



**Agreement for Rapid Registration Services**  
By and between CareerSource Palm Beach County  
And  
CareerSource Gulf Coast

**Section 1. Parties**

This Agreement for Rapid Registration Services ("Agreement") is entered into by and between CareerSource Palm Beach County, Inc., a Florida nonprofit corporation and Local Workforce Development Board with a principal place of business at 3400 Belvedere Road, West Palm Beach, Florida 33406 ("CSPBC" or "Provider"), and CareerSource Gulf Coast, a Florida workforce development board with a principal place of business at 5230 West US Hwy 98, Panama City, FL 32401 ("Client"). CSPBC and Client may be referred to individually as a "Party" and collectively as the "Parties."

**Section 2. Purpose**

The purpose of this Agreement is to establish the terms under which CSPBC will provide Client with access to hosted Rapid Registration technology and associated system-integration services to facilitate intake at workforce events and service sites and to transmit participant information into Employ Florida in a secure and compliant manner.

**Section 3. Participating Workforce Development Boards**

This Agreement is entered into by CSPBC and the Client identified above on behalf of the Regional Planning Area. The local workforce development boards listed in this Section (collectively, the "Participating LWDBs") shall be granted access to Rapid Registration services under this Agreement but are not parties to this Agreement and shall not be deemed "Client" for purposes of payment, indemnification, or enforcement.

The Participating LWDBs shall comply with the operational, confidentiality, and data-security requirements of this Agreement as a condition of receiving access to the Services. Client shall be responsible for ensuring that Participating LWDBs adhere to such requirements and shall serve as the sole point of contact with CSPBC for contractual matters.

The Participating LWDBs covered by this Agreement are:

- CareerSource Escarosa
- CareerSource Okaloosa Walton
- CareerSource Chipola
- CareerSource Capital Region
- CareerSource Gulf Coast

**Section 4. Scope of Services**

Under this Agreement, CSPBC shall provide cloud-hosted registration tools, application-programming-interface ("API") connectivity to Employ Florida, technical configuration, and operational support services.

**A. Hosting Environment**

CSPBC shall host the Rapid Registration platform, including web-based forms and supporting applications, within CSPBC's secure cloud infrastructure. CSPBC shall be responsible for maintaining system availability, applying patches and updates, managing authentication controls, and implementing reasonable technical safeguards to protect data processed through the platform. The Provider shall supply and maintain server-based hosting services (the "Services") for the Client. These Services shall include, but are not limited to, the following:

- i. **Application Provisioning and Maintenance:** The Provider shall provision, host, operate, and maintain the Client's JotForm environment, ensuring the system remains functional, secure, and accessible in accordance with this Agreement.
- ii. **Uptime and Performance Standards:** The Provider shall ensure that all registration forms and associated JotForm components maintain the uptime, responsiveness, and performance levels specified within this Agreement.
- iii. **Branding and Configuration:** The Provider shall configure the JotForm environment to align with the Client's branding requirements, including the incorporation of Client logos, color schemes, and other brand-specific design elements.
- iv. **Database Services:** Where applicable, the Provider shall install, configure, manage, and maintain all required SQL or MySQL databases necessary for the proper functionality of the hosted applications and forms.

#### **B. Data Access**

Provider shall implement, host, and maintain a secure management site that enables the Client to access, review, and monitor all entries submitted through the registration form. This interface shall also provide visibility into any transmission errors or data discrepancies occurring during communication with Employ Florida via API, thereby enabling the Client to identify, analyze, and address such issues efficiently.

#### **C. API Integration With Employ Florida**

CSPBC shall operate and maintain API connections that transmit registration data into Employ Florida. CSPBC shall monitor transmission logs, error reporting, and interface stability and shall provide Client access to a management portal for reviewing submitted records and identifying failed transmissions.

#### **D. Training and Support**

CSPBC shall provide onboarding for Client staff, including training on form usage, data-review tools, and troubleshooting procedures. CSPBC shall also provide technical

documentation and operate a support function to respond to system issues, enhancement requests, and service interruptions.

