



Legislation Text

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**File #:** 25-342, **Version:** 1

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**Interoffice Memorandum**

**DATE:** February 18, 2025

**TO:** Mayor Jerry L. Demings and County Commissioners

**THROUGH:** Mindy T. Cummings, Manager

**FROM:** Ana Alves, Program Manager

**CONTACT:** Mindy T. Cummings, Manager

**PHONE:** 407-836-7090

**DIVISION:** Real Estate Management Division

**ACTION REQUESTED:**

Approval and execution of License Agreement between Orange County, Florida and Career Source Central Florida related to not-for-profit community center utilization for the provision of services benefitting the public, and authorization for the Manager of the Real Estate Management Division and Manager of the Community Action Division to exercise all delegations of authority expressly provided for by the License Agreement, as needed for Career Source Central Florida, Pine Hills Community Center (CAD), 6400 Jennings Road, Orlando, Florida 32818. Lease File 10397. District 6. **(Real Estate Management Division)**

**PROJECT:**

Career Source Central Florida  
Pine Hills Community Center (CAD)  
6400 Jennings Road, Orlando, Florida 32818  
Lease File 10397

**PURPOSE:** To provide meeting space at the Pine Hills Community Center for community and family services.

**ITEM:**

License Agreement  
Size: Space within the Pine Hills Community Center  
Term: Until December 31, 2025  
Options: Three, one-year renewals

**BUDGET:** NA

**REVENUE:** None/Services provided

**FUNDS:** N/A

**APPROVALS:**

Real Estate Management Division  
County Attorney's Office  
Risk Management Division  
Facilities Management Division  
Community Action Division

**REMARKS:** This new License Agreement with Career Source Central Florida (CSCF) is to provide facility use in the Pine Hills Community Center located at 6400 Jennings Road, Orlando, Florida 32818.

CSCF will identify and plan career development; career training/retraining; experimental learning - internship, career exploration and experimental learning for youth; job placement; workforce readiness workshops; and workforce services for specialized populations including veterans, the justice-involved, and individuals with unique abilities. Business services include labor market information, job posting, candidate vetting, and hiring assistance. These services will be made available at this community center on a regularly scheduled basis and will be open to any Orange County residents in need. CSCF has committed to coordinating the reporting of outcomes associated with these services to Orange County staff.

The Board desires that the community centers owned and managed by the County be used in a manner that publicly benefits the County's residents and has designated the Manager of the Community Action Division to be responsible for arranging, managing, and supervising the public use of the County's community centers for the County's residents.

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS  
MAR 11 2025

**LICENSE AGREEMENT**  
*between*  
**ORANGE COUNTY, FLORIDA**

*and*  
**CAREER SOURCE CENTRAL FLORIDA**

*related to*  
**NOT-FOR-PROFIT COMMUNITY CENTER UTILIZATION FOR THE  
PROVISION OF SERVICES BENEFITTING THE PUBLIC**

THIS LICENSE AGREEMENT (this “**License Agreement**”) is made and entered into by and between **ORANGE COUNTY, FLORIDA** (the “**County**”), a charter county and political subdivision of the State of Florida, and **CENTRAL FLORIDA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC., dba CAREER SOURCE CENTRAL FLORIDA**, a Florida not for profit corporation (the “**Agency**”). The County and the Agency may be referred to individually as “party” or collectively as “parties”.

**RECITALS**

**WHEREAS**, the Board of County Commissioners (the “**Board**”) desires that the community centers owned and managed by the County be used in a manner that publicly benefits the County’s residents; and

**WHEREAS**, the Board has designated the Manager of the Community Action Division (“**CAD Manager**”) of the Family Services Department to be responsible for arranging, managing, and supervising the public use of the County’s community centers by the County’s residents; and

**WHEREAS**, the Board finds that County’s residents benefit from the use of the County’s community centers by certain community not-for-profit agencies using the community centers to provide services that publicly benefit the County’s residents and therefore desires to enter into license agreements with those community not-for-profit agencies; and

**WHEREAS**, the Agency is a community not-for-profit agency that wishes to use one of the County’s community centers and the CAD Manager, using the discretionary authority granted to him/her by the Board, has determined that the Agency’s services provide a substantiated, public benefit to the County’s residents.

**NOW, THEREFORE**, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, the parties agree as follows:

**Section 1.**     **Recitals.** The above recitals are true and correct and form a material part of this License Agreement.

**Section 2.**     **Documents.**

A.     The documents that are incorporated by either reference or attachment and thereby form this License Agreement are:

1.     This License Agreement;
2.     **Exhibit A:** Community Center Information;
3.     **Exhibit B:** Scope of Work;
4.     **Exhibit C:** Agency Evaluation Form; and
5.     **Exhibit D:** Leased Employee Affidavit (when applicable).

**Section 3.**     **Grant of License.**

A.     The County hereby grants the Agency a license to use the community center that is more specifically described in the *Community Center Information* attached to this License Agreement as “**Exhibit A**” and referenced throughout this License Agreement as the “**Licensed Premises.**”

B.     The parties understand and agree that this License Agreement only grants a license to enter upon and use the Licensed Premises as contemplated in this license agreement and confers no other rights of occupancy or use of the Licensed Premises to the Agency.

