

**AGREEMENT FOR SERVICES**

**NORTHWEST FLORIDA MANUFACTURERS COUNCIL**

**AND**

**SANTA ROSA COUNTY SCHOOL DISTRICT**

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## AGREEMENT FOR SERVICES

**THIS AGREEMENT FOR SERVICES** (this "*Agreement*") is entered into by and between **NORTHWEST FLORIDA MANUFACTURERS COUNCIL**, a Florida corporation not for profit (hereafter "*NWFMC*") and the **SCHOOL DISTRICT OF SANTA ROSA COUNTY** (hereafter "*the District*") and is dated as of the \_\_\_\_ day of April, 2015.

The terms of this Agreement are intended to provide the administrative framework for NWFMC and the District (each, a "*Party*" and together the "*Parties*") to cooperate in the performance of this project.

### ARTICLE 1 – STATEMENT OF WORK

Santa Rosa County School District shall provide or procure the necessary personnel and facilities to conduct the work of this Agreement. This Agreement outlines the specific responsibilities of the District as a member of the NWFL Regional Manufacturing Career Academy Task Force. The District will be entitled to have one representative on the Task Force. A description of the plan of work of the Regional Manufacturing Academy Task Force is included as Appendix A titled "Regional Manufacturing Academy Performance and Execution Plan" (hereafter "*the Plan*.") The Plan outlines a formal scope of work the NWFMC is leading to implement a regional manufacturing academy network. By entering into this Agreement, the Santa Rosa County School District is agreeing to both plan for/procure the outlined resources required to open a middle school and high school manufacturing career academy following the plan developed by the NWFL Regional Manufacturing Career Academy Task Force AND to continue to run/offer those academies at both the middle school and high school level for at least eight (8) years beginning with the 2015/2016 school year subject to the District receiving adequate annual funding. Santa Rosa County School District's milestones of actions, measurable metrics for results and program implementation budget are detailed in the "District Schedule of Deliverables and Payments" (hereafter "*the Schedule*") which is included in Article 3 of this Agreement.

The NWFL Regional Manufacturing Academy Task Force will review the Schedule quarterly with an NWFMC representative and, except as provided below with respect to budget reallocations, any modifications to the Schedule, must be approved in writing by NWFMC and the District. NWFMC's consent shall be required prior to reallocation of any of the total funds among budget categories. Reallocation of funds to purposes not described in the budget categories but consistent with the goals of this contract may be permitted with the consent of the NWFMC, which consent may be granted or withheld in the sole discretion of the NWFMC.

In the performance of professional services, the District shall use that degree of care and skill ordinarily exercised by other similar professionals in the field under similar

conditions in similar localities. The District shall have due regard for acceptable standards. The District agrees to assign professionally qualified personnel to the project and will use commercially reasonable efforts to perform the work in conformance with generally accepted professional standards. No other warranties, expressed or implied, are made.

The NWPMC will be entitled at all times to be advised, at its request, as to the status of work being done by the District and of the details thereof, provided that the NWPMC shall provide the District a reasonable time in which to provide the requested information to the NWPMC. Coordination shall be maintained by the District with representatives of the NWPMC. Either Party to this Agreement may request and be granted a conference upon reasonable notice to the other Party.

All services shall be performed in accordance with the terms of this Agreement. The NWPMC's Technical Point of Contact shall decide, on behalf of the NWPMC, all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of this Agreement or by reason of the prosecution or fulfillment of the services hereunder or by reason of the character, quality, amount or value of such services. To the extent that the District disputes the NWPMC's decision, such disputes will be resolved by a court of competent jurisdiction. However, each Party commits that in the event a dispute should arise under this Agreement, the Parties shall first endeavor to resolve their dispute by good faith negotiations between the Parties. If the Parties are unable to resolve their dispute through good faith negotiations, the Parties agree to attempt to mediate their dispute within thirty (30) days after the dispute initially arose, using a third party mediator acceptable to both Parties, prior to resorting to a court of competent jurisdiction.

## **ARTICLE 2 – PERIOD OF PERFORMANCE**

The Parties hereto intend that the work described in this Agreement shall be performed over the period commencing upon execution and extending through June 30, 2015 for the deliverables listed below and through June 30, 2022 for metrics/outcome reporting to the NWPMC.

Deliverables and ongoing metrics/outcome reports will be provided to NWPMC as specified below. NWPMC will be available for reasonable follow up consultation and assistance to the District as required regarding project deliverables at no additional cost unless amount and scope of work is modified by amendment to this Agreement.

