EXHIBIT A – SPECIAL PROVISIONS

The following provisions supplement or modify the provisions of Items 1 through 11 of the Standard Contract, as provided herein:

A.1. ENGAGEMENT, TERM AND CONTRACT DOCUMENT

A.1.1. Section 1.6.1.3. supplement: The following definitions also apply to this Contract:

1.6.1.3.1. Program or Service Specific Terms

1.6.1.3.1.1. Section §402.302, Florida Statutes (F.S.): definitions referenced in this Section.

1.6.1.3.1.2. Child Care Resource and Information Network (CCRAIN) - The Department's policy system, which includes, but is not limited to, child care regulations, desk reference guides, management letters, and legal opinions for child care regulators.

1.6.1.3.1.3. Child Care Test Management System Database - A database system that contains the Competency Exam questions, exams and statistics related to competency exams.

1.6.1.3.1.4. Child Care Training Application (CCTA) - An automated, web-enabled database system which is used to deliver competency exams and child care training modules throughout the State.

1.6.1.3.1.5. Child Care Training Application (CCTA) API Communication - Provider ensures seamless communication between the CCTA system and a course delivery and progress monitoring system. The primary function of this service includes verifying a registered user's access to the course delivery system upon request from the registration system and recording completion data to the transcript system when a student successfully completes a course. Provider must maintain databases and web applications to communicate with the API endpoints.

1.6.1.3.1.6. Competency Exam - A test offered by the Department that allows individuals to be exempted from Training Courses or to establish that they have successfully completed the course in which they have enrolled as evidenced by passage with a score of seventy (70) or higher.

1.6.1.3.1.7. Continuing Education Unit (CEU) - A standard unit of measure of coursework used for training and credential purposes. The Department will accept CEUs from educational institutions accredited and recognized by the U.S. Department of Education, or nationally affiliated state professional organizations.

1.6.1.3.1.8. Incident Management and Response - All incidents reported to the Provider shall be classified into the priority levels based on impact and urgency. Priority 1 (Critical): Major outages or incidents severely impacting multiple users or critical business operations. Priority 2 (High): Significant issues affecting multiple users or core functions with moderate business impact. Priority 3 (Medium): Issues with limited impact on business processes or affecting individual users. Priority 4 (Low): Minor issues or requests that do not significantly affect business operations. Initial response time for Priority 1 and Priority 2 shall be within 15-30 minutes and resolution time within 1 business day. Initial response time for Priority 3 and Priority 4 shall be within the same business day and resolution time within 2-3 business days.

1.6.1.3.1.9. Instructor-Led Course - A Training Course delivered by an instructor to participating students either virtually or in a classroom.

1.6.1.3.1.10. Office of Licensing - The office within the Department that is statutorily responsible for the administration of child care licensing, registration, regulation and training of Florida licensed and registered child care providers.

1.6.1.3.1.11. Online Course - A Training Course delivered through the internet allowing students to complete training at their own pace and convenience.

1.6.1.3.1.12. Project Manager - An individual who manages the services provided by the Provider within this contract.

1.6.1.3.1.13. Project Plan - An implementation plan for all contract activities, which is developed by the Provider and approved by the Department. The Project Plan outlines the specific terms of contract tasks, including completion dates, for each contract year.

1.6.1.3.1.14. Training Curriculum - Any Department-approved instructional module related to protecting the health, safety, and well-being of children in child care settings complying with sections 402.305(2)(d), 402.313(4), 402.313(1)(3), and 20.19 F.S.

1.6.1.3.1.15. User Acceptance Test (UAT) - A type of formative evaluation in which a small group, typically eight (8) to ten (10) people from the intended user group, are brought together to test a newly developed project and provide feedback.

A.2. STATEMENT OF WORK

A.2.1. There are no additional provisions to this section of the Standard Contract.

A.3. PAYMENT, INVOICE AND RELATED TERMS

A.3.1. There are no additional provisions to this section of the Standard Contract.

A.4. GENERAL TERMS AND CONDITIONS

A.4.1. There are no additional provisions to this section of the Standard Contract.

A.5. RECORDS, AUDITS AND DATA SECURITY

A.5.1. There are no additional provisions to this section of the Standard Contract.

A.6. INSPECTIONS, PENALTIES, AND TERMINATION

A.6.1. There are no additional provisions to this section of the Standard Contract.

A.7. OTHER TERMS

A.7.1. There are no additional provisions to this section of the Standard Contract.

A.8. FEDERAL FUNDS APPLICABILITY

A.8.1. There are no additional provisions to this section of the Standard Contract.

A.9. CLIENT SERVICES APPLICABILITY

A.9.1. There are no additional provisions to this section of the Standard Contract.

A.10. PROPERTY

A.10.1. There are no additional provisions to this section of the Standard Contract.

A.11. AMENDMENT IMPACT

A.11.1. There are no additional provisions to this section of the Standard Contract.

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EXHIBIT B – SCOPE OF WORK

B.1. SCOPE OF SERVICE

The Provider shall be responsible for developing, maintaining and enhancing the Department-sponsored Child Care Training Curriculum modules, corresponding Competency Exams, and systems and processes specified for the Florida Department of Children and Families (Department) Office of Licensing, Child Care, as defined in **herein.**

B.2. MAJOR CONTRACT GOALS

The major goals of this Contract are:

B.2.1. Design and implement comprehensive Child Care Training Curriculum and Competency Exams to equip providers with knowledge and skills necessary to create a safe, healthy, nurturing, and *interactive* environment for every child in child care pursuant to §402.305(2), F.S.;

B.2.2. Align with the spirit of the Child Care and Development Block Grant (CCDBG) by supporting state licensing compliance and quality standards in child care settings;

B.2.3. Ensure all training content is developed, updated, and maintained in strict accordance with the latest recommendations and guidelines provided by the Department;

B.2.4. Support the Office of Licensing's training and education initiatives by developing high quality training for child care providers that are tailored to the specific needs and standards for the early childhood education field; and,

B.2.5. Continuously support and maintain systems and processes to adapt and align with evolving business needs and requirements.

B.3. SERVICE AREA/LOCATIONS/TIMES

B.3.1. The Provider's administrative offices are located at the address specified in **Section 1.3.**

B.3.2. The Provider shall notify the Contract Manager, in writing within 30 calendar days in advance of any changes in the mailing address, telephone number, electronic mail address, or facsimile number that affects the Department's ability to contact the Provider.

B.3.3. The Provider's staff shall be available for consultation with Department staff during a normal workday, primarily consisting of 8:00 a.m. to 5:00 p.m. Eastern Time, Monday through Friday, excluding holidays observed by the State of Florida.

B.4. CLIENTS TO BE SERVED

No clients will be directly served by this Contract.

B.5. CLIENT ELIGIBILITY

No clients will be directly served by this Contract.

B.6. CLIENT DETERMINATION

No clients will be directly served by this Contract.

B.7. EQUIPMENT

The Provider shall provide all equipment necessary to carry out the terms and conditions of this Contract.

B.8. CONTRACT LIMITS

The Provider recognizes and agrees that any and all work that it performs, other than the deliverables and tasks described in the Contract to which compensation is prescribed, unless described in a formal contract amendment, shall be gratuitous and not subject to charge by the Provider or compensation by the Department.

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EXHIBIT C – TASK LIST

The Provider shall perform all functions necessary for the proper delivery of services including, but not limited to, the following:

C.1. SERVICE TASKS

C.1.1. Project Planning and Ongoing Communication

The Provider shall develop a comprehensive Project Plan, including the timeline, for the implementation of Child Care Training Curriculum and Competency Exams services. The specific terms of the Tasks outlined within this section for implementation will be clearly documented by the Provider in the Project Plan.

C.1.1.1. The Provider shall submit a proposed Project Plan to the Department's Contract Manager within two (2) weeks of the Contract effective date.