**Section 4.**     **Agency’s Obligations.** The County’s granting of this License and the Agency’s entry upon and use of the Licensed Premises are conditional upon the Agency’s compliance with the following obligations:

A.     The Agency shall use the Licensed Premises exclusively for the purpose(s), and at the times and dates listed, in the *Scope of Work* attached to this License Agreement as “**Exhibit B**”.

B.     The Agency will notify the County, in writing, if the Agency desires to perform in any manner outside the *Scope of Work* that is attached to this License Agreement. The CAD Manager shall be authorized to issue written approval of such requested changes to the *Scope of Work* without the need to formally amend this License Agreement so long as:

1.     The Agency’s requested changes are determined by the CAD Manager to be in line with the purpose and intent of this License Agreement; and
2.     The County’s Risk Management Division reviews and approves the revised *Scope of Work* without requiring a change in the insurance, liability, or indemnification provisions of this License Agreement.

C.     Both parties hereby agree that the CAD Manager’s written approval of the Agency’s requested changes to the *Scope of Work* shall be binding upon both parties.

D. The Agency shall observe and comply with all applicable federal, state, and local rules, orders, laws and regulations pertaining to the use of the Licensed Premises. Nothing in this License Agreement shall be construed to relieve Agency of its obligation to comply with all applicable provisions of the Orange County Code, or its obligation to obtain federal, state, county, or other permits, as applicable.

E. **Vulnerable Persons.** If the services to be provided pursuant to the *Scope of Work* attached to this License Agreement as **Exhibit “B”** involve “vulnerable persons” as defined in Section 435.02(6), Florida Statutes, then the Agency’s employees, including its volunteers or any associates or agents of the Agency, that are contributing to the delivery of those services, or who will come into contact with such vulnerable persons in any way, will undergo a background screening that complies with Section 435.04 (Level 2 screening standards), Florida Statutes. Additionally, the Agency agrees that it shall pass down this obligation to its subcontractors (if any).

1. This screening shall:
  - a. Be completed at no cost to the County;
  - b. Be completed prior to the employee/volunteer beginning work pursuant to this License Agreement;
  - c. Be repeated at five (5) year intervals for the duration of this License Agreement and any amendment hereto;
  - d. Consist of an employment history check; and
  - e. Include fingerprinting that will be checked against the following databases: (1) Statewide Criminal and Juvenile Justice Records through the Florida Department of Law Enforcement (FDLE); (2) Federal Criminal Records through the Federal Bureau of Investigation (FBI); and (3) Local Criminal Records through local law enforcement agency(ies).
2. If applicable, the Agency shall provide the Director of the County’s Family Services Department, or their designee, confirmation that the aforementioned screenings have been conducted and that the employee(s) providing services to the County are acceptable to use in the Agency’s provision of services to, or engagement with, such vulnerable persons.

F. **Permits, Licenses, and Approvals.** The Agency shall obtain all permits, licenses, and approvals necessary to provide the services described in the *Scope of Work* at the Licensed Premises.

**Section 5. Term and Termination.**

A. **Term.** The term of this License Agreement shall begin upon the parties' execution of this Agreement and expire on December 31<sup>st</sup> of the year of this License Agreement's execution. This License Agreement may be renewed for up to three (3) additional one-year terms upon written mutual consent by both parties.

B. **Delegation of Authority.** Through its execution of this License Agreement, the Board hereby delegates limited signature authority to the Manager of the County's Real Estate Management Department so that the Manager may execute any permitted renewals of this License Agreement so long as those renewals do not change or alter the terms and conditions herein.

C. **Termination for Convenience.** Either party may terminate this License Agreement at any time and for any reason by providing at least thirty (30) days written notice to the other party.

D. **Termination for Cause.** The failure of the Agency, its employees, or contractor(s) to comply with any covenant or condition of this License Agreement shall constitute a breach of the License Agreement.

1. If the breach of this License Agreement, as determined by the CAD Manager, is not material and can be readily cured, the County may, in its sole and absolute discretion, provide the Agency with ten (10) days written notice and an opportunity to cure the breach within the timeframe provided therein. Should the Agency fail to cure the breach within the timeframe provided, the County may immediately terminate this License Agreement and reserves the right to prohibit the Agency from future use of any of its community centers.
2. If the breach of this License Agreement, as determined by the CAD Manager, is material and cannot be readily cured, the County may immediately terminate this License Agreement and reserves the right to prohibit the Agency from future use of any of its community centers.

E. Nothing in this Agreement shall be construed to interfere with the County's absolute right to terminate this License Agreement without cause.

F. **Removal from Premises.** The County may, in its sole and absolute discretion, remove any Agency employee or agent from the County's premises at any time.