## **ARTICLE 3 – DISTRICT SCHEDULE OF DELIVERABLES AND PAYMENTS**

This is a fixed price Agreement in the amount of \$169,500 to be applied to pay for the expenses set forth in the Plan. No services undertaken or expenses incurred by the District exceeding such amounts shall be the responsibility of the NWPMC. No funds shall be due to the District unless the funds are actually received by the NWPMC from the University of West Florida in such amount. All funds provided to the District shall be used

only to pay for the expenses set forth in the Plan.

The following deliverable items are due pursuant to the time table identified below. The numbered invoice for each report or deliverable shall be sent concurrent with the period of performance corresponding to the deliverable on the due date shown.

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| <p><b>Deliverable 1.</b></p>   | <p><b>Organization/Implementation Plan --</b> The District shall develop a detailed Organization/Implementation Plan including the following:</p> <ul style="list-style-type: none"> <li>• Identification of District representative to serve as Task Force member and coordinator to be accountable for overall project coordination, development and implementation of all project deliverables.</li> <li>• Identification of alternate representative to attend Task Force meetings in the event the identified representative is unavailable.</li> <li>• Identification of the Middle School and High School in which the manufacturing academies will open in August, 2015.</li> <li>• Timeline for work within the schools to include: <ul style="list-style-type: none"> <li>○ Education of school administration on purpose and plan for implementation of academies.</li> <li>○ Selection of instructor.</li> <li>○ Build out of lab/ classroom.</li> <li>○ Marketing plan to attract students to enroll in academies.</li> <li>○ Program Advisory Committee implementation plan.</li> </ul> </li> <li>NOTE: It is recommended that one (1) program advisory committee advise both the middle and high school manufacturing academies.</li> <li>• Sustainability Plan, to include how the program will continue to be funded/ resourced after the funding from the NWFMC expires.</li> </ul> |
| <p><b>Deliverable 1. Documentation</b><br/>(submit with invoice)</p> | <p><b>Provide Hard Copy Documentation of the Organization/Implementation Plan</b> to include:</p> <ul style="list-style-type: none"> <li>• Identification of District representative to serve as Task Force member and coordinator to be accountable for overall project coordination, development and implementation of all project deliverables.</li> <li>• Identification of alternate representative to attend Task Force meetings in the event the identified representative is unavailable.</li> <li>• Identification of the Middle School and High School in which the manufacturing academies will open in August, 2015.</li> <li>• Timeline for work within the schools to include: <ul style="list-style-type: none"> <li>○ Education of school administration on purpose and plan for implementation of academies.</li> </ul> </li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>○ Selection of instructor.</li> <li>○ Build out of lab/ classroom.</li> <li>○ Marketing plan, including copy of recruitment brochures.</li> <li>○ Program Advisory Committee intended members and implementation plan.</li> <li>● Sustainability Plan</li> </ul> |
| <b>Deliverable 1.<br/>Due Date</b>           | April 24, 2015  |
| <b>Deliverable 1.<br/>Payment<br/>Amount</b> | <u>Upon acceptance and approval of Organization/Implementation Plan</u><br><u>\$ 92,000</u>   |

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| <b>Deliverable 2:</b> | <p><b>Purchase of High School Common Lab Equipment.</b> The District shall purchase Amatrol Lab Equipment from Rod Jaeger identified as common across academies by the Task Force as follows (at least one (1) of each):</p> <ul style="list-style-type: none"> <li>● AC/DC Electrical 1 Learning System</li> <li>● Electrical Control 1 Learning System</li> <li>● Computer Control 1 Learning System</li> <li>● Portable Electric Motor Control Learning System (Regular Banana Leads)</li> <li>● Pneumatics 1 Learning System</li> <li>● Pneumatics 2 Learning System</li> <li>● Hand Tool Package – Pneumatic Systems</li> <li>● Mechanical Systems 1 Learning System</li> <li>● Mechanical Systems 2 Learning System</li> <li>● Hand Tool Package 1 - Mechanical</li> <li>● Measurement Tools 1 Learning System (Quality Assurance)</li> <li>● Machine Tools 1 Learning System</li> <li>● Manual Machine Tool Station</li> <li>● CNC Mill Raw Metal Material Kit</li> <li>● Drill Press Raw Metal Material Kit</li> <li>● AC/DC Electrical 2 Learning System</li> <li>● Print Reading 1 Learning System</li> <li>● Installation Fee</li> <li>● Mobile Technology Workstations (as needed based on existing resources – above list of equipment requires seven (7) 6-foot Tables/ Stations)</li> </ul> |
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| <b>Deliverable 2. Documentation</b><br>(submit with invoice) | The District shall provide copies of receipts of purchase for the above items. <b>These receipts will satisfy the requirements of this Deliverable.</b> |
| <b>Deliverable 2. Due Date</b>                               | June 15, 2015   |
| <b>Deliverable 2. Payment Amount</b>                         | <u>\$ 55,000</u>  |