C.1.1.2. The Provider shall schedule, organize, and conduct one initial meeting with the Department for the purpose of reviewing the Project Plan with Office of Licensing, Child Care staff within three weeks of the Contract effective date. The Provider shall lead a discussion of the overall plans for the Project, including a review of the Department's Office of Licensing, Child Care, organizational structure, policy, and overarching goals to ensure the Provider is working with the correct information and understands the direction of the Department for this project. The Provider shall make changes to the Project Plan based on input from the Department at this meeting. The revised Project Plan must be submitted to the Department's Contract Manager no later than one week from the date of the initial meeting.

C.1.1.3. The Department has final approval of all items in the Project Plan. The Project Plan may be updated by the Provider at any time with written approval of the Department Contract Manager. The Project Plan, and all updates approved by the Department, is hereby incorporated by reference into the Contract. At a minimum, the Project Plan shall include:

C.1.1.3.1. All contract tasks scheduled for completion during the applicable project period;

C.1.1.3.2. Milestone dates for each task;

C.1.1.3.3. Anticipated deliverables;

C.1.1.3.4. Department review and approval points;

C.1.1.3.5. Responsible Provider staff or functional teams; and

C.1.1.3.6. Anticipated completion dates for all deliverables identified in the Project Plan.

C.1.1.4. The Provider shall conduct ongoing communication with the Office of Licensing, Child Care staff for Project updates, including, but not limited to, quarterly virtual status meetings to discuss progress of the Project and any difficulties that may impede progress. The date and time for quarterly status meetings, and any other meetings as needed, shall be scheduled by the Provider at dates and times agreed to by the Department.

C.1.1.5. The Provider shall provide Quarterly Reports to the Department's Contract Manager at least one week prior to each quarterly status meeting with the Department. The Provider must receive approval of the Quarterly Report from the Department's Contract Manager prior to the submission of the quarterly invoice. Quarterly Reports must include:

C.1.1.5.1. A cumulative narrative summary of the Provider's activities during the previous quarter of the State Fiscal Year (SFY).

C.1.1.5.2. A summary of the accomplishments for each of the Service Tasks contained herein.

C.1.1.5.3. Quantitative and qualitative evidence that task activities identified herein have been performed during each quarter of the SFY in compliance with the schedule and terms of the approved Project Plan for this Contract.

C.1.1.5.3.1. Documentation regarding Technical Support should, at a minimum contain, the following details to ensure accountability and transparency in addressing support requests and maintaining system performance:

C.1.1.5.3.1.1. System Performance and Security: Confirmation that system functionality, performance and security are maintained at a minimum operational level of 97%.

C.1.1.5.3.1.2. Request Metrics: The total number of support requests received via the toll-free technical support line and email from course participants.

C.1.1.5.3.1.3. Response Percentage: The percentage of toll-free technical support calls and emails from course participants that received responses.

C.1.1.5.3.1.4. Incident Management and Response Status Reporting: Details on the status of new or ongoing maintenance and support incidents, including the following:

C.1.1.5.3.1.4.1. Date Identified: The date the issue was first reported.

C.1.1.5.3.1.4.2. Reporter: The individual or entity that reported the issue.

C.1.1.5.3.1.4.3. Anticipated Resolution Date: The projected date for resolving the issue.

C.1.1.5.3.1.4.4. Actual Resolution Date: The date the issue was fully resolved

C.1.1.5.3.1.4.5. Incident Criticality: Categorization of the incident as Critical, High, Medium, or Low.

C.1.1.5.3.1.4.6. Incident Response Manager: The individual responsible for managing the resolution of the incident.

C.1.1.5.3.1.4.7. Scope of Issue: A brief description of the problem, including and affected systems or courses.

C.1.1.5.3.1.4.8. Resolution Plan: A detailed account of the tasks required or completed to address and resolve the issue.

C.1.2. Course and Exam Development and Maintenance

The Provider shall develop, update, and maintain the Department-sponsored Child Care Training Curriculum modules, Competency Exams, systems, and processes. Course and exam development shall be consistent with statute and policy. The Provider shall deliver Training Curriculum and Competency Exams to the Department's hosted servers via a file transfer program. All databases and web applications maintained by the Provider as part of this Contract must be hosted on the Department's servers.

C.1.2.1. The Provider shall create new Online Courses for topics specified by the Department, as documented in the approved Project Plan. The Provider shall:

C.1.2.1.1. Conduct stakeholder feedback sessions to garner input related to the course being created;

C.1.2.1.1.1. Stakeholder feedback sessions shall include Department staff, child care providers, and other personnel as selected by the Department.

C.1.2.1.1.2. Provider shall determine the feedback session structure, including questions used, and method of data collection. The Provider shall submit plans for the feedback sessions to the Department for approval prior to conducting the first session.

C.1.2.1.1.3. Provider shall provide a report to the Department which summarizes the information gained from stakeholder feedback sessions and provides recommendations for the development of the course being created based on stakeholder feedback.

C.1.2.1.2. Develop course goals, objectives, and outline for course based on specified topic;

C.1.2.1.3. Create course content aligned with course goals, objectives, and outline using current and up-to-date resources which are approved by the Department prior to distribution of the course. The course content should be engaging and enjoyable, incorporating interactive and innovative teaching methods to enhance the learning experience;

C.1.2.1.4. Create course related study guide, participant guide, audio transcript and other supplemental materials, as outlined in the approved Project Plan;

C.1.2.1.5. Provide draft online programmed course for Department review and approval;

C.1.2.1.6. Draft course blueprint;

C.1.2.1.7. Conduct UAT of all course content and usability;

C.1.2.1.7.1. Testing shall be conducted using personnel selected by the Department.

C.1.2.1.7.2. Provider shall create UAT template for testing course content. Template shall be approved by the Department prior to testing.

C.1.2.1.7.3. Provider shall make course updates as provided by the Department through UAT.

C.1.2.1.8. Generate assessment items aligned with course content, as outlined in the approved Project Plan;

C.1.2.1.9. Update blueprint language and finalize course blueprint; and

C.1.2.1.10. Deliver final course and exam items to the Department for approval before posting.

C.1.2.2. The Provider shall create new Instructor-Led Courses for topics specified by the Department, as documented in the approved Project Plan. The Provider shall:

C.1.2.2.1. Develop course goals, objectives, and outline for course based on specified topic;

C.1.2.2.2. Conduct stakeholder feedback to garner input related to the course being created as stated in **Section C.1.2.1.1**

C.1.2.2.3. Create course content aligned with course goals, objectives, and outline using current and up-to-date resources which are approved by the Department prior to distribution of the course. The course content should be engaging and enjoyable, incorporating interactive and innovative teaching methods to enhance the learning experience;

C.1.2.2.4. Create course related study guide, participant guide, audio transcript and other supplemental materials, as outlined in the approved Project Plan;

C.1.2.2.5. Provide draft course for Department review and approval;

C.1.2.2.6. Draft course blueprint;

C.1.2.2.7. Conduct UAT of all course content;

C.1.2.2.7.1. Testing shall be conducted using personnel selected by the Department.

C.1.2.2.7.2. Provider shall create UAT template for testing course content. Template shall be approved by the Department prior to testing.

C.1.2.2.7.3. Provider shall make course updates as provided by the Department through UAT.

C.1.2.2.8. Generate assessment items aligned with course content, as outlined in the approved Project Plan;

C.1.2.2.9. Update blueprint language and finalize course blueprint;

C.1.2.2.10. Deliver final course and exam items to the Department for approval before posting; and

C.1.2.2.11. Conduct train-the-trainer sessions for the course for Department selected personnel, as outlined in the approved Project Plan.