**Section 6. License Restrictions.** The County's granting of this License and the Agency's entry upon and use of the Licensed Premises are conditional upon the Agency's compliance with the following restrictions:

- A. All services provided by the Agency while using the Licensed Premises must be open and available to the public, including such services provided at no cost or charge to the public.
- B. No product sales by the Agency are allowed under this License Agreement.
- C. Use of the common areas of the Licensed Premises, such as meeting and conference rooms, shall only be with the approval of the CAD Manager or the designee thereof.
- D. **Prohibitions of Substances, Devices, or Materials.** Unless otherwise specifically agreed to by the County in writing, the Agency shall not allow or permit the use, consumption, storage or possession of any of the following items on the Licensed Premises by the Agency or its agents: (a) intoxicating or alcoholic beverages, smoking, or illegal or harmful drugs; (b) gambling devices of any kind; (c) any weapons (as Defined in Section 790.001 Florida Statutes); (d) hazardous, flammable or explosive materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics; (e) dangerous animals; or (f) any other substance, material or items prohibited by law or ordinances of fire insurance. Persons violating these restrictions shall be asked to leave, shall be escorted off the Licensed Premises, and may be trespassed from the Licensed Premises for a period of at least six (6) months. Any instance where the policy against alcoholic beverages is violated with the consent or knowledge of the Agency will be cause for termination of this License Agreement.
- E. **Alterations or Removal of Property.** The Agency may not damage, destroy, alter, erect or permit to be erected upon the Licensed Premises such improvements, alterations or modifications to the Licensed Premises, or any fixtures, building systems, or equipment or portion thereof, without the prior written approval of the County, which approval may be withheld in the County's sole and absolute discretion. The Agency may not remove or damage any County equipment or supplies from any portion of the Licensed Premises.

**Section 7. In-Kind Payment for License.** By executing this License Agreement, the Agency hereby certifies that it is eligible to pay for this License Agreement by means of "in-kind" contribution because the Agency: (1) is a registered not-for-profit that is eligible to do business in the State of Florida; and (2) shall exclusively use the Licensed Premises in a manner that, as determined by the CAD Manager, provides a substantive benefit to the County and/or the general public.

**Section 8. Evaluation.** Unless otherwise stated in the *Scope of Work*, the Agency shall submit monthly reports documenting the services it has provided on the Licensed Premises. These reports must be provided to the CAD Manager, or the designee thereof, on or before the 5<sup>th</sup> business day of the month that follows each month and must substantially conform to the format provided for in the *Agency Evaluation Form* attached to this License Agreement as "Exhibit C".

**Section 9. Indemnity.** To the fullest extent permitted by law, the Agency shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from

and against any and all claims, suits, judgments, demands, liabilities, damages, cost, and expenses (including attorneys' fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by any act or omission of the Agency or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts for which the Agency or its subcontractors (if any) may be held liable. Nothing contained in this license agreement shall constitute as waiver by the County of sovereign immunity or the provisions of Section 768.28, Florida Statutes. It is agreed by the parties that specific consideration has been paid under this License Agreement for this provision.

**Section 10. Liability.**

The County shall not be liable to the Agency for any special, consequential, incidental, punitive, or indirect damages arising from, or relating to, this License Agreement and/or any breach by the County hereof, regardless of any notice of the possibility of such damages.

**Section 11. Protection of Persons and Property.**

A. The Agency shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of this License Agreement. The Agency shall take all reasonable precautions for the safety and protection of:

1. All employees and all persons whom the Agency suffers to be on the premises and other persons who may be affected thereby; and
2. All property, materials, and equipment on the premises under the care, custody, or control of the Agency; and
3. Other property at or surrounding the premises including trees, shrubs, lawn, walk, pavement, and roadways.

B. The Agency agrees that the County does not guarantee the security of any equipment or personal property brought onto County property by the Agency, its agents, volunteers, or employees and further agrees that the County shall in no way be liable for damage, destruction, theft, or loss of any equipment and appurtenances regardless of the reason for such damage, destruction, theft, or loss.

C. The Agency shall comply with, and shall ensure that its contractors comply with, all applicable safety laws or ordinances, rules, regulations, standards, and lawful orders from authority bearing on the safety of persons or property for their protection from damage, injury or loss. This includes, but is not limited to, the following:

1. Occupational Safety & Health Act (OSHA)
2. National Institute for Occupational Safety & Health (NIOSH)
3. National Fire Protection Association (NFPA)
4. Americans With Disabilities Act (ADA)



D. The Agency must also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the following address: <https://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.aspx>

E. The Agency shall be held responsible for any and all damage resulting from, or in any way related to, its use of the Licensed Premises. Consequently, to mitigate its liability as stated herein, the Agency hereby agrees to assist in efforts to repair and/or mitigate the impact of any damage caused to the Licensed Premises as may be requested by the County.

F. In any emergency affecting the safety of persons or property, the Agency will act with reasonable care and discretion to prevent any threatened damage, injury, or loss.

G. The Agency agrees to ensure confidentiality of client information related to any client of the Agency or the County related to this agreement and to limit access to the premises to duly authorized staff or clients receiving specified services. The Agency shall maintain space in appropriate condition as to customary wear and cleanliness and return furnishings and equipment to its original order upon vacating premises after each use.