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| <b>Deliverable 2.</b>  | <p><b>Purchase of Middle School Lab Equipment and High School Program Curriculum and Textbooks.</b> The District shall purchase equipment and textbooks identified as common across academies by the Task Force as follows:</p> <p>For Middle School Program:</p> <ul style="list-style-type: none"> <li>• Stratasys Mojo 3d Printer (including four (4) years onsite technical services, supplies, and maintenance agreement)</li> <li>• Fifteen (15) Lego Mindstorms EV3 Robot Systems</li> <li>• Hand and Power Tools</li> </ul> <p>For High School Program:</p> <ul style="list-style-type: none"> <li>• MSSC Textbooks</li> <li>• MSSC Workbooks</li> <li>• Amatrol Online Curriculum License</li> <li>• SkillACE Class Management System</li> </ul> |
| <b>Deliverable 2. Documentation</b><br>(submit with invoice) | The District shall provide copies of receipts of purchase for the above items. <b>These receipts will satisfy the requirements of this Deliverable.</b>   |
| <b>Deliverable 2. Due Date</b>                               | June 15, 2015   |
| <b>Deliverable 2. Payment Amount</b>                         | <u>\$ 7500</u>  |

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| <b>Deliverable 3.</b> | <p><b>Establishment of Program Advisory Committees, Determination of Local Manufacturing “Flavor” Resource needs, Teacher Professional Development Plan, Enrolled Student listing</b> - The District shall hold at least two (2) Manufacturing Program Advisory Meetings for the purpose of solidifying engagement of the local manufacturing industry in the implementation of the academies and in</p> |
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|  | determination of additional lab equipment/curriculum to add to the common model to better expose/prepare students to/for the specifics of the local manufacturing industry. The District shall also ensure the selected instructor has committed to participation in the regional professional development opportunities that will be provided by the NWFMC in Summer, 2015, to ensure adequate preparation for instruction in the academies.   |
| <b>Deliverable 3. Documentation</b><br>(submit with invoice) | <p>The District shall provide:</p> <ul style="list-style-type: none"> <li>• agendas and minutes from the Manufacturing Program Advisory Committee meetings, including the list of those who attended and the organization they represent</li> <li>• a description of the curriculum resources/curriculum enhancements that will be procured to add the local manufacturing “flavor” to the program</li> <li>• a written commitment by the selected instructor to participate in the summer Professional Development provided by the NWFMC AND a written commitment by school or district administration that middle school and high school instructors will continue to participate in summer professional development opportunities in 2016, 2017, 2018, and beyond as provided</li> <li>• a listing of students enrolled for both the middle school and high school academies for August, 2015</li> </ul> |
| <b>Deliverable 3. Due Date</b>                               | June 30, 2015   |
| <b>Deliverable 3. Payment Amount</b>                         | <u>\$ 7500</u>  |

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| <b>Deliverable 4.</b>                               | <b>Preparation of Labs/Classroom for Program Opening in August 2015</b> – The District shall ensure the middle school and high school manufacturing academy classroom and labs are made to have the “look and feel” of the local manufacturing industry. The classrooms/labs should include items donated by local manufacturing industry and the NWFMC (this could include signage, equipment, banners, safety posters, etc.) |
| <b>Deliverable 4. Documentation</b><br>(submit with | The District shall provide a written report describing enhancements made to the middle school and high school classrooms and labs, photos of these classrooms and labs, and a description of   |



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| invoice)                                     | enhancements that are planned to be made within the first year of operation of the program. This report must include items provided by area industry and the NWFMC. |
| <b>Deliverable 4.<br/>Due Date</b>           | June 30, 2015   |
| <b>Deliverable 4.<br/>Payment<br/>Amount</b> | <u>\$ 7500</u>  |

