



Start Date: 07/01/2024
 Contract End Date: 06-30-2025
 Purchase Order #: PO1393

PURCHASE ORDER CONTRACT

CARR, RIGGS & INGRAM, LLC
 2633 CENTENNIAL BOULEVARD -
 SUITE 200
 TALLAHASSEE, FL 32308
 MICHAEL CARTER
 850-878-8777
 mcarter@cricpa.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 Killlearn 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	Audit and Tax Services for FYE 2024. Requested by: Josh Booth

Memo	Qty	UOM	Unit Price	Line Total
7/1/24-6/30/25, 100% delivery of completed tax return for FYE 6/30/24. Contract manager for CareerSource Florida: Josh Booth, PO Box 13179, Tallahassee, FL 32317, jbooth@careersourceflorida.com; Contract manager for Carr Riggs Ingram: Michael Carter, 2633 Centennial Blvd. Tallahassee, FL 32308, mcarter@cricpa.com	1	Each	3,425.00	\$3,425.00
7/1/24-6/30/25, 25% for completion of fieldwork for FYE 6/30/24. Contract manager for CareerSource Florida: Josh Booth, PO Box 13179, Tallahassee, FL 32317, jbooth@careersourceflorida.com; Contract manager for Carr Riggs Ingram: Michael Carter, 2633 Centennial Blvd. Tallahassee, FL 32308, mcarter@cricpa.com	1	Each	8,087.50	\$8,087.50
7/1/24-6/30/25, 50% for delivery of audit reports w/ audited financials for FYE 6/30/24. Contract manager for CareerSource Florida: Josh Booth, PO Box 13179, Tallahassee, FL 32317, jbooth@careersourceflorida.com; Contract manager for Carr Riggs Ingram: Michael Carter, 2633 Centennial Blvd. Tallahassee, FL 32308, mcarter@cricpa.com	1	Each	16,175.00	\$16,175.00
7/1/24-6/30/25, FYE 6/30/24, 25% startup of fieldwork. Contract manager for CareerSource Florida: Josh Booth, PO Box 13179, Tallahassee, FL 32317, jbooth@careersourceflorida.com; Contract manager for Carr Riggs Ingram: Michael Carter, 2633 Centennial Blvd. Tallahassee, FL 32308, mcarter@cricpa.com	1	Each	8,087.50	\$8,087.50
			Subtotal	\$35,775.00
			Total	\$35,775.00