H. The Agency will comply with, and shall ensure that its contractors comply with, all applicable safety laws, ordinances, rules, regulations, standards, and lawful orders from authority bearing on the safety of persons or property for their protection from damage, injury, or loss.

I. In any emergency affecting the safety of persons or property, the Agency will act with reasonable care and discretion to prevent any threatened damage, injury, or loss.

## **Section 12. Insurance.**

A. The Agency agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this License Agreement the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Agency, are not intended to, and shall not in any manner, limit or qualify the liabilities or obligations assumed by the Agency under this License Agreement.

B. The Agency shall require and ensure that each of its sub-contractors/consultants providing services hereunder (if any) procures and maintains until the completion of their respective services, insurance of the types and to the limits specified herein.

C. The Agency shall have in force the following insurance coverage, and will provide Certificates of Insurance to the County prior to commencing operations under this License Agreement, or prior to executing any renewals hereof, to verify such coverage:

1. **Workers' Compensation** - The Agency shall maintain coverage for its employees with statutory workers' compensation limits, and no less than

\$100,000 each incident of bodily injury or disease for Employers` Liability. Said coverage shall include a waiver of subrogation in favor of the County if services are being provided at County facilities. Elective exemptions as defined in Florida Statute 440 will be considered on a case-by-case basis. Any Agency using an employee leasing arrangement shall complete the Leased Employee Affidavit attached to this License Agreement as **Exhibit “D”**.

2. **Commercial General Liability** - The Agency shall maintain coverage issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with a limit of liability of not less than \$1,000,000 per occurrence. Agency further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds.
3. **Sexual abuse and molestation coverage** with limits of not less than \$100,000 per occurrence shall also be included for those programs that provide services directly to vulnerable populations. The General Aggregate limit shall either apply separately to this License Agreement or shall be at least twice the required occurrence limit.
4. **Business Automobile Liability** – The Agency shall maintain coverage for all owned; non-owned and hired vehicles issued on the most recent version of the ISO form as filed for use in Florida or its equivalent, with limits of not less than \$500,000 per accident. In the event the Agency does not own automobiles the Agency shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.
5. **Professional Liability** – Any Organization providing Professional services (i.e., medical, counseling, etc.) shall provide Professional liability coverage with limits of not less than \$1,000,000 per occurrence.

D. If the Agency is an Agency or political subdivision of the State of Florida then without waiving its right to sovereign immunity as provided in Section 768.28, Florida Statutes, the Agency may self-insure its liability with coverage limits as set forth by the Florida legislature. A statement of self-insurance shall be provided to the County.

E. When self-insured retention or deductible exceeds \$100,000 the County reserves the right to request a copy of the Agency`s most recent annual report or financial statement. For policies written on a “Claims-Made” basis the Agency agrees to maintain a retroactive date prior to or equal to the effective date of this Contract. In the event the policy is cancelled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this Contract the Agency agrees to purchase the SERP with a minimum reporting period

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of not less than two (2) years. Purchase of the SERP shall not relieve the Agency of the obligation to provide replacement coverage.

F. The Agency agrees to provide a CG 20 26 Additional Insured – Designated Person or Organization and CG 24 04 Waiver of Transfer of Right of Recovery in favor of Orange County, Florida.

G. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better.

H. Any request for an exception to these insurance requirements must be submitted in writing to the County for the approval of the County's Risk Management Division.

I. The Agency shall provide to the County current certificates of insurance evidencing all required coverage prior to execution and commencement of any operations/services provided under this Contract. In addition to the certificate(s) of insurance the Agency shall also provide copies of the additional insured and the waiver of subrogation endorsements as required above. For continuing service contracts renewal certificates shall be submitted upon request by either the County or its certificate management representative. The certificates shall clearly indicate that the Agency has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. No material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically reference the respective Contract number. The certificate holder and additional insured shall read:

Orange County, Florida  
Attention: Risk Management Division  
109 East Church Street, Suite 200  
Orlando, Florida 32801

**Section 13. Equal Opportunity and Nondiscrimination.**

A. The County's policies of equal opportunity and nondiscrimination are intended to assure equal opportunities to every person, regardless of race, religion, sex, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided and enforced by section 17-314 of the Orange County Code and the County's relevant Administrative Regulations. It is also the county policy that person(s) doing business with the county shall recognize and comply with this policy and that the County shall not extend public funds or resources in a manner as would encourage, perpetuate or foster discrimination. As such:

- I. The Agency shall adopt and maintain, or provide evidence to the County that the Agency has adopted and maintains, a policy of nondiscrimination as defined by Section 17-288, Orange County Code, throughout the term of this License Agreement.

2. The Agency agrees that, on written request, the Agency shall permit reasonable access to all business records or employment, employment advertisement, application forms, and other pertinent data and records, by the county, for the purpose of investigating to ascertain compliance with the nondiscrimination provisions of this contract; provided, that the contractor shall not be required to produce for inspection records covering periods of time more than one year prior to the date of this License Agreement.
3. The Agency agrees that, if any obligations of this contract are to be performed by subcontractor(s), the provisions of subparagraphs “1” and “2” of this Section shall be incorporated into and become a part of the subcontract.