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| <b>Deliverable 5.</b>   | <b>Ongoing Metrics/Outcomes</b> – The District will continue to report metrics/outcomes from the academies to the NWFMC as described below.  |
| <b>Deliverable 5.<br/>Documentation</b><br>(submit with<br>invoice) | <p>The District shall provide a written report containing the following metrics/outcomes for the 2015/2016; 2016/2017; 2017/2018; 2018/2019, 2019/2020; 2020/2021; 2021/2022 school years:</p> <ul style="list-style-type: none"> <li>• <b>September 30:</b> <ul style="list-style-type: none"> <li>○ Status report on teacher attendance at summer professional development workshops for NWFL Manufacturing Teachers Network</li> <li>○ # of students enrolled in each program, including demographics of students</li> <li>○ Updated list of Program Advisory Council member companies/individuals</li> </ul> </li> <li>• <b>December 30:</b> <ul style="list-style-type: none"> <li>○ Update on student enrollment numbers</li> <li>○ Status of any certification tests attempted and results</li> <li>○ Report on industry engagement in program</li> <li>○ Status update on program student recruitment efforts</li> </ul> </li> <li>• <b>June 30:</b> <ul style="list-style-type: none"> <li>○ Update on student enrollment numbers</li> <li>○ Report of all certification tests attempted and results including # of certifications earned</li> <li>○ # of students to complete the program</li> <li>○ Industry engagement in program</li> <li>○ Updated list of Program Advisory Council member companies/individuals</li> <li>○ Status of any summer programming planned for program or students in the program</li> </ul> </li> </ul> |
| <b>Deliverable 5.</b>   | Multiple, as detailed above.   |

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| <b>Due Date</b>                      |   |
| <b>Deliverable 5. Payment Amount</b> | N/A Note: While there are no payments associated with this Deliverable, by entering into this Agreement, the District confirms they will continue to provide to the NWFMC this data for regional reporting purposes and program monitoring. |

Numbered invoices from the District shall be sent to NWFMC in accordance with the schedule set forth above. The invoices shall contain sufficient detail to enable the NWFMC to review and approve for payment, and shall be accompanied by a written progress report showing amount of work performed to date. Payments to the District will be delivered in installments as outlined above following receipt of proper invoice. Payment will be made to the address of the Financial Representative in Appendix B, List of Contact Representatives.

The NWFMC reserves the right to temporarily withhold the payment to the District if the work effort by the District is substantially delayed (unless the delay is caused by the NWFMC), or if documentation of the work effort is unsatisfactory in the NWFMC's determination. In such event, the NWFMC may withhold all, or a portion of the payment. The NWFMC will release withheld payments to the District when the terms listed above are satisfied. The Parties agree that the dispute resolution procedures set forth in Article 1 of this Agreement shall apply to the determinations to be made under this paragraph in the event of disagreement.

Notwithstanding anything to the contrary herein or in the Plan, the NWFMC's obligation to pay fees under this Agreement is contingent upon receipt from the University of West Florida of funds sufficient to make such payment. In the event of non-availability of funds, the NWFMC shall give notice to the District when the NWFMC has knowledge thereof. The District is entitled to payment for only those services performed prior to the date notice is received and shall have no obligation to perform services thereafter unless the Parties agree otherwise. The determination of whether funds are available shall be made in the sole discretion of the NWFMC.

#### **ARTICLE 4 – ADMINISTRATIVE CONSIDERATION**

The practices and policies of the District concerning all financial expenditures shall meet all applicable local, state and federal regulations.

#### **ARTICLE 5 – ADMINISTRATIVE PERSONNEL**

Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Agreement should be directed to the appropriate Party's Technical Point of Contact, as shown in Appendix B. Any such changes made to this Agreement require the written approval of each Party's Contractual Point of Contact, as shown in Appendix B.

## **ARTICLE 6 – TERMINATION**

The *NWFMC* may terminate this Agreement in whole or in part for any of the following reasons:

- A. If the *NWFMC* determines that District is not complying with the terms of this Agreement, the *NWFMC* may notify District of the deficiency with the requirement that the deficiency be corrected within a specified time, which time shall not be less than twenty (20) days nor more than forty (40) days. Otherwise the Agreement will be terminated at the end of such time.
- B. If the District is placed in either voluntary or involuntary bankruptcy or if an assignment be made for the benefit of creditors.

If this Agreement is terminated before performance is completed, the District shall be paid for all services satisfactorily performed prior to the date of termination, and for non-cancellable obligations incurred prior to the date of termination, but only from the sources herein identified. Payment is to be on the basis of substantiated costs.

## **ARTICLE 7 – MODIFICATIONS**

Modifications to this Agreement may be made only in writing by authorized signatories of both Parties.

## **ARTICLE 8 – CONFLICT OF INTEREST**

Acceptance of this agreement constitutes the assurance of the District that it has an internal conflict of interest policy. The District shall notify *NWFMC* of all changes of employment of key personnel upon learning of such change. Additionally, the District shall, upon learning such information, disclose to *NWFMC* if any key project personnel are employed or have an interest in or hold office in any other entity which might constitute a conflict of interest with this project.

## **ARTICLE 9 – DOCUMENT RETENTION**

The District will keep and maintain complete and accurate copies of all papers, correspondence, financial data and other records directly pertaining to the District's provision of services under this Agreement (the "Project Records") and make the same available to the NWFMC upon request. The District's obligation to retain Project Records will continue for a period of five (5) years from the date of final payment or until all litigations, claims, or audit findings involving the records, if any, have been resolved (the "Retention Period"). No confidential student or educational records will be provided.