C.1.2.3. The Provider shall adapt courses from instructor-led to online for topics specified by the Department, as documented in the approved Project Plan. The Provider shall:

C.1.2.3.1. Review course goals, objectives, outline and content for existing Instructor-Led Course;

C.1.2.3.2. Conduct stakeholder feedback to garner input related to the course being created as stated in **Section C 1.2.1.1.**

C.1.2.3.3. Create Online Course content aligned with existing Instructor-Led Course goals, objectives, outline and content using current and up-to-date resources which are approved by the Department prior to distribution of the course. The course content should be engaging and enjoyable, incorporating interactive and innovative teaching methods to enhance the learning experience;

C.1.2.3.4. Create course related study guide, participant guide, audio transcript and other supplemental materials, as outlined in the approved Project Plan;

C.1.2.3.5. Provide draft online programmed course for Department review and approval;

C.1.2.3.6. Draft course blueprint;

C.1.2.3.7. Conduct UAT of all course content;

C.1.2.3.7.1. Testing shall be conducted using personnel selected by the Department.

C.1.2.3.7.2. Provider shall create UAT template for testing course content. Template shall be approved by the Department prior to testing.

C.1.2.3.7.3. Provider shall make course updates as provided by the Department through UAT.

C.1.2.3.8. Update assessment items aligned with course content, as outlined in the approved Project Plan;

C.1.2.3.9. Update blueprint language and finalize course blueprint; and

C.1.2.3.10. Deliver final course and exam items to the Department for approval before posting.

C.1.2.4. The Provider shall revise existing courses (online or instructor-led) for topics specified by the Department, as documented in the approved Project Plan. The Provider shall:

C.1.2.4.1. Review course goals, objectives, outline and content for existing course;

C.1.2.4.2. Conduct stakeholder feedback sessions to garner input related to the course being created as stated in **Section C.1.2.1.1.**

C.1.2.4.3. Revise course goals, objectives, outline and content based on review information;

C.1.2.4.4. Update course related study guide, participant guide, audio transcript and other supplemental materials, as outlined in the approved Project Plan;

C.1.2.4.5. Provide draft course for Department review and approval;

C.1.2.4.6. Draft course blueprint;

C.1.2.4.7. Conduct UAT of all course content;

C.1.2.4.7.1. Testing shall be conducted using personnel selected by the Department.

C.1.2.4.7.2. Provider shall create UAT template for testing course content. Template shall be approved by the Department prior to testing.

C.1.2.4.7.3. Provider shall make course updates as provided by the Department through UAT.

C.1.2.4.8. Update assessment items aligned with course content, as outlined in the approved Project Plan;

C.1.2.4.9. Update blueprint language and finalize course blueprint;

C.1.2.4.10. Conduct train-the-trainer sessions for instructor led courses for Department selected personnel, as outlined in the approved Project Plan; and

C.1.2.4.11. Deliver final course and exam items to the Department for approval before posting.

C.1.2.5. The Provider shall develop or revise additional content and materials to support child care training as specified by the Department and documented in the approved Project Plan.

C.1.3. Assessment Maintenance

The Provider shall develop and maintain Competency Exams and CEU assessments, as specified in the approved Project Plan.

C.1.3.1. The Provider shall develop and maintain Competency Exams, which include the following:

C.1.3.1.1. Develop new assessment items aligned with course content;

C.1.3.1.2. Update assessment items aligned with course content;

C.1.3.1.3. Conduct item review and rating sessions with subject-matter experts using standard setting procedures to support Competency Exam scoring for all versions of Competency Exam items;

C.1.3.1.4. Conduct statistical analysis of item and test data for all versions of Competency Exams;

C.1.3.1.5. Deliver statistical analysis of item and test data to the Department for review and approval;

C.1.3.1.6. Develop or revise Competency Exam items based on analysis; and

C.1.3.1.7. Add and/or modify information in the DCF Child Care Test Management System Database.

C.1.3.2. Develop and maintain CEU assessments, which include the following:

C.1.3.2.1. Develop new CEU assessment items aligned with course content;

C.1.3.2.2. Update CEU assessment items aligned with course content;

C.1.3.2.3. Conduct item review and rating sessions with subject-matter experts using standard setting procedures to support CEU assessment scoring for all versions of CEU assessment items;

C.1.3.2.4. Conduct statistical analysis of item and test data for all versions of CEU assessments;

C.1.3.2.5. Deliver statistical analysis of item and test data to the Department for review and approval, and

C.1.3.2.6. Develop or revise CEU items based on analysis; and

C.1.3.2.7. Program new CEU assessment items.

C.1.4. Translation Coordination

The Provider shall ensure that all course materials, assessment items and correspondence related to trainings and exams are translated into professional Haitian-Creole and Spanish language appropriate for the child care industry, as specified in the approved Project Plan.

C.1.4.1. Translators used by the Provider must be approved by the Department prior to any translations being completed.

C.1.4.2. The Provider shall translate all materials into Haitian-Creole and Spanish after the English version has been approved by the Department.

C.1.4.3. The Provider shall review and update translated course materials and assessment items for consistency among courses and appropriateness for child care industry.

C.1.4.4. The Provider shall submit all translated materials to the Department for review and approval prior to distribution.

C.1.5. Technical Support

C.1.5.1. Provide technical maintenance and support as needed for the Department's Online Courses and resources, Department of Education (DOE) Online Courses, Early Childhood Educator and VPK Teacher resources, and other online resources.

C.1.5.1.1. Monitor exam, CEU, assessments, courses and systems to ensure continuity and quality of service including course functionality, performance, and security.

C.1.5.1.2. Coordinate communication between the servers housing the course delivery system and the Child Care Training Application.

C.1.5.1.3. Supply a toll-free technical support telephone line and email and track the number of requests from course participants during regular business hours, Monday-Friday, 8:00 a.m. – 5:00 p.m.

C.1.5.1.4. Respond to inquiries within two business days.

C.1.5.1.5. Track the response time of all support requests.

C.1.5.1.6. Log and analyze support requests to identify curriculum and technology issues as well as trends that need to be corrected.

C.1.5.1.7. Correct course issues, such as updating external links and logos, as approved by the Department.

C.1.5.1.8. Maintain the database of online surveys.

C.1.5.1.9. Analyze online survey responses and provide summary of responses to the Department quarterly.

C.1.5.1.10. Update code, coding libraries, and/or course pages to address course functionality, performance, and security.

C.1.5.1.10.1. Update course access and progress monitoring systems to address updated code requirements and coding libraries related to new and emerging security and compatibility issues.

C.1.5.1.10.2. Update code related to API communication with the CCTA to address technical issues within current system architecture relating to security and browser issues.

C.1.5.1.10.3. Update courses content pages to address technical issues within current system design to address emerging security and browser issues.

C.1.5.2. Provide technical support of CCRAIN and DCF staff courses

C.1.5.2.1. Maintain the CCRAIN and enhance, upon Department request.

C.1.5.2.2. Perform monitoring of CCRAIN and DCF staff courses to ensure continuity and quality of service including course functionality, performance, and security.

C.1.5.2.3. Upload, update, or archive documents and issue an email notification, upon request by the Department.

C.2. ADMINISTRATIVE TASKS

C.2.1. Staffing

C.2.1.1. Project Management

The Provider shall provide a Project Manager who shall continually monitor performance and meet with the Department's Contract Manager to ensure the Provider is meeting all requirements and performance levels and the Department is receiving optimal service. The Provider's Project Manager shall:

C.2.1.1.1. Monitor workflow, schedule and facilitate meetings for all phases of development and maintenance of the Department's programs including training and Competency Exams.

C.2.1.1.2. Work with the Provider's creative and technical teams to interpret and implement training and Competency Exam needs as expressed by the Department.

C.2.1.1.3. Collect and oversee course revisions to include editing of content, creation of new artwork, recording of audio, correction of closed captioning, resources and programming.

C.2.1.1.4. Coordinate development teams to ensure consistency across curriculum projects.