**Section 14.** **Notices.** Notices to either party provided for herein shall be sufficient if sent by certified or registered mail, return receipt requested, postage prepaid, addressed to the following addressees or to such other addressees as the parties may designate to each other in writing from time to time:

**To the County:** Orange County Administrator  
Orange County Administration Building  
201 S. Rosalind Avenue, 5th Floor  
Orlando, Florida 32801

**AND**

Community Action Division Manager  
Orange County Family Services Department  
Community Action Division  
2100 East Michigan Street  
Orlando, Florida 32806

**To the Agency:** Central Florida Regional Workforce Development Board  
Attn: Tadar Muhammad  
390 North Orange Avenue, Suite 700  
Orlando, Florida 32801

**Section 15.** **General Provisions.**

A. **Independent Contractor.** It is understood and agreed that nothing contained in this License Agreement is intended or should be construed as creating or establishing the relationship of copartners between the parties, or as constituting the Agency as the agent, representative, or employee of the County for any purpose or in any manner whatsoever. The Agency is to be, and shall remain, an independent contractor with respect to all services

performed under this Contract, and any employees hired pursuant to this Contract shall be considered to be the employee of the Agency for all purposes, including but not limited to for any worker's compensation matters.

B. **Use of County Logo.** The Agency is prohibited from use of any and all County emblems, logos, and/or identifiers without written permission from the County as per Section 2-3, Orange County Code.

C. **No Waiver of Sovereign Immunity.** Nothing contained herein shall constitute, or be in any way construed to be, a waiver of the County's sovereign immunity or the protections and provisions of Section 768.28, Florida Statutes.

D. **Assignments and Successors.** Each party binds itself and its partners, successors, executors, administrators, and assigns to the other party of this License Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this License Agreement. Neither party shall assign, sublet, convey, or transfer its interest in this License Agreement without the written consent of the other, which consent shall be in the sole determination of the party with the right to consent.

E. **Waiver.** No delay or failure on the part of any party hereto to exercise any right or remedy accruing to such party upon the occurrence of an event of violation shall affect any such right or remedy, be held to be an abandonment thereof, or preclude such party from the exercise thereof at any time during the continuance of any event of violation. No waiver of a single event of violation shall be deemed to be a waiver of any subsequent event of violation.

F. **Remedies.** No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any rights, power, or remedy hereunder shall preclude any other or further exercise thereof.

G. **Governing Law.** This License Agreement, and any and all actions directly or indirectly associated herewith, shall be governed by and construed in accordance with the internal laws of the State of Florida, without reference to any conflicts of law provisions.

H. **Venue.** For any legal proceeding arising out of or relating to this License Agreement, each party hereby submits to the exclusive jurisdiction of, and waives any venue or other objection against, the Ninth Circuit Court in and for Orange County, Florida. Should any federal claims arise for which the courts of the State of Florida lack jurisdiction, venue for those actions shall be in the Orlando Division of the U.S. Middle District of Florida.

I. **Jury Waiver.** Each party hereto hereby irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of or relating to this License Agreement.

J. **Attorneys' Fees and Costs.** With the exception of the indemnification terms of this License Agreement, the parties shall each bear their own costs, expert fees, attorneys' fees, and other fees incurred in connection with this License Agreement and any litigation that arises either directly, or indirectly, from this License Agreement.

K. **No Third Party Beneficiaries.** Nothing in this License Agreement, express or implied, is intended to, or shall confer, upon any person, other than the parties and their respective successors and permitted assigns, any legal or equitable right, benefit or remedy of any nature under or by reason of this License Agreement.

L. **Non-Exclusive Agreement.** This License Agreement shall be non-exclusive to both parties providing both the Agency and the County the right to enter into agreements regarding the same or similar subject matter with other parties.

M. **No Representations.** Each party represents that they have had the opportunity to consult with an attorney, and have carefully read and understand the scope and effect of the provisions of this License Agreement. Neither party has relied upon any representations or statements made by the other party hereto which are not specifically set forth in this License Agreement.

N. **Headings.** The headings or captions of articles, sections, or subsections used in this License Agreement are for convenience of reference only and are not intended to define or limit their contents, nor are they to affect the construction of or to be taken into consideration in interpreting this License Agreement.

O. **Survivorship.** Those provisions which by their nature are intended to survive the expiration, cancellation, or termination of this License Agreement, including, by way of example only, the indemnification and public records provisions, shall survive the expiration, cancellation, or termination of this License Agreement.

P. **Authority of Signatory.** Each signatory below represents and warrants that he or she has full power and is duly authorized by their respective party to enter into and perform this License Agreement. Such signatory also represents that he or she has fully reviewed and understands the above conditions and intends to fully abide by the conditions and terms of this License Agreement as stated.

Q. **Severability.** If any provision of this License Agreement is held by a court of competent jurisdiction to be invalid, void, or otherwise unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

R. **Written Modification.** Other than the exception regarding the Scope of Work as stated in Section 4(B) above, no modification of this License Agreement shall be binding upon any party to this License Agreement unless reduced to writing and signed by a duly authorized representative of each party to this License Agreement.

