

**Agreement for Services to Small Businesses
Pinellas County Economic Development**

This Agreement for Services to Small Businesses ("**Agreement**") is hereby made this 24 day of November, 2015 ("Effective Date"), by and between the City of Clearwater, a municipal corporation of the State of Florida ("City") and Pinellas County, a political subdivision of the State of Florida, d/b/a Florida Small Business Development Center at the Pinellas County Economic Development Department (the "**Provider**"), for the purpose of supporting growing businesses that meet the definition of a "small business," as defined by the U.S. Small Business Administration (SBA), as well as individuals aspiring to small business ownership.

The City and the Provider agree to the following small business and entrepreneurial services:

1. SERVICES. The Provider will provide consulting services and business training at mutually acceptable locations which may include FSBDC at Pinellas Economic Development Center (13805 58th Street, North Clearwater), Clearwater Main Library (100 S. Osceola Ave, Clearwater), Technical Arts Facility for Innovation and Entrepreneurship (1499 Gulf to Bay Blvd, Clearwater), and Clearwater Regional Chamber of Commerce (600 Cleveland St, Clearwater). Consulting services and business training will be directed to:

- a) **Start-up Assistance.** Assisting individuals start new businesses, including providing guidance on business formation, structure, registration, regulation, and taxes. This may include providing limited guidance in business plan development.
- b) **Business and Strategic Plan Assistance.** Assisting new and existing small businesses with strategic or business plan development and implementation including, but not limited to, analyzing the business mission, vision, strategies, and goals.
- c) **Marketing/Sales Growth Assistance.** Assisting new and existing small businesses with marketing plan and strategy development to access new revenue markets or expand existing markets.
- d) **Government Contracting Assistance.** Assisting new and existing small businesses interested in obtaining contracts with the Department of Defense (DOD) and other federal agencies, state and local government agencies, and government prime contractors.
- e) **International Market/Export Assistance.** Assisting new and existing small manufacturers with strategies to develop and implement international export marketing plans for the new-to-export and new-to-market segment.
- f) **Financial and Capital Access Assistance.** Assisting prospective and existing small businesses access capital, including identifying potential debt and equity funders and other financing alternatives.

- g) **Cash Flow Management Assistance.** Assisting new and existing small businesses with literacy in business cash flow and financial management planning, including cost control management techniques and completion of feasibility studies.
- h) **Business Continuity/Disaster Assistance.** Assisting new and existing businesses to minimize loss and increase survivability when affected by natural or man-made disasters.
- i) **FSBDC Business Seminars** that include Clearwater Business SPARK! (“SPARK”) partner information i.e. City of Clearwater, Clearwater Chamber of Commerce, Technical Arts Facility for Innovation and Entrepreneurship, Clearwater Library, etc.
- j) **Marketing** - FSBDC will promote and market business seminars that support SPARK and its partners.

2. COMPENSATION. As consideration for Provider’s performance of services under this Agreement, the City will pay the Provider a fixed price, total not to exceed Thirty-Five Thousand and xx/100 dollars (\$35,000.00). Funds will be utilized to support the entrepreneurial and small business services. The payment will be made in equal quarterly payments of Eight Thousand Seven Hundred Fifty and xx/100 dollars (\$8,750.00), to be made October 1, 2015, January 1, 2016, April 1, 2016, and July 1, 2016. The Provider shall provide a quarterly report of service with each applicable quarterly invoice. Said reporting shall be in substantially the form attached hereto as Exhibit “A”.

3. TERM OF AGREEMENT. The Provider must submit invoices in sufficient detail for a proper pre-and post-audit (as reflected in Exhibit “A”) in order to receive payment. Invoices may be submitted quarterly to:

Audra Aja, Economic Development Coordinator
City of Clearwater, Economic Development & Housing
112 S. Osceola Ave.
Clearwater, FL 33756

The City will issue payment within 30 days after receipt of an acceptable invoice and performance of the services provided in accordance with this Agreement. Payment will be sent to the Provider contact in the notice provision below.

3. LIABILITY. Each party is responsible for all claims arising out of its own performance under this Agreement and that of its employees, agents, and volunteers or as otherwise provided by law including, but not limited to, Chapter 768, Florida Statutes (2015) .

4. INDEPENDENT CONTRACTORS. The parties to this Agreement are independent contractors, and the officers, employees, agents, subcontractors, or other contractors of one are not by virtue of this Agreement to be deemed the officers, agents, employees, subcontractors, or other contractors of the other.

