



Legislation Text

File #: 24-1049, **Version:** 1

Interoffice Memorandum

DATE: July 8, 2024

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 Specialized Treatment, Education and Prevention Services, Inc. related to not-for-profit medical clinic utilization for the provision of services benefitting the public, and authorization for the Manager of the Real Estate Management Division and Manager of the Orange County Medical Clinic to exercise all delegations of authority expressly provided for by the License Agreement as needed for Specialized Treatment, Education and Prevention Services, Inc., Orange County Medical Clinic, 101 S. Westmoreland Drive, Orlando, Florida 32805. Lease File 10325. District 6. **(Real Estate Management Division)**

PROJECT:

Specialized Treatment, Education and Prevention Services, Inc.
Orange County Medical Clinic
101 S. Westmoreland Drive, Orlando, Florida 32805
Lease File 10325

PURPOSE: To provide office space at the Orange County Medical Clinic for health services.

ITEM:

License Agreement
Size: Space within the Orange County Medical Clinic
Term: Until March 31, 2025
Options: Two, one-year renewals

BUDGET: NA

REVENUE: None/Services Provided

FUNDS: NA

APPROVALS:

Real Estate Management Division
County Attorney's Office
Risk Management Division
Facilities Management Division
Health Services Department

REMARKS: This new License Agreement with Specialized Treatment, Education and Prevention Services, Inc. (STEPS) is for facility use in the Orange County Medical Clinic located at 101 S. Westmoreland Drive, Orlando, Florida 32805 to provide services in compliance with its agreement with the County (#Y24-2221). Options for renewal are contingent upon renewal of the term contract #Y24-2221.

STEPS provides medication for Opioid Use Disorder, mental health and psychological treatment, counseling services, peer recovery support services, social support, and case management services, along with community outreach services for individuals living with substance use and mental health disorders.

The Board desires that the Orange County Medical Clinics 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 Orange County Medical Clinic to be responsible for arranging, managing, and supervising the public use of the County's medical clinic for the County's residents.

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS

JUL 30 2024

LICENSE AGREEMENT

between

ORANGE COUNTY, FLORIDA

and

**SPECIALIZED TREATMENT, EDUCATION AND PREVENTION SERVICES,
INC.**

related to

**NOT-FOR-PROFIT MEDICAL CLINIC 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**, a charter county and political subdivision of the State of Florida (the “**County**”), and **SPECIALIZED TREATMENT, EDUCATION AND PREVENTION SERVICES, INC.**, a Florida not for profit Corporation (the “**Agency**” or “**STEPS**”). 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 Medical Clinics 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 Orange County Medical Clinic Division or their designee (“**OCMC Manager**”) to be responsible for arranging, managing, and supervising the public use of the County’s Medical Clinic by the County’s residents; and

WHEREAS, the Board finds that County’s residents benefit from the use of the County’s medical clinic by certain community not-for-profit agencies using the County’s medical clinic 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 medical clinics and the OCMC 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.

WHEREAS, this License Agreement is bound with the terms of the Agreement #Y24-2221 (Exhibit E).

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

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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:** Medical Clinic Information;
3. **Exhibit B:** Scope of Work;
4. **Exhibit C:** Agency Evaluation Form (when applicable)
5. **Exhibit D:** Leased Employee Affidavit (when applicable) and
6. **Exhibit E:** Agreement #Y24-2221.

Section 3. Grant of License.

A. The County hereby grants the Agency a license to use the medical clinic that is more specifically described in the *Medical Clinic 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 per agreement #Y24-2221 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 agreement #Y24-2221 and the following obligations:

A. The Agency will notify the County, in writing, if the Agency desires to perform in any manner outside the *Scope of Services* at agreement #Y24-2221.

B. 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.

C. **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

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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 Health 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.
3. Upon the County's request, the Agency will provide the results of the actual screenings so that the County can determine whether a particular employee or volunteer may be utilized by the Agency in providing its services under this License Agreement.
4. Any failure by the County to request to review the results of the actual screenings of any employee will not relieve the Agency of its liability and obligations under this License Agreement, nor will it place any liability onto the County regarding the eligibility or acceptability of any of the Agency's employees to provide services or to engage with any vulnerable person.

D. **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 retroactively on April 1, 2024, and expire on March 31, 2025. License Agreement may be renewed accordingly with

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the term of the agreement #Y24-2221. The Term may be renewed for two (2) one (1) year periods upon mutual written agreement of the parties. The County will notify the Agency of any intent to renew this Agreement no less than thirty (30) days prior to the Agreement's termination.