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S. **Radon Gas.** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department.

**Section 16. Entire License Agreement.** This License Agreement, and any documents incorporated herein, sets forth and constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof. This License Agreement supersedes any and all prior agreements, negotiations, correspondence, undertakings, promises, covenants, arrangements, communications, representations, and warranties, whether oral or written, of any party to this License Agreement.

[ SIGNATURES ON THE FOLLOWING PAGE ]

Project: Career Source Central Florida – Pine Hills Community Center (CAD)  
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IN WITNESS WHEREOF, the parties hereto have signed and executed this License Agreement on the dates indicated below.



ORANGE COUNTY, FLORIDA

By: Board of County Commissioners

By: *Bryan Brooks*  
for Jerry L. Demings  
Orange County Mayor

Date: 11 March 2025

ATTEST: Phil Diamond, CPA, Comptroller  
As Clerk of the Board of County Commissioners

for By: *Jennifer Jaw-Kimetz*  
Deputy Clerk

Date: MAR 11 2025

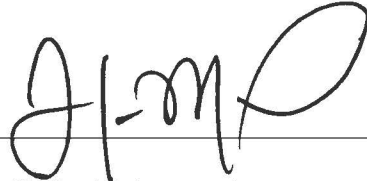


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**IN WITNESS WHEREOF**, the parties hereto have signed and executed this License Agreement on the dates indicated below.

**AGENCY**  
**CENTRAL FLORIDA REGIONAL WORKFORCE**  
**DEVELOPMENT BOARD, INC., DBA CAREER**  
**SOURCE CENTRAL FLORIDA**, a Florida not for profit corporation

By: \_\_\_\_\_



Printed Name: Tadar Muhammad

Title: Chief Operating Officer

Date: \_\_\_\_\_

2-3-25

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## **EXHIBIT A**

### **COMMUNITY CENTER INFORMATION**

**Location:** Pine Hills Community Center  
6400 Jennings Rd, Orlando, Florida 32818

**Room:** Any office space available, classroom and or other ample space to meet clients and host various hiring events.

**Days:** Mondays, Tuesdays, Wednesdays and Thursdays

**Frequency:** Daily

**Hours:** Services will be scheduled with Center Supervisor. The range will be from 10:00 AM to 4:00 PM on the date indicated depending on facility availability.

Project: Career Source Central Florida – Pine Hills Community Center (CAD)  
Lease File: #10397

## **EXHIBIT B**

### **SCOPE OF WORK**

The objective of the Career Source Central Florida (CSCF) is to provide workforce development training and tools for Orange County residents. CSCF's LevelUp Orange Program's Scope of Work includes the following: Career Pathway identification and plan development, Career Training/Retraining, Experiential Learning: Internship, Career Exploration & Experiential Learning for Youth, Job Placement, Workforce Readiness workshops, Workforce Services for specialized populations including veterans, justice-involved and individuals with unique abilities. Business Services include labor market information, job posting, candidate vetting, and hiring assistance.



**ORANGE COUNTY COMMUNITY  
 ACTION DIVISION  
 Facility Use Application for  
 Partners Requesting Space to Conduct  
 Services to Benefit the Public**

- I. Community Center: All Centers**
- |                                     |               |                                     |               |                                     |                |                                     |              |
|-------------------------------------|---------------|-------------------------------------|---------------|-------------------------------------|----------------|-------------------------------------|--------------|
| <input checked="" type="checkbox"/> | East Orange   | <input checked="" type="checkbox"/> | Hal P Marston | <input checked="" type="checkbox"/> | Holden Heights | <input checked="" type="checkbox"/> | John Bridges |
| <input checked="" type="checkbox"/> | Lila Mitchell | <input checked="" type="checkbox"/> | Maxe          | <input checked="" type="checkbox"/> | Pine Hills     | <input checked="" type="checkbox"/> | Taft         |
| <input checked="" type="checkbox"/> | Tangelo Park  |                                     |               |                                     |                |                                     |              |

**II. Organization Information**

Name of Organization	Career Source Central Florida
Mailing Address	390 North Orange Avenue, Suite 700, Orlando, FL 32801
Phone Number	407-739-0179
Email Address	<a href="mailto:EWilliams@careersourcecf.com">EWilliams@careersourcecf.com</a> @ <a href="mailto:pronokarijo@careersourcecf.com">pronokarijo@careersourcecf.com</a>
Contact Persons	Evan Williams & Gina Ronokarijo
Name of person authorized to sign agreement	Tadar Muhammad
Title of person authorized to sign agreement	Chief Operating Officer

**III. Organization Background and Goals**

(Example Only: The objective of the Southwest Homeowner's Association is to improve or maintain the neighborhood quality of life for its residents).