5. TERM AND TERMINATION. This Agreement is effective October 1, 2015 through September 30, 2016. The parties may terminate this Agreement at any time by mutual written consent. Either party may terminate this Agreement, with or without cause, upon no less than 30 days’ written notice to the other party. The City may terminate this Agreement immediately upon written notice to the Provider if

the Provider commits an act or fails to take any action that in the good faith belief of the City jeopardizes participant health or safety. Upon early termination the City will compensate the Provider only for costs and non-cancellable commitments incurred prior to the date of termination.

6. ASSIGNMENT AND SUBCONTRACTING. Performance of any services under this Agreement may not be assigned or subcontracted by the Provider without the express written consent of the City.

7. NOTICE. Any notice given under this Agreement must be in writing and directed as set forth below. Notice may be sent by any means, with proof of receipt during regular business hours. Notice is effective upon receipt; however, if notice is delivered after regular business hours, it is effective the next business day after it is received.

Notice to the City must be given to both:

Geraldine Campos Lopez
Director
City of Clearwater, Economic Development & Housing
112 S. Osceola Ave.
Clearwater, FL 33756
geraldine.lopez@myclearwater.com
727-562-4023

Audra Aja
Economic Development Coordinator
City of Clearwater Economic Development & Housing
112 S. Osceola Ave.
Clearwater, Florida 33756
audra.aja@myclearwater.com
727-562-4022

Notice to the Provider must be given to:

Mike Meidel
Director
Pinellas County Economic Development
13805 58th St. N.
Clearwater, FL 33760
mmeidel@pinellascounty.org
727-464-7332

Dr. Cynthia Johnson
Center Director
Pinellas County Economic Development
13805 58th St. North
Clearwater, FL 33760
cyjohnson@pinellascounty.org
727-453-7257

Any change in the person or persons to receive notice may be made by giving notice to the other party of the change.

[THE REMAINDER OF THIS PAGE INTENTIONALLY BLANK]

8. ENTIRE AGREEMENT. The terms and conditions contained in this Agreement constitute the entire agreement between the parties. There are no verbal or other agreements that supplement the terms of this Agreement. Any modification to this Agreement must be made by written instrument signed by an authorized representative of each party.

By their signature below, both parties acknowledge and agree that they will comply with all applicable federal, state, and local laws, regulations, and guidelines relating to their performance under this Agreement, including but not limited to those pertaining to the ADA, nondiscrimination, privacy rights of participants, maintenance of records, and confidential information.

Pinellas County, political subdivision of the State of Florida, for
Pinellas County Economic Development
Clearwater, FL 33760


By: 
Mark S. Woodard
County Administrator

Date: 11/24/15


APPROVED AS TO FORM
OFFICE OF COUNTY ATTORNEY

By: _____
Attorney

APPROVED AS TO FORM

By: 
Office of the County Attorney

The City of Clearwater
for
Department of Economic Development & Housing

By: 
William B. Horne
City Manager

Date: Oct. 8, 2015

APPROVED AS TO FORM
OFFICE OF CITY ATTORNEY

By: 
Laura Mahony
Assistant City Attorney


Attest:

City Clerk



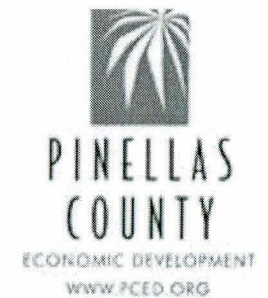
EXHIBIT A

CareerSource Pinellas & Pinellas County Economic Development Business Outreach, Training and Education Partnership



2nd Quarter Report
January 1, 2015 – March 31, 2015

Submitted by
Dr. Cynthia Johnson, Center Director



CareerSource Deliverables	Responsible Person	Monthly Measureable Outcome	Required Documentation	Deliverables/Performance Measures	1st Quarter
Promote EWT/IWT/OJT Training Grants to Pinellas County Employers	PCED/BD/SBDC	16	Business Development Retention Visits	SBDC/Pinellas County Economic Development BD Team: 1. BobCAD-Cam 2. USF-St. Pete 3. Agora Leather 4.	51

SAMPLE

<p>Promote The Employ Florida Marketplace website one-on-one presentation.</p> <p>(Preview CareerSource site at www.careersourcepinellas.com)</p>	SBDC Team	2	Sign in sheets/Appointments. Additionally each customer is informed of the services and provided a direct link to the website.	<ol style="list-style-type: none"> 1. DML Energy, LLC 2. Kevin Wells 3. Greg and Judy Ray 	3
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------	---	--------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------	---