Following the expiration of the Retention Period, the District will transfer to NWFMC, at no cost, copies of all Project Records in possession of the District. All records stored electronically must be provided to NWFMC in a format that is compatible with the information technology systems of NWFMC.

The failure of the District to comply with the provisions set forth in this Article shall constitute a default and breach of this Agreement and NWFMC shall enforce the default in accordance with the provisions set forth herein.

## **ARTICLE 10 – RELATIONSHIP OF THE PARTIES**

The District's relationship to the NWFMC shall be that of independent contractor, and the NWFMC shall have no responsibility for the safety or acts of the District's employees. The District and its employees will not be considered or permitted to be agents, servants, joint venturers, or partners of the NWFMC. The District will remain responsible for payroll taxes and workers' compensation insurance as required by law.

## **ARTICLE 11 - LIABILITY**

To the extent permitted by law, the District shall indemnify and hold harmless the NWFMC and its officers, agents, employees and volunteers, from liabilities, damages, losses and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the District or other persons employed or utilized by the District in the performance of this Agreement. Said indemnification by the District shall, however, be limited in accordance with the statutes and constitution of the State of Florida insofar as the same pertains to sovereign immunity. The School Board does not agree to indemnify under this paragraph to the extent the School Board has Sovereign Immunity.

Prior to commencing work, the District shall procure and maintain at the District's own cost and expense for the duration of this Agreement such insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the District and its agents, representatives, employees or subconsultants in such amounts as customarily obtained by

persons engaged in work similar to the work contemplated by this Agreement but in any event in amounts sufficient to enable the District to carry out the obligations described in the preceding paragraph.

## **ARTICLE 12 – COMPLIANCE WITH APPLICABLE LAW**

The District shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.

NWFMC warrants that the District has not employed or retained any company or person, other than a bona fide employee working solely for the District, to solicit or secure this Agreement, and that the District has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. It is understood and agreed that the term "fee" shall also include brokerage fee, however denoted. For the breach or violation of this paragraph, the NWFMC shall have the right to terminate this Agreement without liability, and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

The District covenants and agrees that it and its employees will comply with any applicable standards of conduct provided in Chapter 112, Florida Statutes, as they relate to the work performed under this Agreement. These statutes will by reference be made a part of this Agreement as though set forth in full.

## **ARTICLE 13 – HEADINGS**

Headings and subtitles used throughout this Agreement are for the purpose of convenience only, and no heading or subtitle shall modify or be used to interpret the text of any sections.

## **ARTICLE 14 – SURVIVAL**

All provisions which, by their inherent character, sense, and context are intended to survive termination of this Agreement, shall survive the termination of this Agreement.

## ARTICLE 15 – GENERAL

Reference herein to statutes or regulations shall include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation referred to. Words not otherwise defined that have well-known technical or industry meanings, are used in accordance with such recognized meanings. References to persons include the persons or entities succeeding to their respective functions and capacities. References to this Agreement shall include Appendix A, the Plan, and any amendments thereto.

The terms of this Agreement shall supersede all previous correspondence, documents, or materials related to this project. There are no understandings or agreements except as herein expressly stated

The Parties understand and acknowledge that in performing this Agreement, a Party may gain access to information, technology or items that are export-controlled by the United States. Without limitation, each Party agrees that it shall comply with all such applicable export laws and regulations.

This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances by the Parties without the prior written consent of the other Party.

If a Party discovers any material discrepancy, deficiency, ambiguity, error, or omission in this Agreement, or is otherwise in doubt as to the meaning of any provision of the Agreement, it shall immediately notify the other and request clarification or the interpretation of such provisions.

This Agreement shall not be more strictly construed against either Party hereto by reason of the fact that one Party may have drafted or prepared any or all of the terms and provisions hereof.

This Agreement is governed according to the laws of the State of Florida and the Parties stipulate that venue for any action or proceeding relating to the subject matter of this Agreement shall be in the state courts of Escambia County, Florida. In the event that any legal action is filed by the District in any other venue, the District hereby consents to the transfer of venue to Escambia County upon the NWFMC filing a motion requesting the same.

All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

No modification to the terms of this Agreement shall be valid unless made in writing and signed by authorized representatives of the Parties.

## **ARTICLE 16 – SEVERABILITY**

The invalidity or non-enforceability of any portion or provision of this Agreement shall not affect the validity or enforceability of any other portion or provision. Any invalid or unenforceable portion or provision shall be deemed severed from this Agreement and the balance hereof shall be construed and enforced as if this Agreement did not contain such invalid or unenforceable portion or provision.