CareerSource Central Florida (CSCF) has been a leading resource in the Orlando metropolitan area for nearly 30 years, offering workforce development training and tools for residents across five counties to advance personal and professional growth that aid in long-term self-sufficiency and financial stability. CSCF's mission is to connect Central Floridians to careers and develop skilled talent for businesses by curating local talent for high demand industries, meeting local business needs, and cultivating growth and prosperity for the Central Florida community. Whether through job placement, training and certification programs, or higher education, CSCF partners with Central Florida businesses, colleges, and universities to meet industry needs and connect career seekers to local opportunities.

**IV. Service Eligibility, Description and Scope of Work**

<p>What is the eligibility criteria to participate in your program?</p>	<p>Program eligibility varies depending on initiative. All programs require individuals to be located in the five-county region (Orange, Lake, Sumter, Seminole, Osceola counties) and able to work in the United States of America. Some programs include additional parameters such as income eligibility, justice involved, attestation to disability, and more.</p>
<p>Clearly state your program's scope of work</p>	<p>CSCF's Program's Scope of Work includes the following</p> <ul style="list-style-type: none"> <li>• Career Pathway identification and plan development</li> <li>• Career Training/Retraining</li> <li>• Experiential Learning, Internship</li> <li>• Career Exploration &amp; Experiential Learning for Youth</li> <li>• Job Placement</li> <li>• Workforce Readiness workshops</li> <li>• Workforce Services for specialized populations including veterans, justice-involved and individuals with unique abilities</li> <li>• Business Services include labor market information, job posting, candidate vetting, and hiring assistance.</li> </ul>

**State and describe the services that will be provided in the centers.**

CareerSource Central Florida (CSCF) is committed to providing seamless and integrated career services at the Orange County Centers. To achieve this, CSCF will offer basic career services through Career Consultants during agreed-upon days and times. This presence ensures that clients walking into the centers can access CSCF services as part of the overall offerings, rather than perceiving them as a separate function. By working closely with Center Managers, our team will maintain effective communication, manage caseloads, and develop tailored plans to meet clients where they are in their career journeys.

Participants will have the opportunity to meet individually with Career Services Consultants or Business Service Consultants to learn about CSCF's career services. These consultants will serve as direct connections to career opportunities and resources, acting as an outreach vehicle for CSCF's programs. Additionally, Business Services Consultants will visit the centers as needed to support local businesses in identifying and securing talent.

Eligible participants will work closely with the CSCF team to complete program enrollment and access workforce readiness workshops designed to develop skills and restore financial stability. This integrated approach ensures that all clients benefit from a cohesive and supportive experience, aligning with the mission of both CSCF and the Orange County Centers.

**V. Program Measurements and Deliverables**

Describe how program effectiveness is measured by your organization (include deliverable data you collect for program inputs, outputs and outcomes).

CareerSource Central Florida (CSCF) is committed to focusing on the quality of services delivered through targeted partnerships. To ensure the effectiveness of our pilot program, we propose collaborating with the county to determine the most impactful use of resources and services. This pilot will allow us to evaluate the value and outcomes of our efforts in a meaningful and client-focused way.

SRV	Service Description	Service Tracking Source	NPI	Outcome Description	Outcome Measurement Source	Where is Measurement Data Stored?
1D	Apprenticeship/Internship	Career Coach Career Pathway and Placement Assessment	1H	# of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits	Career Assessment. Career Pathway Plan Development.	Employ Florida or Career Edge
1F	Job Readiness	Career Coach Progress Assessments. Workforce Readiness development attendance	1H	# of employed participants who entered or transitioned into a position that provided increased income and/or benefits	Progress Notes. Bi-Weekly Career Coach Meetings. Workforce Readiness workshops. Job Search	Employ Florida or Career Edge
1K	Interview Skills Training	Career Edge Virtual	1F	% of individuals obtaining an interview	Mock Interviews	Employ Florida or Career Edge
1L	Job Referrals	Learning Platform. Interview Preparation Business Consultant Employment Assessment. Resume Development	1E	# of unemployed adults who obtained employment w/ a living wage or higher	Resume development. Hiring Events	Employ Florida or Career Edge
1M	Job Placements	Business Consultant Employment Assessment. Resume Development	1E	# of unemployed adults who obtained employment w/ a living wage or higher	Hiring Events	Employ Florida. Career

						Edge or and Salesforce
1	Career Counseling	Career Coach Progress Assessments. Career Pathway Identification	2H	# of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills	Progress Notes. Bi-Weekly Career Coach Meetings. Workforce Readiness workshops	Employ Florida or Career Edge

CSCF agrees to meticulously track all activities and services provided during this collaboration. Our team will measure program effectiveness through qualitative and quantitative metrics, including the success of individual outcomes, the relevance of services to client needs, and the development of strong community and business partnerships. These efforts will be regularly reviewed and shared with the county, providing transparent updates on what our team has accomplished and identifying opportunities for continuous improvement.

By prioritizing quality and meaningful engagement, this collaboration aims to deliver impactful services that align with the county's goals and address the unique needs of the community.

All data collected is input in an appropriate data management system including: Sales Force, Employ Florida, Career Edge Management, and Microsoft applications.

Please complete the table of your Program Measurement information with the Community Action National Indicators that best describes your program services and outcome measures with how the measure is supported.