### **Section 5. Term and Renewal**

This Agreement shall commence on the Effective Date and remain in effect for an initial term of twelve (12) months unless earlier terminated in accordance with this Agreement. Following the initial term, the Agreement shall automatically renew for successive one-year periods unless either Party provides written notice of non-renewal at least sixty (60) days prior to the expiration of the then-current term.

### **Section 6. Fees and Payment**

This section governs the compensation owed to CSPBC for Rapid Registration services provided to a Regional Planning Area ("RPA") and clarifies financial responsibility among the participating workforce boards.

Client shall be solely responsible for payment to CSPBC for all Services provided under this Agreement, including any Services delivered to additional local workforce development boards within the RPA. CSPBC shall invoice only the Client identified in the preamble of this Agreement, and Client shall remain fully liable for all amounts due regardless of whether Client has successfully collected reimbursement or contributions from other participating local areas.

The Parties acknowledge that this Agreement contemplates access to Rapid Registration services for multiple local workforce development boards within the RPA. Any cost-sharing or internal allocation of fees among those local areas shall be arranged directly by Client and shall not affect CSPBC's right to receive full and timely payment under this Agreement.

For the RPA covered by this Agreement, the following discounted pricing shall apply:

- A one-time regional setup fee of three thousand five hundred dollars (\$3,500) shall be assessed. This fee includes development of up to five (5) distinct short registration forms, configuration of branding elements for each participating local area, and API configuration required to transmit data into Employ Florida for the RPA.
- An annual hosting and maintenance fee of one thousand eight hundred dollars (\$1,800) shall apply for continued operation of the Rapid Registration platform for all participating local areas within the RPA, including cloud-infrastructure costs, cybersecurity controls, technical support, monitoring tools, and routine system enhancements.
- Total first-year costs under this Agreement shall equal five thousand three hundred dollars (\$5,300), consisting of the one-time setup fee plus the first annual hosting and maintenance charge. Renewal-year costs shall equal one thousand eight hundred dollars (\$1,800) annually thereafter, unless modified by written amendment executed by the Parties.

CSPBC shall invoice Client annually in advance unless otherwise agreed in writing. Client shall pay all undisputed invoices within thirty (30) days of receipt. Any disputed charges must be raised in writing within ten (10) days of receipt of the invoice.

The Parties agree that fees assessed under this Agreement reflect CSPBC's reasonable, allocable, and allowable costs of providing the Services. CSPBC shall apply revenues received pursuant to this Agreement in accordance with applicable federal and state grant requirements and uniform cost principles and shall not retain such revenues as unrestricted profit. Any surplus revenues shall be applied to workforce program purposes or used to offset future allowable system costs, consistent with approved cost-allocation methodologies.

#### **Section 7. Service Levels**

This section defines CSPBC's operational commitments for system availability, maintenance, and support.

CSPBC shall use commercially reasonable efforts to maintain 99.9 percent uptime during defined business hours, excluding scheduled maintenance and force-majeure events. Business hours shall be Monday through Friday, 8:00 a.m. to 6:00 p.m. local time for Client.

CSPBC may perform routine maintenance outside business hours and shall provide forty-eight (48) hours' notice when maintenance must occur during business hours except in emergencies. Data shall be refreshed in fifteen-minute intervals where technically feasible.

Client shall report incidents through CSPBC's designated support channels. CSPBC shall acknowledge support requests within four (4) hours and shall pursue resolution within three (3) business days, escalating complex issues as needed.

CSPBC represents that it will allocate sufficient staff and technical resources to meet its obligations and will submit a remediation plan within five (5) business days if Client reasonably determines performance has been impacted by CSPBC's other projects.

#### **Section 8. Data Governance and Security**

The Parties acknowledge that Rapid Registration processes sensitive workforce information subject to federal and state confidentiality requirements. Each Party shall comply with the Workforce Innovation and Opportunity Act, Florida public-records law, and applicable cybersecurity standards.

Client retains ownership of its operational data. CSPBC retains ownership of platform architecture, configuration scripts, and integration logic developed under this Agreement, subject to Client's limited license for workforce-program purposes.

CSPBC shall notify Client within seventy-two (72) hours of any confirmed security incident that materially affects Client data and shall cooperate in required remediation and regulatory reporting.