## **ARTICLE 17 – FURTHER DOCUMENTS**

The Parties shall execute and deliver all documents and perform further actions that may be reasonably necessary to effectuate the provisions of this Agreement.

## **ARTICLE 18 – NO WAIVER**

The failure of a Party to insist upon the strict performance of the terms and conditions hereof shall not constitute or be construed as a waiver or relinquishment of any other provision or of either Party's right to thereafter enforce the same in accordance with this Agreement.

## **ARTICLE 19 – ENTIRE AGREEMENT**

This Agreement consists of the following parts:

1. Articles 1-19
2. Appendix A: Regional Manufacturing Academy Performance and Execution Plan
3. Appendix B: Contact Information

This Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof. Any other agreement, written or oral, is hereby superseded.

**IN WITNESS WHEREOF**, the District and the NWFMC, in pursuance of due and legal action, have executed these presents causing by their duly authorized officers or representatives, the day and year first written below.

**NORTHWEST FLORIDA  
MANUFACTURERS COUNCIL**

**THE SANTA ROSA COUNTY  
SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **APPENDIX A: REGIONAL MANUFACTURING ACADEMY PERFORMANCE AND EXECUTION PLAN**

### **Executive Summary:**

Manufacturing is a key driver in the 12-county Northwest Florida economy and is growing in strength. As a target industry for regional economic development organizations, manufacturing contributed \$2.6B in total 2013 GDP and 14,518 direct jobs across the Northwest Florida region. This industry generates \$985 million in total earnings, equating to \$67,872 in earnings for each worker employed in the industry. The manufacturing industry also adds an additional 17,062 jobs indirectly to the regional economy. ***Manufacturing has the highest economic impact (as measured by earnings) in the region per job generated than any other industry super cluster.*** And better yet, manufacturing is projected to grow more rapidly in Northwest Florida than in any other region in the state. But the ability of this valuable industry to reach its economic growth potential is hampered by the lack of available skilled technician talent in the region. The Northwest Florida Manufacturers Council (NWFMC), formally organized in July 2013 from the Northwest Florida Skilled Technician Task Force efforts, is laser focused on talent development to support this growing industry that is critical to the regional economy. Central to the Council's talent development strategy is the implementation of a network of middle and high school manufacturing academies through the Northwest Florida Regional Manufacturing Academy Model. This network of regional academies that provides students with national manufacturing industry certifications is critical to support our region's long-term manufacturing recruitment. This model leverages existing state investments in the development of the CAPE Academy model and includes:

- Implementation of middle school and high school manufacturing academies throughout the region and development of regional resources to support these academies;
- Partnership with technical centers, state colleges, and universities in the region to provide a pathway to post-secondary education; and
- Significant manufacturing industry engagement coordinated through the NWFMC. Manufacturing industry members will provide materials/equipment for labs, instructional support, facility tours, teacher externships, and ultimately student internships/apprenticeships/ hiring of graduates.

### **Return on Investment:**

After the initial investment to get the programs running, the districts and the NWFMC will assume ongoing costs through district workforce education funding, CAPE bonus funding, and industry investment. Once fully implemented, this network of academies will provide the following ROI:

- Annual graduation of 100 students with the MSSC CPT certification who are ready for both entry-level manufacturing careers and advanced placement in relevant post-secondary degree programs

- Fifteen (15) hours of college credit per graduate toward the A.S./A.A.S. Engineering Technology Degree anywhere in the state, saving an estimated \$1867 per student in college costs
- Annual graduation of 100 students with the NCCER CORE certification who are ready for both entry-level manufacturing careers and advanced placement in relevant post-secondary certificate and degree programs

**Northwest Florida Manufacturing Academy Task Force:** This Task Force will be set up through the NWFMC, with leadership from both UWF and the NWFMC Education & Training Committee. This Task Force will be comprised of:

- A representative from Escambia, Santa Rosa, Okaloosa, Walton, Bay, Franklin, Gulf, Jackson, Calhoun, Holmes, Washington, and Liberty County School Districts;
- A representative from Pensacola State College, Northwest Florida State College, Gulf Coast State College, and Chipola College;
- A representative from Career Source Florida, Career Source Okaloosa/Walton, Career Source Gulf Coast, and Career Source Chipola;
- A University of West Florida Point of Contact and support; and
- A Northwest Florida Manufacturers Council Point of Contact and support.

