



Start Date: 12/16/2024  
Contract End Date: 06-30-2025  
Purchase Order #: PO1465

## PURCHASE ORDER CONTRACT

Canopy Management Consulting  
Group LLC  
3512 Maclay Blvd. South  
Tallahassee, FL 32312  
Damon Steffens  
850-391-0596  
damon.steffens@cmcgfla.com

Bill To CareerSource Florida, Inc.  
PO Box 13179  
Tallahassee, FL 32317  
Send invoice to Violet Sharpe,  
Manager  
[accounts payable@careersourceflorida.com](mailto:accounts payable@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
	ACH-Bank draft	Master Credential List, 12/16/2024-6/30/2025, Requested by: Jason McCandless

Memo	Qty	UOM	Unit Price	Line Total
12/16/2024 - 6/30/2025 Director, Program Manager Contract manager for CareerSource Florida, Inc.: Quartil Robinson, 2308 Killearn Center Blvd. Suite 101, Tallahassee, Florida 32309, qrobinson@careersourceflorida.com. Contract manager for Canopy Management Consulting Group, Inc.: Brian Swords, 3512 Maclay Blvd. S. Tallahassee, Florida 32309, brian.swords@cmcgfla.com	1	Each	95,403.00	\$95,403.00
			<b>Subtotal</b>	<b>\$95,403.00</b>
			<b>Total</b>	<b>\$95,403.00</b>