C.2.1.1.5. Maintain the alignment between storyboards, participant guides, trainer guides, study guides and appendices for Online Courses and Instructor-Led Courses.

C.2.1.1.6. Manage the development of presentation and navigation to ensure continuity across all courses created and revised.

C.2.2. Staffing Levels

C.2.2.1. The Provider shall maintain sufficient qualified staff to successfully deliver the services set out in this Contract. For purposes of this paragraph, "sufficient" is defined to include the necessary management, programmatic and support staff to ensure successful completion of all quantitative and qualitative reports and deliverables contained in this Contract.

C.2.2.2. The Provider shall provide all management, staffing, and training of company employees. The Provider shall determine the appropriate number of staff essential to perform the services required to comply with the contract terms and conditions and the Provider shall assign such staff to work as specifically required by this Contract, including back up staff as needed.

C.2.2.3. Assignment of Provider's staff to perform the services shall be continuous throughout the term of this Contract, even during the transition occasioned by the Department's request to replace the Provider's staff or by termination of the Contract.

C.2.2.4. The Provider shall notify the Contract Manager in writing (e-mails acceptable), within two (2) weeks of any staff changes or any key organizational changes, such as the Executive Director or President, project management, program or support staff.

C.2.3. Professional Qualifications

C.2.3.1. The Project Manager shall have a minimum of three years of experience in managing a project relating to the services requested in this Contract.

C.2.3.2. The Provider shall have key personnel with a minimum of three years of experience developing and maintaining Training Curriculum modules and Competency Exams similar to the services requested in this Contract.

C.2.3.3. The Provider shall have key personnel with a minimum of a bachelor's degree in early childhood education, child growth and development, and experience in a child care setting serving children age birth through 8 years old.

C.2.3.4. The Provider shall have key personnel with a minimum of three years of experience developing and maintaining a resource and information network similar to the services requested in this Contract.

C.2.3.5. Qualifications of any paid staff shall equal or exceed those identified in the job descriptions maintained in the Provider's files. A signed and dated copy of each position description shall be maintained in the Provider's file and shall be made available to the Department upon request.

C.2.4. Subcontracting

All subcontracting must meet the requirements of service tasks referenced in **Exhibit C** and is subject to the approval of the Department as referenced in **Section 4.6.** The Department's agreement to allow service tasks to be subcontracted does not in any way alter the Provider's responsibility to the Department for all work performed including service tasks, deliverables, minimum performance measures, and possible financial consequences.

C.2.5. Records and Documentation

The Provider shall maintain and deliver the following records and completed documentation to the Department's Contract Manager as required:

C.2.5.1. All source documents or supporting documentation used to determine compliance with performance measures and deliverables.

C.2.5.2. All documentation of course and Competency Exam development shall be maintained by the Provider and available to the Department upon request.

C.2.5.3. Competency Exam analysis records shall be maintained with the Provider and available to the Department upon request.

C.2.5.4. Contract Forms

#	Title	Due Date	Contents
1.	General Liability Insurance	Due on or prior to contract effective date and annually thereafter.	Certificate of Insurance
2.	Written delegation of authority including a sample signature	As often as signature authority changes.	Recent written proof that the person executing the contract for the Provider has the authority to bind the Provider to the terms of the contract.
3.	Civil Rights Compliance Checklist	Annually, per CFOP 60-16 if Provider has 15 or more employees.	Signed and dated Civil Rights Compliance Checklist (CF 0946) completed per CFOP 60-16 Section 5-3.
4.	Documentation of Human Services Contract List (Coordinated Contract Services)	Due on or prior to contract effective date and annually thereafter.	A comprehensive list of the Provider's State of Florida health and human services contracts.
5.	Financial and Compliance Audit	Annually, 180 days after the end date of each State Fiscal Year.	Per instructions in Attachment 1.
6.	Security Agreement Form Security Awareness Training HIPAA Training	Due on or prior to contract effective date and annually thereafter.	CF 0114 Certificates of Completion for Trainings
7.	Executive Compensation Annual Report, PCMT-08	Due on or prior to contract begin date and before May 1 annually thereafter.	Executive Compensation Annual Report, PCMT-08

C.2.6. Reports (programmatic and to support payment)

C.2.6.1. The Provider shall deliver the reports, documentation, and deliverables listed below to the Department for review and approval as described in **Exhibit D**, Deliverables, and by the due dates provided therein.

C.2.6.2. Acceptance of required reports shall constitute a separate act and must be approved by the Contract Manager as such. The Department reserves the right to reject reports as incomplete,

inadequate, or unacceptable according to the limits set forth in this Contract. The Provider shall, without additional compensation, correct or revise any incomplete, inadequate, or unacceptable reports.

C.2.6.3. The Department, in its sole discretion, may allow additional time for the Provider to remedy the objections noted by the Department, or the Department may, after giving the Provider a reasonable opportunity to make a report complete, adequate, or acceptable to the Department, declare this Contract to be in default.

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EXHIBIT D – DELIVERABLES

D.1. Service Units

D.1.1. Project Planning and Ongoing Communication Services during one quarter of the SFY as described in, and meeting the requirements of, **Exhibit B**, Scope of Work, and **Exhibit C**, **C.1.1.**, Task List, and in compliance with the schedule and specific terms of the approved Project Plan for this Contract, and documented pursuant to **Exhibit C**, **Section C.2.5**., Records and Documentation. The unit of service shall be delivered in accordance with the terms and conditions of this Contract and performed in a manner approved by the Department.

D.1.2. Course and Exam Development and Maintenance Services as described in, and meeting the requirements of, **Exhibit B**, Scope of Work, and **Exhibit C**, **C.1.2.**, Task List, and in compliance with the schedule and specific terms of the approved Project Plan for this Contract, and documented pursuant to **Exhibit C**, **Section C.2.5**., Records and Documentation. The unit of service shall be delivered in accordance with the terms and conditions of this Contract and performed in a manner approved by the Department.

D.1.3. Assessment Maintenance Services during one quarter of the SFY as described in, and meeting the requirements of, **Exhibit B**, Scope of Work, and **Exhibit C**, **C.1.3.**, Task List, and in compliance with the schedule and specific terms of the approved Project Plan for this Contract, and documented pursuant to **Exhibit C**, **Section C.2.5**., Records and Documentation. The unit of service shall be delivered in accordance with the terms and conditions of this Contract and performed in a manner approved by the Department.

D.1.4. Translation Coordination Services during one quarter of the SFY as described in, and meeting the requirements of, **Exhibit B**, Scope of Work, and **Exhibit C**, **C.1.4.**, Task List, and in compliance with the schedule and specific terms of the approved Project Plan for this Contract, and documented pursuant to **Exhibit C**, **Section C.2.5**., Records and Documentation. The unit of service shall be delivered in accordance with the terms and conditions of this Contract and performed in a manner approved by the Department.

D.1.5. Technical Support Services during one quarter of the SFY as described in, and meeting the requirements of, **Exhibit B**, Scope of Work, and **Exhibit C**, **C.1.5.**, Task List, and in compliance with the schedule and specific terms of the approved Project Plan for this Contract, and documented pursuant to **Exhibit C**, **Section C.2.5**., Records and Documentation. The unit of service shall be delivered in accordance with the terms and conditions of this Contract and performed in a manner approved by the Department.