Sets of academies will be implemented in each of the following districts/regions to match concentrations of manufacturing establishments/employee base: Escambia, Bay/Franklin/Gulf, Okaloosa, Santa Rosa, Walton, and Jackson/Calhoun/Holmes/Washington/Liberty. Note: Each sub-region will implement programming in a way that best meets that sub-region's needs.

| County             | Number of Manufacturing Establishments | Number of Manufacturing Employees |
|--------------------|--|-----------------------------------|
| Escambia           | 231                                    | 5,214                             |
| Bay                | 149                                    | 3,511                             |
| Okaloosa           | 148                                    | 3,333                             |
| Santa Rosa         | 90                                     | 677                               |
| Walton             | 49                                     | 385                               |
| Jackson            | 25                                     | 564                               |
| Holmes             | 14                                     | 113                               |
| Washington         | 10                                     | *                                 |
| Gulf               | 8                                      | 39                                |
| Calhoun            | 7                                      | *                                 |
| Liberty            | 6                                      | 284                               |
| Franklin           | 6                                      | 127                               |
| <b>Grand Total</b> | <b>743</b>                             | <b>14,571</b>                     |

The Task Force will be the organizing entity for the planning and implementation of the Regional Manufacturing Career Academy Network. To serve this purpose, the Task Force will plan regionally with all partners for the successful implementation of the Academy Network and will engage in the following actions as depicted on the Manufacturing Academy Task Force Timeline (see attached).

**Actions:**

- **June 2014:** Solicit participation of all stakeholders and hold Task Force Kick-off Meeting.
- **July 2014:** Districts hold internal district discussions and make determination on participation. Develop and hold initial meeting of Rural Sub-Committee with representatives from Washington, Holmes, Jackson, Calhoun and Liberty County School Districts, Chipola College, and CareerSource Chipola.
- **August 2014:** Task Force Meeting to finalize a timeline for work, and begin discussions about staffing, student recruitment, curriculum, and lab requirements.
- **September 2014:** Districts identify school locations for program implementation when possible. Academy recruitment brochure template to be finalized and shared and Task Force to meet with NWFMC Board members at NWFMC General Membership Meeting. Update on Task Force to be shared at NWFMC membership meeting. Rural Sub-Committee to identify curriculum model for those 5 counties and gain feedback from area manufacturers on model.
- **October 2014:** Task Force to participate in National Manufacturing Month activities and to tour Northview High School Automation & Production Technology Academy.
- **November 2014:** Task Force to select curriculum and lab resources for middle school and high school program. Draft budget to be developed and presented with curriculum/lab model selections to NWFMC Board for approval. Districts begin student recruitment into programs.
- **December 2014:** Task Force to participate in MAF Florida Manufacturing Summit as SanDestin and to provide input on Manufacturing Career Academy Performance and Execution Plan, which will be approved by NWFMC Board and *shared with UWF per the contract by EOY 2014 along with Invoice #1*. Draft performance-based sub-contract template to be shared with districts for input. Districts to identify budget components that they will not need for specified items and what they will re-direct those funds to. Continued program recruitment.
- **January 2015:** *Approval of Career Academy and Execution Plan by UWF*. Textbook/lab equipment purchases finalized. Performance-based sub-contracts approved at the

district level as appropriate. Districts work with selected vendors to place curriculum resource and lab equipment orders. Regional resources are procured. Continued program recruitment. *First Interim Status Report provided to UWF along with Invoice #2.*

- **February - March 2015:** Summer professional development activities for instructors to be planned/scheduled. Career pathways are built for students from middle school through high school, technical centers, state colleges, and universities into manufacturing careers. Continued program recruitment.
- **April – May 2015:** Curriculum and lab resources are received. Work with NWFMC Education & Training Committee to identify manufacturing-related summer camp outreach opportunities. Continued program recruitment. Area manufacturers are engaged in planning for opening/implementation of academies. *Second Interim Status Report provided to UWF by April 15 along with Invoice #3.*
- **June – August 2015:** Course pacing guides/lesson plans are developed, to include desired industry engagement and use of multiple curriculum resources. Professional Development for all instructors is held (creation of the NWFL Manufacturing Teachers Network). Classrooms/labs are built out for programs. Districts encourage student participation in manufacturing-related summer camps. *Third Interim Status Report provided to UWF by August 1.*
- **August 2015:** Manufacturing Academies open. Districts begin reporting outcomes to NWFMC through Task Force.
- **September 2015 – May 2016:** NWFMC and area manufacturers engage in programs. Students and instructors engage in national Manufacturing Month activities. Districts continue to report outcomes to NWFMC through the Task Force. Program recruitment continues. Plan for Summer 2016 Professional Development. *Final Status Report provided to UWF by February 1.*
- **June 2016:** Districts report Year 1 outcomes to NWFMC through Task Force.
- **Ongoing:** Program recruitment and enrollment continues. Professional Development for NWFL Manufacturing Teachers Network continues each summer. Manufacturer engagement continues. Districts continue to report outcomes to NWFMC through Task Force. Task Force continues to meet on an as needed basis. Competition opportunities for students are built into the regional model as programs gain maturity.