#### **Section 9. Public Records**

Each Party acknowledges that it is subject to Chapter 119, Florida Statutes, and agrees to cooperate with the other in responding to public-records requests relating to this Agreement, to

the extent required by law. Nothing in this Agreement shall be construed to require the release of information that is exempt or confidential under applicable statutes.

#### **Section 10. Audit and Monitoring**

Client, FloridaCommerce, and authorized governmental oversight entities may review CSPBC's records, controls, and performance under this Agreement upon reasonable notice for monitoring and compliance purposes.

#### **Section 11. Independent Contractors**

The Parties are independent entities, and nothing contained in this Agreement shall be construed to create a partnership, joint venture, or agency relationship between them.

#### **Section 12. Termination**

Either Party may terminate this Agreement for convenience upon sixty (60) days' written notice. Either Party may terminate the Agreement for material breach if such breach is not cured within thirty (30) days after written notice specifying the nature of the default.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this Agreement, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality, and ethical certifications will be signed by authorized individuals.

#### **Section 13. Limitation of Liability**

To the extent permitted by law, neither Party shall be liable for indirect, incidental, or consequential damages arising from this Agreement. Aggregate liability for claims under this Agreement shall not exceed the total amounts paid by Client to CSPBC during the twelve (12) months preceding the event giving rise to the claim, except for damages resulting from breaches of confidentiality or data-security obligations.

#### **Section 14. Governing Law and Venue**

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any action arising under this Agreement shall lie in Palm Beach County, Florida.

#### **Section 15. Amendment**

This Agreement may be amended only by a written instrument executed by authorized representatives of both Parties.

#### **Section 16. Entire Agreement**

This Agreement constitutes the entire understanding between the Parties regarding the subject matter herein and supersedes all prior negotiations or agreements relating to workforce data analytics services.

**Section 17. Signatures**

IN WITNESS WHEREOF, Partner and CareerSource Palm Beach County have caused this Agreement to be duly executed as of the date set forth below.

Approved by Provider:

CareerSource Palm Beach County

Name: Julia Dattolo

Signature: [Handwritten Signature]

Title: CEO

Date: 2/26/26

Approved by Client:

CareerSource Gulf Coast

Name: Kimberly L. Badine

Signature: [Handwritten Signature]

Title: Executive Director

Date: 2/26/26

## **EXHIBIT A – PRICING SCHEDULE**

The pricing set forth herein applies to the Regional Planning Area ("RPA") covered by this Agreement and is not based on the number of individual users. Fees are structured to reflect CSPBC's reasonable, allocable, and allowable costs of providing Rapid Registration services on a cost-recovery basis.

A one-time regional setup fee of three thousand five hundred dollars (\$3,500) shall be assessed to cover development of up to five (5) distinct short registration forms, branding configuration for participating local areas, API configuration to Employ Florida, system testing, and onboarding activities across the RPA. An annual hosting and maintenance fee of one thousand eight hundred dollars (\$1,800) shall apply for continued operation of the Rapid Registration platform, including cloud-infrastructure costs, cybersecurity controls, technical support, error-monitoring tools, data-transmission oversight, and routine platform updates.

Total Year One costs under this Agreement shall equal five thousand three hundred dollars (\$5,300), consisting of the one-time setup fee plus the first annual hosting and maintenance charge. Renewal-year costs shall equal one thousand eight hundred dollars (\$1,800) annually thereafter, unless adjusted in accordance with the escalation provisions below.

Annual fees may be increased upon renewal only by written amendment and shall not exceed the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, for the most recently published twelve-month period, unless otherwise agreed by the Parties in writing.

Any material customization, development of additional registration forms, onboarding of additional local areas, or services outside the Scope of Services shall require prior written approval by the Client and a mutually executed amendment to this Agreement identifying the associated fees and cost-recovery basis.

All fees assessed under this Exhibit are intended solely for cost recovery and shall be reinvested in workforce-program operations and technology infrastructure in accordance with applicable federal and state grant requirements, uniform administrative rules, and approved cost-allocation methodologies.