

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 12/01/2020

Contract/Lease Control #: C05-1147-BCC

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: LEGAL SERVICES OF NORTH FLORIDA, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2020

Expiration Date: 09/30/2021

Description of: LEGAL AID SERVICES

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7105

Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS



CERTIFICATE OF LIABILITY INSURANCE

OP ID: HH

DATE(MM/DD/YYYY)

12/02/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Baker-Harris Inc. Agency, Inc. 1634-C Metropolitan Blvd Tallahassee, FL 32308 Baker-Harris Insurance		CONTACT NAME: PHONE: (A/C No. Ext): FAX (A/C No.): EMAIL: ADDRESS: PRODUCER CUSTOMER ID #: LEGAL-1	
INSURED Legal Service of North Florida Inc 2119 Delta Boulevard Tallahassee, FL 32303-0000		INSURER(S) AFFORDING COVERAGE INSURER A: Main Street America Protection INSURER B: Ascendant Commercial Ins Co INSURER C: INSURER D: INSURER E: INSURER F:	
		NAC # 13026	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	AGENCY/INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		BPG81476	08/09/2020	08/09/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ EXG GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BPG81476	08/09/2020	08/09/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$ \$
				BPG81476	08/09/2020	08/09/2021	\$ \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC66728-5	02/15/2020	02/15/2021	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 P.L. DISEASE - POLICY LIMIT \$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule)

CONTRACT#: C05-1147-BCC
 LEGAL SERVICES OF NORTH FLORIDA, INC.
 LEGAL AID SERVICES
 EXPIRES: 09/30/2021

CERTIFICATE HOLDER OKALOCCO Okaloosa County 302 North Wilson, Suite 300 Crestview, FL 32536		CAN. SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Baker-Harris Insurance	
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CONTRACT/LEASE RENEWAL FORM

Date: 9-1-2020

Company: Legal Services of North Florida

Attn: Leslie Powell-Boudreaux

Address: 2119 Delta Boulevard

City, St, Zip: Tallahassee, FL 32303

RE: Contract Renewal

CONTRACT#: C05-1147-BCC
LEGAL SERVICES OF NORTH FLORIDA, INC.
LEGAL AID SERVICES
EXPIRES: 09/30/2021

Dear Ms. Powell-Boudreaux

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C05-1147-BCC for an additional term. The contract renewal period will be 10-1-2020 to 9-30-2021. The annual budgeted amount for this contract is \$92,000. All other terms and conditions of the original agreement shall remain in full force and effect through the duration of this renewal.

If you are in agreement, please sign below and return this form along with a current Certificate of Insurance listing Okaloosa County as co-insured (if applicable).

COUNTY REPRESENTATIVES

Dept. Director
Signature: _____

Date: _____

Approved By: _____
(as prescribed below on item 1)

Date: _____

Approved By: _____
(as prescribed below on item 1)

Date: _____

AUTHORIZED COMPANY REPRESENTATIVE

Contractor: Legal Services of North Florida

Approved By: _____

Title: Executive Director

Date: 11/24/2020

County Department Instructions:

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Manager <\$25K and less, OMB Director \$25K to \$50K, County Administrator <\$100K and less or Board >\$100K, as necessary. If Board approval is required, the Chairman and County Administrator's signatures are required. Make sure the company provides a current Certificate of Insurance. (If applicable).
- 2) Keep a copy of this form for your records.
- 3) Send original to Contracts and Lease Coordinator at Purchasing Department.
If you have any questions please contact the Purchasing Manager at 850-689-5960, Fax: 850-689-5970

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09/15/2016

Contract/Lease Control #: C05-1147-BCC

Bid #: N/A

Contract/Lease Type: CONTRACT

Award To/Lessee: Legal Services of North Florida, Inc.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/08/2016

Term: 09/30/2017

Description of Contract/Lease: Legal Aid Services

Department: BCC

Department Monitor: Carson

Monitor's Telephone #: 850-689-5030

Monitor's FAX # or E-mail: mcarson@okaloosaclerk.com

Closed: _____

cc: Finance Department Contracts & Grants Office

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09/13/2019

Contract/Lease Control #: C05-1147-BCC

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: LEGAL SERVICES OF NORTH FLORIDA, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2019