**Budget:** Following is the budget for implementation of the regional academy model:

***Regional Resource Budget Items - \$260,990***

- Professional Development for Instructors
- SolidWorks Regional License

- MTS Regional License
- Development of additional instructional resources (pacing guides, powerpoints, etc.)
- Creation of promotional videos
- Career awareness event funding

***District Purchases for Escambia, Santa Rosa, Okaloosa, Walton, and Bay Counties - \$169,486 each***

- Lab equipment/ materials purchases for middle school programs (Stratasys Mojo 3D Printers, Lego Mindstorm EV3 Robots, and hand and power tools)
- Lab equipment/materials for high school program (Amitrol equipment plus local manufacturing “flavor” components)
- Textbooks, workbooks, student certification registration and test fees

***District Purchases for Washington, Holmes, Jackson, Calhoun, and Liberty Counties - \$58,316 each***

- Lab equipment/ materials purchases for middle school programs (Stratasys Mojo 3D Printers)
- Lab equipment/materials for high school program
- NCCER CORE Textbooks and student test fees
- OSHA-10 Course Fees (includes certification cost)
- Field Trip fees
- Scholarships for students who complete CORE who advance into post-secondary manufacturing-related education programs at Tech Center or Chipola

*NOTE: If any district does not need to purchase all lab equipment/materials, specifics of how those funds would be spent would be determined on an individual basis to ensure funds are spent to grow the program in the best way for that district.*

***Regional Reserve Budget: \$100,000*** – held for unforeseen expenses or to fund the following in the future:

- Additional scholarship funds for entire region
- Regional competitions
- Teacher supplements

## ***APPENDIX B: CONTACT INFORMATION***

| NWFMC Contacts               |  | District Contacts            |  |
|------------------------------|--|------------------------------|--|
| Contractual Point of Contact |  | Contractual Point of Contact |  |
| Name:                        | Greg Britton   | Name:                        |  |
| Title:                       | Chair, Northwest Florida Manufacturers Council                         | Title:                       |  |
| Address:                     | 43 Jet Drive NW  | Address:                     |  |
| City ST Zip                  | Ft Walton Bch, FL 32548  | City ST Zip                  |  |
| Phone:                       | 850-244-9095   | Phone:                       |  |
| Fax:                         |  | Fax:                         |  |
| E-mail:                      | <a href="mailto:gbritton@fwmachining.com">gbritton@fwmachining.com</a> | E-mail:                      |  |
| Technical Point of Contact   |  | Technical Point of Contact   |  |
| Name:                        | Jennifer Grove   | Name:                        |  |
| Title:                       | Task Force Chair   | Title:                       |  |
| Address:                     | One Energy Place   | Address:                     |  |
| City ST Zip                  | Pensacola, FL 32520  | City ST Zip                  |  |
| Phone:                       | 850-444-6381   | Phone:                       |  |
| Fax:                         |  | Fax:                         |  |
| E-mail:                      | <a href="mailto:JLGrove@nwfmnc.org">JLGrove@nwfmnc.org</a>             | E-mail:                      |  |
| Financial Point of Contact   |  | Financial Point of Contact   |  |
| Name:                        | Joe Tannehill  | Name:                        |  |
| Title:                       | Treasurer, Northwest Florida Manufacturers Council                     | Title:                       |  |
| Address:                     | 10 Arthur Drive  | Address:                     |  |
| City ST Zip                  | Lynn Haven, FL 32444   | City ST Zip                  |  |
| Phone:                       | 850-814-0902   | Phone:                       |  |
| Fax:                         |  | Fax:                         |  |
| E-mail:                      | <a href="mailto:joet@merrick-inc.com">joet@merrick-inc.com</a>         | E-mail:                      |  |
| Authorized Official          |  | Authorized Official          |  |
| Name:                        | Cindy W. Anderson  | Name:                        |  |
| Title:                       | Executive Director, Northwest Florida Manufacturers Council            | Title:                       |  |
| Address:                     | P.O. Box 486   | Address:                     |  |
| City ST Zip                  | Pensacola, FL 32591  | City ST Zip                  |  |
| Phone:                       | 850-791-0164   | Phone:                       |  |
| Fax:                         |  | Fax:                         |  |
| E-mail:                      | <a href="mailto:cindy@nwfmnc.org">cindy@nwfmnc.org</a>                 | E-mail:                      |  |