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D.2. Deliverable Documents

DOCUMENT	DUE
D.2.1. Project Plan **(Exhibit C – Service Tasks, Subsections C.1.1.1. – C.1.1.3.)**	The Provider shall submit the proposed Project Plan to the Department's Contract Manager within two (2) weeks of Contract effective date. The Provider shall submit the revised Project Plan for approval to the Department's Contract Manager no later than one (1) week from the date of the initial meeting. The Project Plan may be updated at any time with written approval of the Department Contract Manager.
D.2.2. Quarterly Reports **(Exhibit C – Service Tasks, Subsections C.1.1.4. and C.1.1.5.)**	The Provider shall submit each Quarterly Report to the Department's Contract Manager at least one (1) week prior to each quarterly status meeting with the Department.
D.2.3. Child Care Training Curriculum and Competency Exams **(Exhibit C – Service Tasks, Section C.1.2.)**	Determined by Project Plan

D.3. Acceptance of Deliverables

D.3.1. Service Unit Deliverables

Evidence of completion or provision of service units must be provided to the Department's Contract Manager by the time specified within this section and must be approved by the Department prior to payment of an invoice. The Provider understands and agrees that all tasks associated with the delivery or provision of these services must also be completed prior to requesting payment for said services.

A deliverable shall be considered accepted only upon written approval by the Department's Contract Manager after determining that the deliverable complies with all applicable requirements of this Contract and, where applicable, the approved Project Plan.

If a deliverable is rejected, the Department shall provide written notice identifying the deficiencies requiring correction. The Provider shall correct and resubmit the deliverable at no additional cost to the Department within the timeframe established by the Contract Manager.

D.3.2. Operational Reports and Deliverables

Where this Contract requires the delivery of reports and deliverable documents to the Department, mere receipt by the Department shall not be construed to mean or imply acceptance of those reports or documents. It is specifically intended by the parties that acceptance of required written reports shall constitute a separate act. The Department reserves the right to reject reports as incomplete, inadequate, or unacceptable according to any parameters set forth in the Contract. The Department, at its option, may allow additional time within which the Provider may remedy the objections noted by the

Department or the Department may, after having given the Provider a reasonable opportunity to complete, make adequate or acceptable, declare the Contract to be in default. The Provider shall work with the Department to ensure the reliability of data collected through established reporting formats appropriate to the program and service.

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EXHIBIT E – MINIMUM PERFORMANCE MEASURES

E.1. MINIMUM PERFORMANCE MEASURES

E.1.1. The Provider shall develop and submit a Project Plan including timeline, in accordance with **C.1.1.,** which includes the specific terms of the Tasks outlined in **Exhibit C**, Task List, for implementation of all phases of the Child Care Training Curriculum and Competency and Exams Services. The Department has final approval of all items in the Project Plan, including specific terms for implementation, in accordance with **C.1.1.3.**

E.1.2. The Provider shall make all revisions to the Project Plan as requested by the Department. The Project Plan may be updated at any time with written approval of the Department's Contract Manager. The Department has final approval of all items in the Project Plan, including the specific terms for implementation, in accordance with **C.1.1.3.**

E.1.3. The Provider shall perform 100% of the Tasks as outlined in **Exhibit C**, Task List, and in compliance with the schedule and specific terms of the approved Project Plan for this Contract, culminating in the development and implementation of quality training and exams appropriate for the early childhood education field pursuant to §402.305(2), Florida Statutes.

E.1.4. The Provider shall submit Quarterly Reports which provides quantitative and qualitative evidence that task activities identified in **Exhibit C**, Task List, have been performed during each quarter of the State Fiscal Year in compliance with the schedule and specific terms of the approved Project Plan for this Contract.

E.1.5. The Provider shall deliver all services, reports, documentation, and deliverables in accordance with the terms and conditions of this Contract.

E.1.6. The Provider shall deliver to the Department's Contract Manager for approval all services, reports, documentation, Deliverables and Deliverable Documents by the time specified in **Exhibit D**.

E.1.7. The Provider shall submit all Project Plans, Quarterly Reports, and other required deliverables by the due dates established in this Contract or the approved Project Plan unless otherwise approved in writing by the Department.

E.1.8. The Provider shall maintain the minimum technical support performance requirements identified in Sections **C.1.5** and **A.1.1.3.1.8**, including required incident response and resolution timeframes.

E.1.9. The Provider shall obtain written Department approval of required deliverables prior to requesting payment.

E.1.10. The Provider shall complete all milestones identified in the approved Project Plan in accordance with the approved implementation schedule unless otherwise approved in writing by the Department.

E.2. Performance Evaluation Methodology

E.2.1 Reports submitted by the Provider along with the Provider's documentation activities directly related Deliverables shall be reviewed and evaluated by the Department to determine if the terms and conditions of this Contract have been met.

E.2.2 Performance Standards Statement: By execution of this Contract the Provider hereby acknowledges and agrees that its performance under the Contract must meet the standards set forth above and shall be bound by the conditions set forth in this Contract. If the Provider fails to meet these standards, the Department, at its exclusive option, may allow a reasonable period, not to exceed six months, for the Provider to correct performance deficiencies. If performance deficiencies are not

resolved to the satisfaction of the Department within the prescribed time, and if no extenuating circumstances can be documented by the Provider to the Department's satisfaction, the Department must terminate the Contract. The Department has the sole authority to determine whether there are extenuating or mitigating circumstances.

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EXHIBIT F – METHOD OF PAYMENT

F.1. Payment Clause

This is a fixed price (unit cost) contract. The Department will pay the Provider for the delivery of service units provided in accordance with the terms and conditions of this Contract for a total dollar amount not to exceed the following:

F.1.1. $TBD for State Fiscal Year 2026-2027 (January 1, 2027 – June 30, 2027);

F.1.2. $TBD for State Fiscal Year 2027-2028 (July 1, 2027 – June 30, 2028); and,

F.1.3. $TBD for State Fiscal Year 2028-2029 (July 1, 2028 – December 31, 2028) for a total contract amount not to exceed $TBD, subject to the availability of funds.

F.2. Unit Cost

F.2.1. Pricing State Fiscal Year 2026-27 (January 1, 2027 – June 30, 2027)

Deliverable	Price Per Unit	SFY Total
F.2.1.1. (Task C.1.1.) Project Planning and Ongoing Communication	$TBD per Quarter	$TBD
	Project Planning Subtotal Not to Exceed: $TBD	
F.2.1.2. (Task C.1.2.) Standard Course and Exam Development and Maintenance		
F.2.1.2.1. (Task C.1.2.1.) Creation of a new Online Course, as specified in the approved project plan		
	Short (1-3 hours)	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
2. Course Goals, Objectives and Outline	$TBD	$TBD	$TBD
3. Course Content Document	$TBD	$TBD	$TBD
4. Course Supplemental Materials – **a.** Study Guide	$TBD	$TBD	$TBD
5. Draft Course – New Online	$TBD	$TBD	$TBD
6. UAT - Online	$TBD	$TBD	$TBD

7. Assessment Items - CEUs	$TBD	$TBD	$TBD
8. Course Blueprint - New	$TBD	$TBD	$TBD
9. Final Course - Online	$TBD	$TBD	$TBD
Individual New Online Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
F.2.1.2.2. (Task C.1.2.2.) Creation of a new Instructor-Led Course, as specified in the approved project plan			
	Short (1-3 hours)	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
2. Course Goals, Objectives and Outline	$TBD	$TBD	$TBD
3. Course Content Document	$TBD	$TBD	$TBD
4. Course Supplemental Materials – **a.** Trainer Guide with Slides	$TBD	$TBD	$TBD
5. Course Supplemental Materials – **b.** Participant Guide	$TBD	$TBD	$TBD
6. Course Supplemental Materials – **c.** Study Guide	$TBD	$TBD	$TBD
7. UAT – Instructor-Led	$TBD	$TBD	$TBD
8. Assessment Items – **a.** Competency Exams	$TBD	$TBD	$TBD
9. Assessment Items – **b.** CEUs	$TBD	$TBD	$TBD
10. Course Blueprint - New	$TBD	$TBD	$TBD
11. Train-the-Trainer	$TBD	$TBD	$TBD