B. **Delegation of Authority.** Through its execution of this License Agreement, the Board hereby delegates limited signature authority to the Real Estate Management Division Manager, or their designee, the authority to execute any permitted renewals, notices and estoppel documents that are part of this Agreement.

C. **Termination for Convenience.** Both parties may terminate this Agreement at any time for any reason by providing a written thirty (30) calendar day notice to the other party.

D. **Termination for Cause.** Refer to Section 17.B of the agreement #Y24-2221.

E. Nothing in this Agreement shall be construed as 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.

B. Use of the common areas of the Licensed Premises, such as meeting and conference rooms, shall only be with the approval of the OCMC Manager or the designee thereof.

C. **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 or firearms; (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.

D. **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.

E. **Keys and Redelivery of Premises.** The OCMC Manager or the designee thereof shall be responsible for issuing keys, or replacement of keys, to Agency for Licensed Premises. The OCMC Manager or the designee shall also be responsible for coordinating the changing of locks for the Licensed Premises with County Facilities Division, if and when needed. Agency shall be responsible for keeping track of all keys issued to it and for notifying OCMC Manager or the designee of any need for replacement of keys or change of locks as soon as practical. The County may hold Agency responsible for the associated costs of replacing lost keys or changing the locks on the Licensed Premises during the term of this License Agreement. Agency shall, on the expiration or earlier termination of this License Agreement, promptly surrender all keys to the Licensed Premises to the County. Agency shall, on the expiration or termination of this License Agreement, deliver the Licensed Premises in as good order and condition as received on the date that the Licensed Agreement commences with the exception of reasonable use and ordinary wear and tear of the Licensed Premises.

F. **Maintenance of Premises.** The agency is not responsible for any maintenance.

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 OCMC 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 OCMC Manager, or the designee thereof, on or before the 5th 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.

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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.

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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. Refer to Section 12 of the agreement #Y24-2221.

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:

1. 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.

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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

Orange County Health Services Department
Orange County Medical Clinic
101 S. Westmoreland Drive
Orlando, Florida 32805

AND

Orange County Real Estate Management Division
Attn: Leasing Management
400 East South Street
Orlando, Florida 32801

To the Agency: STEPS
1033 North Pine Hills Road
Suite 300
Orlando, Florida 32808

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.

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.

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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]

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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 B. Brooks
Jerry L. Demings
Orange County Mayor

Date: 30 July 2024

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

Phil Diamond
By: Deputy Clerk

Date: 7/30/24

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

**SPECIALIZED TREATMENT, EDUCATION
AND PREVENTION SERVICES, INC.,** a
Florida Not For Profit Corporation

By:  _____

Print Name: Cheryl Bello

Title: CEO

07/02/2024

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EXHIBIT A
MEDICAL CLINIC INFORMATION

Medical Clinic: Orange County Medical Clinic
101 Westmoreland Dr. Orlando, Florida 32805

Room: 2 offices with approximately 190 sq. ft.

Days: Monday, Tuesday, Wednesdays, Thursday, and Friday

Frequency: Daily

Hours: 7:30 AM to 5 PM

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EXHIBIT B
SCOPE OF WORK

Specialized Treatment, Education and Prevention Services, Inc. (STEPS) will provide medication for OUD (“**MOUD**”), mental health and psychological treatment, counseling services, peer recovery support services, social support, and case management services, along with community outreach services for individuals living with substance use and mental health disorders (“**Better Access to Treatment Project**” or “**Project**”) per agreement #Y24-2221.

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**EXHIBIT C
AGENCY EVALUATION FORM**

Name of Reporting Individual: _____

Name of Organization: _____

Date: _____ **Reporting Period:** _____ to _____

Number of individual clients	Of those, number of new clients	Total number of visits (all clients, new and existing)

National Performance Indicator (NPI)	NPI Description	Number of clients achieving NPI

Supporting documentation for outcome completion included with the report: Yes___ No___

Reporting Individual's Signature: _____

Reviewing County Staff Signature: _____

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**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: N/A

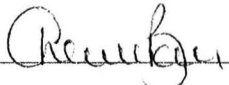
Workers' Compensation Carrier: _____

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: Specialized Treatment Education and Prevention Services, Inc (STEPS)

Signature of Owner/Officer: 

Title: CEO

Date: 07/02/2024