Expiration Date: 09/30/2020

Description of
Contract/Lease: LEGAL AID SERVICES

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7105

Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office



CONTRACT/LEASE RENEWAL FORM

Date: 8-29-2019
Company: Legal Services of North Florida
Attn: Leslie N. Powell-Boudreaux
Address: 2119 Delta Boulevard
City, St, Zip: Tallahassee, FL 32303
RE: Contract Renewal

CONTRACT: C05-1147-BCC
LEGAL SERVICES OF NORTH FLORIDA, INC.
LEGAL AID SERVICES
EXPIRES: 09/30/2020

Dear Ms. Powell-Bordeaux

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C05-1147-BCC for an additional term. The contract renewal period will be 10-1-2019 to 9-30-2020. The annual budgeted amount for this contract is \$85,000. All other terms and conditions of the original agreement shall remain in full force and effect through the duration of this renewal.

If you are in agreement, please sign below and return this form along with a current Certificate of Insurance listing Okaloosa County as co-insured (if applicable).

COUNTY REPRESENTATIVES

Dept. Director

Signature: [Signature]

Date: 9-9-19

Approved By: [Signature]
(as prescribed below on item 1)

Date: 09.13.2019

Approved By: [Signature]
(as prescribed below on item 1)

Date: 9/12/19

AUTHORIZED COMPANY REPRESENTATIVE

Contractor: Legal Services of North Florida, Inc

Approved By: [Signature]
Leslie N. Powell-Boudreaux

Title: Executive Director

Date: 8/27/2019

County Department Instructions:

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Manager <\$25K and less, OMB Director \$25K to \$50K, County Administrator <\$100K and less or Board >\$100K, as necessary. If Board approval is required, the Chairman and County Administrator's signatures are required. Make sure the company provides a current Certificate of Insurance. (If applicable).
- 2) Keep a copy of this form for your records.
- 3) Send original to Contracts and Lease Coordinator at Purchasing Department.
If you have any questions please contact the Purchasing Manager at 850-689-5960, Fax: 850-689-5970



CERTIFICATE OF LIABILITY INSURANCE

OP ID: CL

DATE (MM/DD/YYYY)

08/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Baker-Harris Ins. Agency, Inc. 1634-C Metropolitan Blvd Tallahassee, FL 32308 Baker-Harris Insurance		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: LEGAL-1		FAX (A/C, No):
INSURED Legal Service of North Florida Inc 2119 Delta Boulevard Tallahassee, FL 32303-0000		INSURER(S) AFFORDING COVERAGE INSURER A : Old Dominion Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :		NAIC # 40231

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			BPG81476	08/09/2019	08/09/2020	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ EXC
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY			BPG81476	08/09/2019	08/09/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> HIRED AUTOS			BPG81476	08/09/2019	08/09/2020	\$
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
							\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC66728-4	02/15/2019	02/15/2020	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

OKALOOCO

Okaloosa County
302 North Wilson, Suite 300
Crestview, FL 32536

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Baker-Harris Insurance*Chris Littlefield*

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CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09-25-2018

Contract/Lease Control #: C05-1147-BCC

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: LEGAL SERVICES OF NORTH FLORIDA, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 08/16/2017

Expiration Date: 09/30/2019

Description of
Contract/Lease: LEGAL AID SERVICES

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7105

Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office



CONTRACT/LEASE RENEWAL FORM

Date: August 30, 2018
Company: Legal Services of North Florida
Attn: Leslie N. Powell-Boudreaux
Address: 2119 Delta Boulevard
City, St, Zip: Tallahassee, FL 32303
RE: Contract Renewal

CONTRACT#: C05-1147-BCC
LEGAL SERVICES OF NORTH FLORIDA, INC.
LEGAL AID SERVICES
EXPIRES: 09/30/2019

Dear Ms. Powell-Boudreaux

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C05-1147-BCC for an additional term. The contract renewal period will be 10/1/2018 to 9/30/2019. The annual budgeted amount for this contract is \$85,000. All other terms and conditions of the original agreement shall remain in full force and effect through the duration of this renewal.

If you are in agreement, please sign below and return this form along with a current Certificate of Insurance listing Okaloosa County as co-insured (if applicable).