12. Final Course – Instructor-Led	$TBD	$TBD	$TBD
Individual New Instructor-Led Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
F.2.1.2.3. (Task C.1.2.3.) Adapt a course from instructor-led to online, as specified in the approved project plan			
	Short (1-3 hours)	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Review Summary	$TBD	$TBD	$TBD
2. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
3. Course Content Document – Adaptation of Content	$TBD	$TBD	$TBD
4. Course Supplemental Materials – Update Guides	$TBD	$TBD	$TBD
5. Draft Course – New Online	$TBD	$TBD	$TBD
6. UAT - Online	$TBD	$TBD	$TBD
7. Assessment Items – Update Items	$TBD	$TBD	$TBD
8. Course Blueprint - Update	$TBD	$TBD	$TBD
9. Final Course - Online	$TBD	$TBD	$TBD
Individual Revised Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
F.2.1.2.4. (Task C.1.2.4.) Revise an existing course (online or instructor-led), as specified in the approved project plan:			
Revision of Instructor-Led Course	**Short (1-3 hours)**	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Review Summary	$TBD	$TBD	$TBD
2. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD

3. Course Content Document – Revision of Content	$TBD	$TBD	$TBD
4. Course Supplemental Materials – Update Guides	$TBD	$TBD	$TBD
5. Draft Course – Revised Online	N/A	N/A	N/A
6. UAT – Instructor-Led	$TBD	$TBD	$TBD
7. Assessment Items – Update Items	$TBD	$TBD	$TBD
8. Course Blueprint - Update	$TBD	$TBD	$TBD
9. Train-the-Trainer	$TBD	$TBD	$TBD
10. Final Course – Instructor-Led	$TBD	$TBD	$TBD
Individual Revised Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
Revision of Online Course	**Short (1-3 hours)**	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Review Summary	$TBD	$TBD	$TBD
2. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
3. Course Content Document – Revision of Content	$TBD	$TBD	$TBD
4. Course Supplemental Materials – Update Guides	$TBD	$TBD	$TBD
5. Draft Course – Revised Online	$TBD	$TBD	$TBD
6. UAT – Online	$TBD	$TBD	$TBD
7. Assessment Items – Update Items	$TBD	$TBD	$TBD
8. Course Blueprint - Update	$TBD	$TBD	$TBD
9. Train-the-Trainer	N/A	N/A	N/A
10. Final Course - Online	$TBD	$TBD	$TBD
Individual Revised Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**

F.2.1.2.5. (Task C.1.2.5.) Revision or development of content and/or materials to support child care training, as specified in the approved project plan.		
	TBD as Needed	**TBD as Needed**
Course Development Subtotal Not to Exceed: $TBD		
F.2.1.3. (Task C.1.3.) Assessment Maintenance	$TBD per Quarter	$TBD
Assessment Maintenance Subtotal Not to Exceed: $TBD		
F.2.1.4. (Task C.1.4.) Translation Coordination	$TBD per Quarter	$TBD
Translation Coordination Subtotal Not to Exceed: $TBD		
F.2.1.5. (Task C.1.5.) Technical Support of Online Courses, CCRAIN and Other Resources	$TBD per Quarter	$TBD
Technical Support Subtotal Not to Exceed: $TBD		
Contract Total State Fiscal Year 2026-27 (January 1, 2027 – June 30, 2027) Not to Exceed: $TBD		

F.2.2. Pricing State Fiscal Year 2027-28 (July 1, 2027 – June 30, 2028)

Deliverable	Price Per Unit	SFY Total
F.2.2.1. (Task C.1.1.) Project Planning and Ongoing Communication	$TBD per Quarter	$TBD
Project Planning Subtotal Not to Exceed: $TBD		

F.2.2.2. (Task C.1.2.) Standard Course and Exam Development and Maintenance			
F.2.2.2.1. (Task C.1.2.1.) Creation of a new Online Course, as specified in the approved project plan			
	Short (1-3 hours)	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
2. Course Goals, Objectives and Outline	$TBD	$TBD	$TBD
3. Course Content Document	$TBD	$TBD	$TBD
4. Course Supplemental Materials – **a.** Study Guide	$TBD	$TBD	$TBD
5. Draft Course – New Online	$TBD	$TBD	$TBD
6. UAT - Online	$TBD	$TBD	$TBD
7. Assessment Items - CEUs	$TBD	$TBD	$TBD
8. Course Blueprint - New	$TBD	$TBD	$TBD
9. Final Course - Online	$TBD	$TBD	$TBD
Individual New Online Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
F.2.2.2.2. (Task C.1.2.2.) Creation of a new Instructor-Led Course, as specified in the approved project plan			
	Short (1-3 hours)	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
2. Course Goals, Objectives and Outline	$TBD	$TBD	$TBD
3. Course Content Document	$TBD	$TBD	$TBD
4. Course Supplemental Materials –	$TBD	$TBD	$TBD

a. Trainer Guide with Slides			
5. Course Supplemental Materials – **b.** Participant Guide	$TBD	$TBD	$TBD
6. Course Supplemental Materials – **c.** Study Guide	$TBD	$TBD	$TBD
7. UAT – Instructor-Led	$TBD	$TBD	$TBD
8. Assessment Items – **a.** Competency Exams	$TBD	$TBD	$TBD
9. Assessment Items – **b.** CEUs	$TBD	$TBD	$TBD
10. Course Blueprint – New	$TBD	$TBD	$TBD
11. Train-the-Trainer	$TBD	$TBD	$TBD
12. Final Course – Instructor-Led	$TBD	$TBD	$TBD
Individual New Instructor-Led Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
F.2.2.2.3. (Task C.1.2.3.) Adapt a course from Instructor-Led to online, as specified in the approved Project Plan			
	Short (1-3 hours)	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Review Summary	$TBD	$TBD	$TBD
2. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
3. Course Content Document – Adaptation of Content	$TBD	$TBD	$TBD
4. Course Supplemental Materials – Update Guides	$TBD	$TBD	$TBD
5. Draft Course – New Online	$TBD	$TBD	$TBD

6. UAT – Online	$TBD	$TBD	$TBD
7. Assessment Items – Update Items	$TBD	$TBD	$TBD
8. Course Blueprint – Update	$TBD	$TBD	$TBD
9. Final Course – Online	$TBD	$TBD	$TBD
Individual Revised Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
F.2.2.2.4. (Task C.1.2.4.) Revise an existing course (online or instructor-led), as specified in the approved project plan:			
Revision of Instructor-Led Course	**Short (1-3 hours)**	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Review Summary	$TBD	$TBD	$TBD
2. Stakeholder Feedback Summary	$TBD	$TBD	$TBD
3. Course Content Document – Revision of Content	$TBD	$TBD	$TBD
4. Course Supplemental Materials – Update Guides	$TBD	$TBD	$TBD
5. Draft Course – Revised Online	N/A	N/A	N/A
6. UAT – Instructor-Led	$TBD	$TBD	$TBD
7. Assessment Items – Update Items	$TBD	$TBD	$TBD
8. Course Blueprint - Update	$TBD	$TBD	$TBD
9. Train-the-Trainer	$TBD	$TBD	$TBD
10. Final Course – Instructor-Led	$TBD	$TBD	$TBD
Individual Revised Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
Revision of Online Course	**Short (1-3 hours)**	**Medium (4-6 hours)**	**Long (7-10 hours)**

1. Review Summary	$TBD	$TBD	$TBD
2. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
3. Course Content Document – Revision of Content	$TBD	$TBD	$TBD
4. Course Supplemental Materials – Update Guides	$TBD	$TBD	$TBD
5. Draft Course – Revised Online	$TBD	$TBD	$TBD
6. UAT – Online	$TBD	$TBD	$TBD
7. Assessment Items – Update Items	$TBD	$TBD	$TBD
8. Course Blueprint - Update	$TBD	$TBD	$TBD
9. Train-the-Trainer	N/A	N/A	N/A
10. Final Course - Online	$TBD	$TBD	$TBD
Individual Revised Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
F.2.2.2.5. (Task C.1.2.5.) Revision or development of content and/or materials to support child care training, as specified in the approved project plan.			
	TBD as Needed	**TBD as Needed**	
Course Development Subtotal Not to Exceed: $TBD			
F.2.2.3. (Task C.1.3.) Assessment Maintenance	$TBD per Quarter	$TBD	
Assessment Maintenance Subtotal Not to Exceed: $TBD			
F.2.2.4. (Task C.1.4.) Translation Coordination	$TBD per Quarter	$TBD	
Translation Coordination Subtotal Not to Exceed: $TBD			

