  
Florida Workforce Development Association

**Board of Directors Meeting Agenda**  
SEPT. 19, 2023 • 8:30 – 11 A.M. ET  
ROSEN SHINGLE CREEK  
9939 UNIVERSAL BLVD., ORLANDO  
MEETING ROOM: GATLIN B

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**Chair's Welcome and Remarks**

**Stephanie Smith**

**Hurricane Idalia Response**

**Adrienne Johnston**

**Consent Agenda**

1. June 7, 2023, Meeting Minutes
2. Approval of Appointee to Florida Credentials Review Committee
3. Approval of Lindsay Volpe to serve as FloridaCommerce Designee
4. Request for Designation as Direct Provider of Workforce Services
5. Request to Serve as One-Stop Operator
6. Request for Extension to Serve as One-Stop Operator
7. Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Board Two-Year Plan Modification
8. Approval of Master Credentials List for Delivery to State Board of Education

**President's Report**

**Adrienne Johnston**

**Florida Workforce System Transformation Update**

**Brian Woods**  
*Managing Director, EY*  
**Janeth Merchan**  
*Senior Manager, EY*

**Finance Council Report**

**Bill Johnson**  
*Chair*

**Strategic Policy and Performance Council Report**

**Dan McGrew**

**Action Items**

1. Regional Planning Area Strategic Policy
  2. Education Industry Consortium Strategic Policy
  3. Eligible Training Provider List Administrative Policy
- Deputy Chief, Bureau of One-Stop and Program Support, FloridaCommerce*

**Dan McGrew**  
**Warren Davis**  
**Dehryl McCall**  
**Keantha Moore**

**Pillar II, System-wide Improvements: Statewide Procurement Strategy**

**Dan McGrew**

**FloridaCommerce Report**

**Lindsay Volpe**  
*Deputy Secretary, Division of Workforce Services*

collaborate.  
innovate.  
lead.





**Local Partners Report**

***Marcus McBride, Ph.D.***  
*President, Florida Workforce Development Association*  
*CEO, CareerSource Escarosa*

**Open Discussion/Public Comment**

**Chair's Closing Remarks**

***Stephanie Smith***

**UPCOMING MEETINGS**

Executive Committee – Oct. 12, Virtual  
Board of Directors and Council Meetings – Dec. 11-12, Virtual

**Information Items**

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Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_

## Consent Item 5

### REQUEST TO SERVE AS ONE-STOP OPERATOR

The Workforce Innovation and Opportunity Act requires local workforce development boards to use a competitive procurement process to select a one-stop operator and to conduct a competitive procurement of one-stop operators at least once every four years. Local workforce development boards may serve as a one-stop operator, if selected through the competitive procurement process pursuant to 20 Code of Federal Regulations 678.605 and 678.615(a). In instances where the local workforce development board competes to serve as one-stop operators, the procurement process must be completed by a third party. The third party may be a consultant, a professional or any other independent entity retained specifically to arrange, notice and process the procurement. The third party must not bid on, compete for or have any financial interest in the contract for procurement or its outcome. Pursuant to CareerSource Florida Administrative Policy 97 – One-Stop Operator Procurement, if the local workforce development board successfully competes to serve as the one-stop operator, the local workforce development board must obtain approval from the Governor and the chief local elected official.

FloridaCommerce received two requests from local workforce development boards to serve as a one-stop operator.

1. CareerSource Research Coast, serving as the third party for CareerSource Polk, published a Request for Proposal on May 2, 2023. The deadline for proposals was May 31, 2023. CareerSource Polk was the only respondent to the Request for Proposal. CareerSource Research Coast submitted a letter to CareerSource Polk's Board of Directors on June 9, 2023, recommending CareerSource Polk as the one-stop operator. The recommendation was approved by CareerSource Polk's Board of Directors on June 15, 2023. Subsequently, the chief local elected officials approved the recommendation by way of executing an agreement with CareerSource Polk on July 11, 2023, to serve as the one-stop operator. Pursuant to CareerSource Florida Administrative Policy 97 – One-Stop Operator Procurement, CareerSource Polk has met the requirements to serve as the one-stop operator for CareerSource Polk.

FloridaCommerce recommends the CareerSource Florida Board of Directors authorize CareerSource Polk to serve as the one-stop operator effective July 1, 2023, through June 30, 2027.

2. The Florida Workforce Development Association, serving as the third party for CareerSource Okaloosa Walton, published a Request for Proposal on April 24, 2023. The deadline for proposals was May 24, 2023. CareerSource Okaloosa Walton was the only respondent to the Request for Proposal. The Florida Workforce Development Association submitted a letter to CareerSource Okaloosa Walton's Board of Directors on June 9, 2023, recommending CareerSource Okaloosa Walton as the one-stop operator. The recommendation was approved by CareerSource Okaloosa Walton's Board of Directors on June 14, 2023. Subsequently, the chief local elected officials approved the recommendation by way of executing an agreement with CareerSource Okaloosa Walton on July 18, 2023, to serve as the one-stop operator. Pursuant to CareerSource Florida Administrative Policy 97 – One-Stop Operator Procurement, CareerSource Okaloosa Walton has met the requirements to serve as the one-stop operator for CareerSource Okaloosa Walton.

FloridaCommerce recommends the CareerSource Florida Board of Directors authorize CareerSource Okaloosa Walton to serve as the one-stop operator effective July 1, 2023, through June 30, 2026.

## **FOR CONSIDERATION**

- **Authorize CareerSource Polk to serve as one-stop operator effective July 1, 2023, through June 30, 2027.**
- **Authorize CareerSource Okaloosa Walton to serve as a one-stop operator effective July 1, 2023, through June 30, 2026.**

### **Supporting Documents**

- **CareerSource Polk's request for authorization to serve as the one-stop operator for local workforce development board 17, CareerSource Polk.**
- **CareerSource Okaloosa Walton's request for authorization to serve as the one-stop operator for local workforce development board 2, CareerSource Okaloosa Walton.**