COUNTY REPRESENTATIVES

Dept. Director

Signature: [Signature]

Date: 9-21-18

Approved By: [Signature]
(as prescribed below on item 1)

Date: 9/24/18

Approved By: [Signature]
(as prescribed below on item 1)

Date: 9/24/18

AUTHORIZED COMPANY REPRESENTATIVE

Contractor: Legal Services of North Florida, Inc.

Approved By: [Signature]
Leslie N. Powell-Boudreaux

Title: Executive Director

Date: 8/31/2018

County Department Instructions:

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Manager <\$25K and less, OMB Director \$25K to \$50K, County Administrator <\$100K and less or Board >\$100K, as necessary. If Board approval is required, the Chairman and County Administrator's signatures are required. Make sure the company provides a current Certificate of Insurance. (If applicable).
- 2) Keep a copy of this form for your records.
- 3) Send original to Purchasing Services Coordinator.
If you have any questions please contact the Purchasing Director at 850-689-5960, Fax: 850-689-5998.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: JH

DATE (MM/DD/YYYY)

08/31/2018

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PRODUCER Baker-Harris Ins. Agency, Inc. 1634-C Metropolitan Blvd Tallahassee, FL 32308 Baker-Harris Insurance		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: LEGAL-1	
INSURED Legal Service of North Florida Inc 2119 Delta Boulevard Tallahassee, FL 32303-0000	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Old Dominion Insurance Company		40231
	INSURER B: Ascendant Commercial Ins Co		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		BPG84493	12/17/2017	12/17/2018	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ EXC
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY		BPG84493	12/17/2017	12/17/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> HIRED AUTOS		BPG84493	12/17/2017	12/17/2013	\$
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS					\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N	WC56728-3	02/15/2018	02/15/2019	<input checked="" type="checkbox"/> W/C STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

OKALOOCO

Okaloosa County
302 North Wilson, Suite 300
Crestview, FL 32536

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Baker-Harris Insurance

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AIX Specialty Insurance Company
2 Waterside Crossing, Suite 400, Windsor, CT 06095
Lawyers Professional Liability Policy
(NLADA Insurance Program)

NOTICE: THIS IS A CLAIMS-MADE AND REPORTED POLICY. PLEASE READ THE POLICY CAREFULLY.

THE LIMIT OF LIABILITY AVAILABLE TO PAY **DAMAGES** WILL BE REDUCED BY AMOUNTS WE PAY FOR **CLAIM EXPENSES** AS DEFINED IN THE POLICY. FURTHER NOTE THAT AMOUNTS INCURRED FOR **DAMAGES** ARE SUBJECT TO THE DEDUCTIBLE.

FOR SURPLUS LINES POLICYHOLDER NOTICE - PLEASE SEE DECLARATIONS ADDENDUM

DECLARATIONS

Item 1. Named Insured: Legal Services of North Florida, Inc.

Item 2. Mailing Address: 2119 Delta Blvd., Tallahassee, FL 32303

Item 3. Policy Period 1/1/2018 12:01 AM to 1/1/2019 12:01 AM

Coverage Summary

This policy includes only those Coverages designated with a "Yes" as "Included" in the Coverage Summary set forth below. If neither "Yes" nor "No" is designated for a listed Coverage, such Coverage is "Not Included."

Item 4. Coverage/Limit of Liability	Item 5. Deductible	Included (Yes/No)	Item 6. Premium
Lawyers Professional Liability \$250,000 Each Claim and \$500,000 in the aggregate Retroactive Date: Full Prior Acts	\$0 Annual Aggregate	Yes	\$6,678.00
Management Liability Errors and Omissions Endorsement \$250,000 Each Claim and \$500,000 in the aggregate Retroactive Date: Full Prior Acts	\$0 Annual Aggregate	Yes	\$2,671.00
Employment Practices Liability \$250,000 Each Claim and \$500,000 in the aggregate Retroactive Date: Full Prior Acts	\$0 Annual Aggregate	Yes	\$3,339.00
Criminal Defense Endorsement		No	
Punitive Damages Endorsement		No	

AIX Specialty Insurance Company
2 Waterside Crossing, Suite 400, Windsor, CT 06095
Lawyers Professional Liability Policy
(NLADA Insurance Program)

Coverage Summary (con't)

This policy includes only those Coverages designated with a "Yes" as "Included" in the Coverage Summary set forth below. If neither "Yes" nor "No" is designated for a listed Coverage, such Coverage is "Not Included."