F.2.2.5. (Task C.1.5.) Technical Support of Online Courses, CCRAIN and Other Resources	$TBD per Quarter	$TBD
Technical Support Subtotal Not to Exceed: $TBD		
Contract Total State Fiscal Year 2027-2028 (July 1, 2027 – June 30, 2028) Not to Exceed: $TBD		

F.2.3. Pricing State Fiscal Year 2028-2029 (July 1, 2028 – December 31, 2028)

Deliverable	Price Per Unit	SFY Total
F.2.3.1. (Task C.1.1.) Project Planning and Ongoing Communication	$TBD per Quarter	$TBD
Project Planning Subtotal Not to Exceed: $TBD		
F.2.3.2. (Task C.1.2.) Standard Course and Exam Development and Maintenance		
F.2.3.2.1. (Task C.1.2.1.) Creation of a new Online Course, as specified in the approved project plan		
	Short (1-3 hours)	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
2. Course Goals, Objectives and Outline	$TBD	$TBD	$TBD
3. Course Content Document	$TBD	$TBD	$TBD
4. Course Supplemental Materials – **a.** Study Guide	$TBD	$TBD	$TBD
5. Draft Course – New Online	$TBD	$TBD	$TBD
6. UAT - Online	$TBD	$TBD	$TBD

7. Assessment Items - CEUs	$TBD	$TBD	$TBD
8. Course Blueprint - New	$TBD	$TBD	$TBD
9. Final Course - Online	$TBD	$TBD	$TBD
Individual New Online Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
F.2.3.2.2. (Task C.1.2.2.) Creation of a new Instructor-Led Course, as specified in the approved project plan			
	Short (1-3 hours)	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
2. Course Goals, Objectives and Outline	$TBD	$TBD	$TBD
3. Course Content Document	$TBD	$TBD	$TBD
4. Course Supplemental Materials – **a.** Trainer Guide with Slides	$TBD	$TBD	$TBD
5. Course Supplemental Materials – **b.** Participant Guide	$TBD	$TBD	$TBD
6. Course Supplemental Materials – **c.** Study Guide	$TBD	$TBD	$TBD
7. UAT – Instructor-Led	$TBD	$TBD	$TBD
8. Assessment Items – **a.** Competency Exams	$TBD	$TBD	$TBD
9. Assessment Items – **b.** CEUs	$TBD	$TBD	$TBD
10. Course Blueprint – New	$TBD	$TBD	$TBD
11. Train-the-Trainer	$TBD	$TBD	$TBD

12. Final Course – Instructor-Led	$TBD	$TBD	$TBD
Individual New Instructor-Led Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
F.2.3.2.3. (Task C.1.2.3.) Adapt a course from Instructor-Led to online, as specified in the approved Project Plan			
	Short (1-3 hours)	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Review Summary	$TBD	$TBD	$TBD
2. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
3. Course Content Document – Adaptation of Content	$TBD	$TBD	$TBD
4. Course Supplemental Materials – Update Guides	$TBD	$TBD	$TBD
5. Draft Course – New Online	$TBD	$TBD	$TBD
6. UAT – Online	$TBD	$TBD	$TBD
7. Assessment Items – Update Items	$TBD	$TBD	$TBD
8. Course Blueprint – Update	$TBD	$TBD	$TBD
9. Final Course – Online	$TBD	$TBD	$TBD
Individual Revised Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
F.2.3.2.4. (Task C.1.2.4.) Revise an existing course (online or instructor-led), as specified in the approved project plan:			
Revision of Instructor-Led Course	**Short (1-3 hours)**	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Review Summary	$TBD	$TBD	$TBD
2. Stakeholder Feedback Summary	$TBD	$TBD	$TBD

3. Course Content Document – Revision of Content	$TBD	$TBD	$TBD
4. Course Supplemental Materials – Update Guides	$TBD	$TBD	$TBD
5. Draft Course – Revised Online	N/A	N/A	N/A
6. UAT – Instructor-Led	$TBD	$TBD	$TBD
7. Assessment Items – Update Items	$TBD	$TBD	$TBD
8. Course Blueprint - Update	$TBD	$TBD	$TBD
9. Train-the-Trainer	$TBD	$TBD	$TBD
10. Final Course – Instructor-Led	$TBD	$TBD	$TBD
Individual Revised Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**
Revision of Online Course	**Short (1-3 hours)**	**Medium (4-6 hours)**	**Long (7-10 hours)**
1. Review Summary	$TBD	$TBD	$TBD
2. Stakeholder Feedback Sessions	$TBD	$TBD	$TBD
3. Course Content Document – Revision of Content	$TBD	$TBD	$TBD
4. Course Supplemental Materials – Update Guides	$TBD	$TBD	$TBD
5. Draft Course – Revised Online	$TBD	$TBD	$TBD
6. UAT – Online	$TBD	$TBD	$TBD
7. Assessment Items – Update Items	$TBD	$TBD	$TBD
8. Course Blueprint - Update	$TBD	$TBD	$TBD
9. Train-the-Trainer	N/A	N/A	N/A
10. Final Course - Online	$TBD	$TBD	$TBD
Individual Revised Course Not to Exceed	**$TBD**	**$TBD**	**$TBD**

F.2.3.2.5. (Task C.1.2.5.) Revision or development of content and/or materials to support child care training, as specified in the approved project plan.		
	TBD as Needed	**TBD as Needed**
Course Development Subtotal Not to Exceed: $TBD		
F.2.3.3. (Task C.1.3.) Assessment Maintenance	$TBD per Quarter	$TBD
Assessment Maintenance Subtotal Not to Exceed: $TBD		
F.2.3.4. (Task C.1.4.) Translation Coordination	$TBD per Quarter	$TBD
Translation Coordination Subtotal Not to Exceed: $TBD		
F.2.3.5. (Task C.1.5.) Technical Support of Online Courses, CCRAIN and Other Resources	$TBD per Quarter	$TBD
Technical Support Subtotal Not to Exceed: $TBD		
Contract Total State Fiscal Year 2028-2029 (July 1, 2028 – December 31, 2028) Not to Exceed: $TBD		

F.3. Service Delivery Documentation Requirements

The Provider shall submit the required supporting documentation in accordance with **Exhibit C – Task List, Sections C.1, and C.2** of this Contract.

F.4. Obtaining Department Approval of Deliverables prior to Invoice Submission

The Provider shall be responsible for obtaining the written approval of each deliverable from the designated Department staff prior to submitting the invoice for payment. When the written approval is obtained, the Provider shall submit the written approval to the Contract Manager, if the designated approver is staff other than the Contract Manager. Approval of each deliverable due within the month of service must be obtained by the Provider and provided to the Contract Manger prior to invoicing for services.

F.5. Invoice Requirements

The Provider shall prepare and submit an invoice for services within fifteen (15) business days following the end of the quarter for which payment is being requested. The Provider's invoice shall be accompanied by detailed documentation that supports each line item identified in the Provider's invoice.