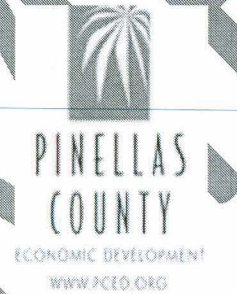
<p>DC Business Seminars that include CareerSource Pinellas Info for SBDC and The Green House.</p>	SBDC	6	SBDC/The Green House Class List	<p>SBDC @ PCED held 18 Distinct Events for a total of 157 participants.</p> <p>CareerSource Information is incorporated into our training presentations via a slide. Additionally, each participant is provided CareerSource Pinellas collateral materials as part of their training packets.</p>	<p>19 Seminars</p> <p>140 Attendees</p>
----------------------------------------------------------------------------------------------------------	------	---	---------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------

<p>Workshops, Training, Outreach at Chambers or Industry and Community Partners</p>	SBDC Team	2	Event Info and/or Attendance Sheet	<p>The SBDC Outreach Activities that included information and materials on CareerSource Programs and Services:</p> <ol style="list-style-type: none"> 1. 1/27-1/29 & 2/3-2/5 Construction Management Academy 2. 2/24 Achievers 3. 3/10 Chamber Orientation 4. 3/19 St. Pete College CEO Club 5. 3/23 Women's Leadership Council Seminole Chamber 	<p>2 Outreach Activities</p> <p>Attendees 120</p>
--------------------------------------------------------------------------------------------	-----------	---	------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------

CareerSource Deliverables	Responsible Person	Monthly Measureable Outcome	Required Documentation	Deliverables/Performance Measures	1st Quarter
<p>Business Consultations at CareerSource Pinellas/Circuit Ride locations or Client Locations</p>	SBDC Team	4	Circuit Ride Calendar	<p>CareerSource Pinellas Circuit Ride or Client Locations</p> <ol style="list-style-type: none"> 1. K-9 Detectives 2. SIO CNC Machining 3. Dave Barr 4. 	<p>Business Consultations</p> <p>33</p>

<p>Marketing CareerSource Resources, Programs and Services, Upcoming Activities and Events</p>				<p>Start Exporting 101-CareerSource Pinellas & Tampa Bay Jan. 20, 11:30 a.m. - 1:00 p.m. at the EpiCenter, 13805 58 St. N., Clearwater 33760 https://www.careersourcepinellas.com/pages/business_seminars</p> <p>Business Seminar Series: Understanding and Preparing for Workplace Violence CareerSource Pinellas & Tampa Bay, Feb. 10, 3:00 p.m. - 4:30 p.m. at the EpiCenter, 13805 58 St. N., Clearwater 33760 https://www.careersourcepinellas.com/pages/business_seminars</p> <p>The Changing Landscape of Drug Free Workplace Efforts CareerSource Pinellas & Tampa Bay, Mar. 10, 3:00 p.m. - 4:30 p.m. at the EpiCenter, 13805 58 St. N., Clearwater 33760 https://www.careersourcepinellas.com/pages/business_seminars</p>	
				<p>CareerSource Pinellas Tampa Bay Hi-Tech Training (HITT) Program A partnership that includes St. Petersburg College, Hillsborough Community College, IBM and AT&T, this program provides paid tuition, books and fees for certification training in the information technology fields. For unemployed individuals interested in these fields, this program is an excellent opportunity to help cover the cost of training to earn the necessary certifications employers require, and receive job placement assistance within the information technology industry. Click here to learn more and apply for the HITT program through CareerSource Pinellas.</p> <p>Internship Portal for Pinellas Employers. An internship program was rated by employers as one of the most effective recruiting methods for hiring college students. Find the perfect intern for your team from St. Petersburg College, University of South Florida St. Petersburg, Eckerd College, CareerSource Pinellas or the Pinellas County Job Corps Center at http://www.pced.org/demographics_data/subpage.asp?Intern.</p> <p>Tampa Bay IT Apprenticeship Program CareerSource Pinellas has partnered with Pinellas Technical Education Center to provide tuition-free education, hands-on</p>	

				<p>training, and IT industry-recognized certifications in four key occupations: Applications Developer (Software); Applications Developer (Web); Help Desk Technician; and Network Support Technician. Pinellas employers and workers can find more information on the program at https://www.careersourcepinellas.com/pages/ITApprenticeship.</p>	
--	--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--



SAMPLE