

Research Coast Career Pathways Consortium
2012-2013
Contractual Service Agreement

Purpose, Terms and Conditions

This Contractual Service Agreement serves as a written understanding between each member of the Research Coast Career Pathways Consortium (RCCPC), consisting of Indian River State College, Indian River County School District, Martin County School District, Okeechobee County School District, and Saint Lucie County School District to the terms and conditions set forth herein pursuant to the Florida Department of Education Carl D. Perkins Career and Technical Education Programs Grant Application - Section 131 and/or 132 and in compliance with Florida Statutes, Section 215.422, 216.347, 216.3475, Rule 60A-1.017, Florida Administrative Code.

The Research Coast Career Pathways Consortium was established for the local, state, and national implementation of Career Pathways and Career and Technical Education.

Indian River State College will develop accounts to manage the transfer of funds from the consortium partners' secondary Perkins grants and will serve as fiscal agent of the Research Coast Career Pathways Consortium.

Target Population

The Research Coast Career Pathways Consortium agrees to provide support for Career and Technical Education educators, administrators, career and academic guidance counselors, and Career and Technical Education students to ensure the provision of optimal programmatic implementation for the consortium's fourteen area high schools.

Scope of Work

The partners of the Research Coast Career Pathways Consortium agree to jointly implement the goals and objectives for the fiscal year 2012 - 2013. Funds, in the amount of \$6,623 or 1.5% of the St. Lucie County School District Consortium partner total basic Perkins grant fund, shall be used to support eligible Career and Technical Education programs and initiatives including the following minimum requirements: (Please note that the balance of funds is inclusive of and contingent upon the release of the total funds from the aforementioned consortium partner. See Exhibit 1 for details.)

- The consortium's activities will provide professional development and in-service opportunities for teachers, counselors, and administrators for the advancement of Career and Technical Education and developing new interdisciplinary strategies for Academic and Career and Technical Education teachers in order to provide quality programs for our Career and Technical

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Education students.

- Development of new resources for students, parents, and the community to access information about Career and Technical Education and Career Pathways, what our local area offers for Career and Technical Education Students, and additional resources.
- The consortium will continue curriculum alignment and articulation activities for our 29,000+ students in the high schools of Indian River, Martin, Okeechobee, and St. Lucie Counties during the period of July 1, 2012 through June 30, 2013. The Consortium partners will convene a minimum of six times during the 2012-2013 fiscal year to ensure alignment of secondary and postsecondary Career and Technical Education curricula.
- Data analysis and tracking reports will assist program directors and advisors with student recruitment and retention.

Documentation of tasks and services will be provided through the following:

- Minutes of monthly Consortium meetings,
- Articulation agreements generated annually,
- Articulated credit matrix report /Program of Study, and
- College records of students receiving Career Pathways College Credit

Documentation of professional development and in-service opportunities for consortium partners including agendas and attendance rosters.

The scope of work is directly related to the secondary and postsecondary goals of Perkins IV, Section 134 (B)(3).

Deliverables and Performance Standards

Fiscal Agent, Indian River State College, and the RCCPC will write, implement, and report no less than 3 Programs of Study per county for the 2012 -2013 fiscal year, for Career Pathways and Career and Technical Education students transitioning from the consortium's secondary programs to IRSC. All Articulation Agreements will be written and reviewed by the RCCPC, and signed by Indian River State College and the County School Districts. The signed agreements will serve as documentation that the consortium's goals and objectives and agreements for articulation have been met. Reports of all articulation agreements and activities will be made available upon request. The consortium will maintain, review, update, and/or create as needed no less than 14 agreements as outlined below: (Please note that each partners individual contribution is listed under Exhibit 1, and

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that the totals below for each county reflect the school district's contribution, as well as, a percentage of IRSC's contribution) The consortium will maintain, review and update the 20 prior articulation agreements currently approved by previous contractual service agreements.

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- 14 agreements for St. Lucie County School District for a total = \$6,623.00
Total = \$6,623.00

Monitoring and Report

Indian River State College as fiscal agent will provide semiannual reports to its Consortium members. Report details will include to date expense report and consortium activities report.

The administration of resources awarded by Indian River State College to the Research Coast Career Pathways Consortium may be subject to audits and/or monitoring by Indian River State College as described in the monitoring and Audits sections of this agreement, to ensure that all consortium activities and use of funds are mutually beneficial to all members.

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised, monitoring procedures may include, but not be limited to, on-site visits by Indian River State College staff, limited scope audits as defined by OMB Circular A-133, as revise, and/or other procedures. By entering into this agreement, the Research Coast Career Pathways Consortium agrees to comply and cooperate with any monitoring procedures, processes deemed appropriate by Indian River State College. In the event Indian River State College determines that limited scope audit of the Research Coast Career Pathways Consortium is appropriate, the Research Coast Career Pathways Consortium agrees to comply with any additional instructions provided by Indian River State College staff to the Research Coast Career Pathways Consortium regarding such audit. The Research Coast Career Pathways Consortium further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

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Audits

If the Research Coast Career Pathways Consortium and Indian River State College elect to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Research Coast Career Pathways resources obtained from other than State entities.

Pursuant to Section .320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to Indian River State College at the following address:

Indian River State College
3209 Virginia Avenue
Fort Pierce, FL 34981

Copies of reporting packages required by this agreement shall be submitted by or on behalf of the Research Coast Career Pathways Consortium directly to each of the following:

Indian River State College
3209 Virginia Avenue
Fort Pierce, FL 34981

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399

Any reports, management letter, or other information required to be submitted to Indian River State College shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550, Rules of the Auditor General, as applicable.

Recipients, when submitting financial reporting packages to Indian River State College for audits conducted in accordance with OMB Circular A-133 or Chapter 10.550, or Rules of the Auditor General, should indicate the date that the reporting package was delivered to Indian River State College in correspondence accompanying the reporting package.

The Research Coast Career Pathways Consortium shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of seven (7) years from the date the audit report is issued, and shall allow Indian River State College, or its designee, CFO, or Auditor General access to such reports upon request. The Research Coast Career Pathways Consortium shall ensure that audit working papers are made

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available to Indian River State College, or its designee, CFO, or Auditor General upon request for a period of seven (7) years from the date the audit report is issued, unless extended in writing by Indian River State College.

Exhibit 1

Federal Resources Awarded To The Research Coast Career Pathways Consortium Pursuant To This Agreement Consist Of The Following:

Vocational Education - Basic Grants to State	
Florida Department of Education	
Carl Perkins - Basic Vocational Education 151xx	
Indian River State College	= \$998,296.00
St. Lucie County School District	= \$441,571.00
Sub-Total (before 1.5% allocation)	= \$1,439,867.00
Total (Allocated to Consortium 1.5%)	= \$ 21,598.00

Remedies for Nonperformance

In the event that the RCCPC does not fulfill the requirements set forth under scope of work, deliverables, and performance measures without documentation of a reasonable and justifiable explanation, the consortium will return funds in the amount of \$194.79 per unfulfilled agreement.

Research Coast Career Pathways Consortium
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Indian River State College and St. Lucie County School District have executed this agreement on the day and year set forth below:

INDIAN RIVER STATE COLLEGE

ST. LUCIE COUNTY SCHOOL DISTRICT

Edwin R. Massey, Ph. D, President (Date)

Michael J. Lannon, Superintendent (Date)

Designated Address:
Indian River State College
3209 Virginia Avenue
Fort Pierce, FL 34981-5596

Designated Address:
St. Lucie County School District
4204 Okeechobee Road
Fort Pierce, FL 34947