

## **TRAINING AGREEMENT**

I. **GENERAL:** This agreement is entered into by and between The District Board of Trustees of Broward College, Florida, a Florida College System institution, (“College” or “Institute” or “Trainer”), and the City of Fort Lauderdale, a Florida municipality, (“City”).

II. **TERMS:**

- a. The Institute will perform the defined scope of services on a best effort basis only, with no expressed Broward College guarantee of deliverables.
- b. Provisions of this Agreement may not be changed without the mutual consent of both parties.
- c. [Reserved.]
- d. The Institute shall commence performance of the terms of this Agreement on or about October 2014 and trainings shall last approximately one year.
- e. Services shall be billed within ten (10) days of completion at the end of each monthly training cycle unless an alternate billing schedule is specified in this Agreement. City agrees to pay for services within forty-five days following the City’s receipt of a proper invoice in accordance with the Florida Local Government Prompt Payment Act.
- f. A \$150.00 set-up fee will be billed if course is not canceled within 48 hours of scheduled dates.

III. **PURPOSE:** For all City employees to be trained on essential workplace issues, such as cultural competency, prevention of sexual harassment, violence in the workplace and generational diversity. The outcome is to have all employees become familiar with pertinent concepts to ensure a safer and harassment-free workplace environment.

IV. **SCOPE OF SERVICES:** Training will promote respect and inclusion in the workplace environment. The training will take place at a designated location at the City of Fort Lauderdale, located at 100 N. Andrews Avenue, Fort Lauderdale, Florida 33301. Use of City facility is included in contract.

- **Dates of Training:** Approximately from October 2014 through September 2015
- **Number of Sessions:** Approximately 70 to 80 full-day (6 hour) training sessions. This takes into account a minimum of 1 make-up training per quarter. These training sessions will occur weekly throughout each month.
- **Max participants:** 35 employees per session based on capacity of training room.

The CITY will determine the time and location of training at the designated City facility and which participants are to attend each training session. The City will work with the Trainer to schedule make-up sessions as needed.

V. **COST:** \$1,584.00 per full-day (6 hour) training session as outlined in Section IV. Cost includes instructional and administrative fee.

Billing information: **Email address:** [AcctsPayable@fortlauderdale.gov](mailto:AcctsPayable@fortlauderdale.gov)



VI. This AGREEMENT contains contractual provisions or attachments: \_\_\_ Yes  No

IN WITNESS WHEREOF, the City and the Institute execute this Training Agreement as follows:

**CITY:**

CITY OF FORT LAUDERDALE

By: \_\_\_\_\_  
John P. "Jack" Seiler, Mayor

By: \_\_\_\_\_  
LEE R. FELDMAN, City Manager

Approved as to form:

\_\_\_\_\_  
Senior Assistant City Attorney

**INSTITUTE:**

ATTEST:

The District Board of Trustees of Broward College, Florida,  
a Florida College System institution

By: \_\_\_\_\_  
Print Name:  
Corporate Secretary

By: \_\_\_\_\_  
Print Name:  
Chair

(CORPORATE SEAL)

STATE OF \_\_\_\_\_:  
COUNTY OF \_\_\_\_\_:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2014, by \_\_\_\_\_ as chair for The District Board of Trustees of Broward College, Florida, a Florida College System institution.

(SEAL)

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known \_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