Approval of an invoice for payment is a separate action than the Department's approval of the delivery of deliverables and services. The actual content and format of the Provider's invoice shall be subject to approval of the Department. The quarterly invoice for units of service rendered during a previous quarter must contain:

F.5.1. the invoice number,

F.5.2. the contract number,

F.5.3. the name and address of the Provider,

F.5.4. the date submitted,

F.5.5. the service dates for which payment is being requested,

F.5.6. the amount due, including:

F.5.6.1. the core services (service units) provided during the service period and amount due by unit,

F.5.6.2. subtotal by service unit for services

F.5.6.3. total dollar amount being requested for invoice service period

F.5.7. The invoices must be signed and dated by the person completing the invoice.

F.6. Expenditures shall meet the minimum requirements established by the Department of Financial Services, Division of Accounting and Auditing, Bureau of Auditing, Reference Guide for State Expenditures, which is available at the Department of Financial Services web site.

F.7. ADDITIONAL FINANCIAL CONSEQUENCES

The following financial consequences apply in addition to the Financial Consequences provided in **Standard Contract Part 1, Section 6.1**, of this Contract.

F.7.1. Deliverables that are not accepted for reimbursement shall be assessed a financial consequence of five percent (5%) of the quarterly invoice.

F.7.2. The Department may withhold payment, in whole or in part, for any service unit or deliverable until all required documentation, reports, and associated deliverables required under this Contract have been submitted and approved by the Department.

F.7.3. With regard to financial consequences in this Exhibit, in the event that the noncompliance was the result of adverse circumstance beyond the Provider's control, the Department will consider waiving or reducing the financial consequences under the following circumstances:

F.7.3.1. Adverse circumstances beyond the Provider's control refer to unforeseeable events not arising from an act or omission of the Provider, its officers or employees that materially impaired the Provider's ability to perform and for which there were no reasonable means to mitigate or avoid the adverse impact.

F.7.3.2. The Provider shall demonstrate that it had corrected the noncompliance as quickly as reasonably possible and detail the steps that the Provider has put into place to avoid a future recurrence of the noncompliance.

F.7.3.3. In order to be able to rely on this section, the Provider's representative possessing contract signature authority shall attest to and document the adverse circumstances beyond the Provider's control to the Contract Manager at the time that it provides its response to any notice of noncompliance or notice of financial consequences.

F.7.3.4. Receipt of the attestation by the Contract Manager does not constitute acceptance of the attestation. It is specifically agreed by the parties that acceptance, in writing by the Contract Manager, of the sufficiency of the adverse circumstances beyond the Provider's control is a condition of any waiver or reduction of the financial consequences provided for hereunder.

F.7.3.5. Barring Department acceptance of adverse circumstances beyond the Provider's control, the Department's Contract Manager shall assess financial consequences against the Provider in accordance with those described in this Exhibit.

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ATTACHMENT 1

FINANCIAL COMPLIANCE

The administration of resources awarded by the Department to the Provider may be subject to audits as described in this Attachment.

1. MONITORING

1.1. In addition to reviews of audits conducted in accordance with 2 CFR §§200.500- 200.521 and §215.97, F.S., as revised, the Department may monitor or conduct oversight reviews to evaluate compliance with contract, management, and programmatic requirements. Monitoring or oversight reviews include on-site visits by Department staff, agreed-upon-procedures engagements as described in 2 CFR §200.425, or other procedures. By entering into this agreement, the Provider shall comply and cooperate with any monitoring or oversight reviews deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the Provider is appropriate, the Provider shall comply with any additional instructions provided by the Department regarding such audit. The Provider shall comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department's Inspector General, the state's Chief Financial Officer or the Auditor General.

2. AUDITS

2.1. Part I: Federal Requirements

2.1.1. This part is applicable if the Provider is a state or local government, or a nonprofit organization as defined in 2 CFR §§200.500-200.521.

2.1.2. In the event the Provider expends $750,000 ($1,000,000 for fiscal years beginning on or after October 1, 2024) or more in federal awards during its fiscal year, the Provider must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR §§200.500-200.521. The Provider shall provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the Provider expends less than $750,000 ($1,000,000 for fiscal years beginning on or after October 1, 2024) in federal awards during its fiscal year, the Provider shall provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. If the Provider elects to have an audit that is not required by these provisions, the cost of the audit must be paid from non-federal resources. In determining the federal awards expended during its fiscal year, the Provider shall consider all sources of federal awards, including federal resources received from the Department of Children & Families, federal government (direct), other state agencies, and other non-state entities. The determination of amounts of federal awards expended shall be in accordance with guidelines established by 2 CFR §§200.500-200.521. An audit of the Provider conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200 §§200.500-200.521 will meet the requirements of this part. In connection with the above audit requirements, the Provider shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §200.508.

2.1.3. The audit's schedule of expenditures shall disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The audit's financial statements shall disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

2.2. Part II: State Requirements

2.2.1. This part is applicable if the Provider is a non-state entity as defined by §215.97(2), F.S.

2.2.2. In the event the Provider expends $750,000 or more in state financial assistance during its fiscal year, the Provider must have a state single or project-specific audit conducted in accordance with §215.97, F.S.; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. The Provider shall provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the Provider expends less than $750,000 in state financial assistance during its fiscal year, the Provider shall provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. If the Provider elects to have an audit that is not required by these provisions, the cost of the audit must be paid from non-state resources. In determining the state financial assistance expended during its fiscal year, the Provider shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other non-state entities. State financial assistance does not include federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.

2.2.3. In connection with the audit requirements addressed in the preceding paragraph, the Provider shall ensure that the audit complies with the requirements of §215.97(8), F.S. This includes submission of a financial reporting package as defined by §215.97(2), F.S., and Chapters 10.550 or 10.650, Rules of the Auditor General.

2.2.4. The audit's schedule of expenditures shall disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The audit's financial statements shall disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

2.3. Part III: Report Submission

2.3.1. Audit reporting packages (including management letters, if issued) required pursuant to this agreement shall be submitted to the Department within 30 (federal) or 45 (state) days of the Provider's receipt of the audit report or within nine months after the end of the Provider's audit period, whichever occurs first, directly to each of the following unless otherwise required by Florida Statutes:

2.3.1.1. The Contract Manager.

2.3.1.2. Department of Children & Families, Office of the Inspector General, Single Audit Unit HQW.IG.Single.Audit@myflfamilies.com.

2.3.1.3. Reporting packages required by **Part I** of this attachment shall be submitted, when required by 2 CFR §200.512 (d), by or on behalf of the Provider directly to the Federal Audit Clearinghouse using the Federal Audit Clearinghouse's Internet Data Entry System, located at: https://www.fac.gov/, and other federal agencies and pass-through entities in accordance with 2 CFR §200.512.

2.3.1.4. Reporting packages required by **Part II** of this agreement shall be submitted by or on behalf of the Provider directly to the state Auditor General (one paper copy and one electronic copy) at:

Auditor General

Local Government Audits/251

Claude Pepper Building, Room 401

111 West Madison Street

Tallahassee, Florida 32399-1450

flaudgen_localgovt@aud.state.fl.us.

The Auditor General's website (https://flauditor.gov) provides instructions for filing an electronic copy of a financial reporting package.

2.3.2. When submitting reporting packages to the Department for audits done in accordance with 2 CFR §§200.500-200.521, or Chapters 10.550 (local governmental entities), or 10.650 (nonprofit or for-profit organizations), Rules of the Auditor General, the Provider shall include correspondence from the auditor indicating the date the audit report package was delivered to the Provider. When such correspondence is not available, the date that the audit report package was delivered by the auditor to the Provider must be indicated in correspondence submitted to the Department in accordance with Chapter 10.558(3) or Chapter 10.657(2), Rules of the Auditor General.

2.3.3. Certifications that audits were not required shall be submitted within 90 days of the end of the Provider's audit period.

2.3.4. Any other reports and information required to be submitted to the Department pursuant to this attachment shall be done so timely.

2.4. Record Retention

The Provider shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued and shall allow the Department or its designee, Chief Financial Officer or Auditor General access to such records upon request. The Provider shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the Department.

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