



Start Date: 07/08/2019
 Contract End Date: 06-30-2020
 Purchase Order #: PO0589

PURCHASE ORDER CONTRACT

HR Expertise, Inc.
 10151 University Blvd, #135
 Orlando, FL32817

hrexpertise.inc@gmail.com

Bill To CareerSource Florida, Inc.
 PO Box 13179
 Tallahassee, FL 32317
 Send invoice to Violet Sharpe,
 Manager
accountspayable@careersourceflorida.com
ida.com
 Phone 850-846-6375

Ship To CareerSource Florida, Inc.
 2308 Killearn Center Blvd
 Suite 101
 Tallahassee, FL 32309

Compliance with federal regulations: All contracts involving federal funds will contain certain contractual provisions required by applicable sections 2 CFR Part 200 Appendix II to Part 200, OMB Uniform Guidance for Federal Financial Assistance and are included in this contract by reference herein.

| Shipping Method | Payment Terms | Reference |
|-----------------|-----------------------|--|
| | CHECK-regular payment | HR services for 7/8/19 - 6/30/20. Requested by: Christine Daye |

| Memo | Qty | UOM | Unit Price | Line Total |
|--|-----|------|-----------------|---------------------|
| Administrative costs (job postings, postage, etc) and Screening Services (substance testing, background checks, etc) beyond office supplies. | 1 | Each | 500.00 | \$500.00 |
| Main HR Services (Aug 1, 2019 - June 30, 2020), \$61.11 per hour. Minimum of 180 hours per month of Aug 2019 - Jun 2020 (hours over 180 not billed). | 11 | Each | 11,000.00 | \$121,000.00 |
| Main HR Services (July 8, 2019 - July 31, 2019), \$61.11 per hour. Minimum of 135 hours for July 2019; (hours over 135 not billed). | 1 | Each | 8,250.00 | \$8,250.00 |
| Special Services - Digital HR/Confidential Personnel and Corporate Records Update, Implementation, Quality Review, Maintenance and Reporting. Conversion of records from hard copy to digital format. HR Analyst for minimum of 120 hours for period July 8, 2019 - July 31, 2019 (\$28.12 / hr) (Hours over 120 not billed) | 1 | Each | 3,375.00 | \$3,375.00 |
| Special Services - Digital HR/Confidential Personnel and Corporate Records Update, Implementation, Quality Review, Maintenance and Reporting. Conversion of records from hard copy to digital format. Period of August 1, 2019 - June 30, 2020 at minimum of 160 hours (at 21.12 / hr) (Hours over 160 not billed) | 11 | Each | 4,500.00 | \$49,500.00 |
| Travel Costs | 1 | Each | 7,500.00 | \$7,500.00 |
| | | | SUBTOTAL | \$190,125.00 |
| | | | TOTAL | \$190,125.00 |