



Start Date: 07/08/2020  
 Contract End Date: 10-31-2020  
 Purchase Order #: PO0764

## PURCHASE ORDER CONTRACT

JOBS FOR THE FUTURE, INC.  
 88 BROAD STREET  
 BOSTON, MA02110  
 ALEX HOFFINGER  
 617-728-4446 EXT 144  
 ahoffinger@jff.org

Bill To CareerSource Florida, Inc.  
 PO Box 13179  
 Tallahassee, FL 32317  
 Send invoice to Violet Sharpe,  
 Manager  
[accountspayable@careersourceflorida.com](mailto:accountspayable@careersourceflorida.com)  
[jff.org](http://jff.org)  
 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. For purchases \$10,000 or more, this full purchase order contract is inclusive of an addendum of notices, certifications, and assurances - Attachment to Purchase Order Contract. Funding for this Purchase Order Contract is fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards to this contractor totaling the amount indicated above.

**Performance Standards and Responsibilities**

CSF performance standards and responsibilities: ensure deliverables and contract terms/conditions met and issue payment.  
 Contractor performance/responsibility: deliver goods/services as outlined.

Shipping Method	Payment Terms	Reference
	REGULAR PAYMENT-check or direct deposit	JFF APPR USA GRANT 20-21, 7/8/2020-10/31/2020, Requested by: Elisia Norton

Memo	Qty	UOM	Unit Price	Line Total
Interactive Webinar for Local Workforce Development Boards, Invoice Due, 10/10/20 or work completed through 9/30/20. Contract manager for CareerSource Florida: Elisia Norton, PO Box 13179, Tallahassee, Florida 32317, enorton@careersourceflorida.com; Contract manager for Jobs for the Future, 88 Broad St., Boston, MA 02110, kmcghee@jff.org	1	Each	10,000.00	\$10,000.00
Plan of Engagement/Project Management Timeline, Due, 7/8/20 Contract manager for CareerSource Florida: Elisia Norton, PO Box 13179, Tallahassee, Florida 32317, enorton@careersourceflorida.com; Contract manager for Jobs for the Future, 88 Broad St., Boston, MA 02110, kmcghee@jff.org	1	Each	10,000.00	\$10,000.00
Tech Asst/ Coaching to Local Workforce Development Boards & Period Updates, Due: 8/10, 9/10, 10/10; Final Report and Invoice Due: 11/10/2020 Contract manager for CareerSource Florida: Elisia Norton, PO Box 13179, Tallahassee, Florida 32317, enorton@careersourceflorida.com; Contract manager for Jobs for the Future, 88 Broad St., Boston, MA 02110, kmcghee@jff.org	1	Each	40,000.00	\$40,000.00
Technical Needs Assessment Survey to Local Workforce Development Boards, Invoice Due, 10/10/2020 for work completed through 9/30/20. Contract manager for CareerSource Florida: Elisia Norton, PO Box 13179, Tallahassee, Florida 32317, enorton@careersourceflorida.com; Contract manager for Jobs for the Future, 88 Broad St., Boston, MA 02110, kmcghee@jff.org	1	Each	24,000.00	\$24,000.00
			<b>SUBTOTAL</b>	<b>\$84,000.00</b>
			<b>TOTAL</b>	<b>\$84,000.00</b>