**VI. Frequency and Duration of Activities**

How often is your program?	<input checked="" type="checkbox"/> Daily	Weekly	Monthly	Quarterly	Other:
On what days are you requesting to use the center?	(circle) <b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	F Sa
What kind of setup does your meeting/event require? (ex. Classroom, Banquet, U-shape, Theater)	Office Space, Classroom, and or other ample space meet with clients and host various hiring events				
Approximately how many people will you serve per meeting?	1:1 Mtgs, 5-10 individuals served per meeting; hiring events could be held for up to 200-300 people at a time				
What are the hours will the services be conducted? (Including setup and cleanup)	10:00am – 4:00pm (tentatively)				

We will determine a pilot at a few centers and will work to establish heavy traffic days to make sure best utilization of efforts. We would initially start with a few days a week having time blocks at various centers to be able to provide workshops, consultation, and host various events to assist the community on awareness of job opportunities and resources provided by CareerSource Central Florida and its partners. We are requesting the use of either office space or classrooms to be able to conduct our services. At times, we would need bigger spaces for events and hiring events.

**VII. Reporting Requirements**

Reporting program measurements (# clients served, # services provided, # outcomes achieved) with an identified measurement source to Community Action is a monthly requirement to document the service impact for citizens. Reports are due the 10th of each month and considered late after the 11th of the month.

Checking the box acknowledges and agrees to the reporting requirements.

Please be aware that all license agreements expire automatically on December 31<sup>st</sup> of the year the agreement was signed but may be renewed for up to three (3) additional one-year (1) terms. The maximum term of this agreement shall be for no more than three consecutive (3) years from the date of full execution of this agreement.

Signature below affirms that this application is complete and free from any intentional error:

Tadar Muhammad 12/13/2024

Signature of Person Completing the Application Date



**VIII. Review and Approval Criteria for Program Manager**

- ✓ Application is complete
- ✓ Insurance information is complete
- ✓ Scope of work and services is clearly stated. National Indicators and Measurement Sources are identified and person signing the Agreement acknowledges and agrees to reporting requirements.
- ✓ Days of service, hours of operation, and requested frequency of services conform to Center, Division, Department and County operational requirements and not conflict with existing Facility Users.
- ✓ The person signing the Agreement is of sufficient organizational authority to provide consent for service delivery

a) Which room in the community center will this potential partner occupy?

Conference Room  Large Activities Room  Office Space  Other  
 If other, please specify: \_

b) Which National Community Action Indicators (SRVs, NPIs) will be recorded for agency reporting for this potential partner?

SRV	FNPI	CNPI

c) Is it your recommendation that this partner be granted access to the center at the hours, days, and times requested? Why or why not:

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Program Manager Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Division Manager Approval: \_\_\_\_\_

Date: \_\_\_\_\_

### EXHIBIT C AGENCY EVALUATION FORM

Name of Reporting Individual: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Date: \_\_\_\_\_ Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Please complete the table of your Program Measurement information with the Community Action National Indicators that best describes your program services and outcome measures with how the measure is supported.

SRV	Service Description	Service Tracking Source	NPI	Outcome Description	Outcome Measurement Source	Where is Measurement Data Stored?
1D	Apprenticeship/Internship	Career Coach Career Pathway and Placement Assessment	1H	# of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits	Career Assessment. Career Pathway Plan Development.	Employ Florida or Career Edge
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1K	Interview Skills Training	Career Edge Virtual	1F	% of individuals obtaining an interview	Mock Interviews	Employ Florida or Career Edge
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1M	Job Placements	Business Consultant Employment Assessment. Resume Development	1E	# of unemployed adults who obtained employment w' a living wage or higher	Hiring Events	Employ Florida. Career Edge. or/and Salesforce
1	Career Counseling	Career Coach Progress Assessments. Career Pathway Identification	2H	# of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills	Progress Notes. Bi-Weekly Career Coach Meetings. Workforce Readiness workshops	Employ Florida or Career Edge

Supporting documentation for outcome completion included with the report: Yes \_\_\_ No \_\_\_  
 Reporting Individual's Signature: \_\_\_\_\_

**Reviewing County Staff Signature:** \_\_\_\_\_

**EXHIBIT “D”**

**LEASED EMPLOYEE AFFIDAVIT**

I affirm that an employee leasing company provides my workers’ compensation coverage. I further understand that my contract with the employee leasing company limits my workers’ compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers’ compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers’ compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers’ compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company, and I understand that I am required to furnish proof of replacement workers’ compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers’ compensation coverage for all of my workers through the employee leasing arrangement specified below:

**Name of Employee Leasing Company:** \_\_\_\_\_

**Workers’ Compensation Carrier:** \_\_\_\_\_

**A.M. Best Rating of Carrier:** \_\_\_\_\_

**Inception Date of Leasing Arrangement:** \_\_\_\_\_

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers’ compensation certificate to the County that documents the change of carrier.

**Name of Contractor:** \_\_\_\_\_

**Signature of Owner/Officer:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_