



Start Date: 07/01/2023  
 Contract End Date: 06-30-2024  
 Purchase Order #: PO1235

## 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](mailto:accountspayable@careersourceflorida.com)  
[ida.com](http://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. 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	Human Resources, FY 23-24, Requested by: Andrew Collins

Memo	Qty	UOM	Unit Price	Line Total
7/1/2023 - 6/30/2024 Human Resource: Administrative Cost Contract manager for CareerSource Florida: Andrew Collins, PO Box 13179, Tallahassee, Florida 32317, <a href="mailto:acollins@careersourceflorida.com">acollins@careersourceflorida.com</a> . Contract Manager for HR Expertise Inc.: Christine Daye, 10151 University Blvd., Orlando, FL 32817, <a href="mailto:hrexpertise.inc@gmail.com">hrexpertise.inc@gmail.com</a>	1	Each	1,000.00	\$1,000.00
7/1/2023 - 6/30/2024 Human Resource: Main Services Contract manager for CareerSource Florida: Andrew Collins, PO Box 13179, Tallahassee, Florida 32317, <a href="mailto:acollins@careersourceflorida.com">acollins@careersourceflorida.com</a> . Contract Manager for HR Expertise Inc.: Christine Daye, 10151 University Blvd., Orlando, FL 32817, <a href="mailto:hrexpertise.inc@gmail.com">hrexpertise.inc@gmail.com</a>	12	Each	12,190.00	\$146,280.00
7/1/2023 - 6/30/2024 Human Resource: Special Services Contract manager for CareerSource Florida: Andrew Collins, PO Box 13179, Tallahassee, Florida 32317, <a href="mailto:acollins@careersourceflorida.com">acollins@careersourceflorida.com</a> . Contract Manager for HR Expertise Inc.: Christine Daye, 10151 University Blvd., Orlando, FL 32817, <a href="mailto:hrexpertise.inc@gmail.com">hrexpertise.inc@gmail.com</a>	12	Each	5,010.00	\$60,120.00
7/1/2023 - 6/30/2024 Human Resource: Travel Cost Contract manager for CareerSource Florida: Andrew Collins, PO Box 13179, Tallahassee, Florida 32317, <a href="mailto:acollins@careersourceflorida.com">acollins@careersourceflorida.com</a> . Contract Manager for HR Expertise Inc.: Christine Daye, 10151 University Blvd., Orlando, FL 32817, <a href="mailto:hrexpertise.inc@gmail.com">hrexpertise.inc@gmail.com</a>	1	Each	9,500.00	\$9,500.00
			<b>Subtotal</b>	<b>\$216,900.00</b>

<b>Total</b>	<b>\$216,900.00</b>
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