Item 4. Coverage/Limit of Liability	Item 5. Deductible	Included (Yes/No)	Item 6. Premium
Outside Practice of Law Endorsement		Yes	\$668.00
Retroactive Date: 1/1/2005			
Primary Pro Bono Endorsement		Yes	\$0.00
Retroactive Date: Full Prior Acts			
Additional Insured(s)		Yes	\$0.00
Retroactive Date:			
Cancellation Notification Endorsement		No	
Policy Premium:			\$13,356.00
Surcharges/Taxes:			
Surplus Lines Tax			\$667.80
Service Office Fee			\$13.36
Total Amount Due:			\$14,037.16

Item 7. Forms Attached at Issue:

914-0002-FL 11 11	AIX OFAC 08 12	914-0001CV-FL 09 10	914-0001 09 10	914-0053 09 10
SIG-0001 0910SL	XIL0002 06 07	AIX CLRG 08 16	914-0020 09 10	914-0026 01 12
914-0027 01 12	914-0021 01 12			

**AIX Specialty Insurance Company
2 Waterside Crossing, Suite 400, Windsor, CT 06095
Lawyers Professional Liability Policy
(NLADA Insurance Program)**

Item 8. Forms Attached by Endorsement:

Item 9. NOTICE OF A CLAIM: Report any claim or potential claim to the Company as required by Section G.
DUTIES IN THE EVENT OF CLAIM(S) OR POTENTIAL CLAIM(S):

AIX Specialty Insurance Company
P.O. Box 15145
Worcester, MA 01615

Lawyers Professional Liability Claims Telephone No.: 800-558-6688
Facsimile: 616-643-1079
Report a claim online: hanoverprofessionals@hanover.com

The Declarations, the Professional Liability Coverage(s), and any endorsement attached thereto, constitute the entire agreement between the Company and the Insured.

AIX Specialty Insurance Company
2 Waterside Crossing, Suite 400, Windsor, CT 06095
Lawyers Professional Liability Policy
(NLADA Insurance Program)

SURPLUS LINES DISCLOSURE

FLORIDA SURPLUS LINES POLICYHOLDER NOTICE:
THIS INSURANCE IS ISSUED PURSUANT TO THE FLORIDA
SURPLUS LINES LAW. PERSONS INSURED BY SURPLUS
LINES CARRIERS DO NOT HAVE THE PROTECTION OF
THE FLORIDA INSURANCE GUARANTY ACT TO THE
EXTENT OF ANY RIGHT OF RECOVERY FOR THE
OBLIGATION OF AN INSOLVENT UNLICENSED INSURER.

SOLE SOURCE PURCHASE DATA SHEET

Date: July 16, 2018 PR No.: _____ Requestor: G. Dugre Phone No.: 689-5007

Department/Division: County Administrator

Item Description: Legal Aid Services for Low-Income & Elderly County Residents

Requesting Department's Suggested Vendor: Legal Services of North Florida, Inc.

Vendor's Address: 2119 Delta Blvd, Tallahassee, FL 32302

Vendor's Telephone No.: 850-701-3308 Point of Contact: Ana Carroll

Sole Source Justification: Legal Services of North Florida (LSNF) is a not-for-profit organization serving only low-income individuals and families in 16 counties across the central and western panhandle. LSNF is one of seven service organizations in Florida funded primarily by the Legal Services Corporation (LSC). LSC is a private, not-for-profit corporation created by an Act of Congress to ensure low-income people have equal access to the courts nationwide. Further, the Florida Bar Association lists in its Legal Aid in Florida pamphlet, service providers by county. For Okaloosa, Legal Services of North Florida is the sole provider to non-incarcerated individuals.

Ray Godwin
Requesting Department Director Signature

Date

.....
REVIEW BY PURCHASING DEPARTMENT
VERIFY IF OTHER SOURCES OF SUPPLY MEETS THIS NEED

Vendor #1 Contact:	_____	Phone No.:	_____
Vendor #2 Contact:	_____	Phone No.:	_____
Vendor #3 Contact:	_____	Phone No.:	_____

Buyer Comments: _____

Signature of Buyer Who Reviewed

Date

Purchasing Services Coordinator Comments: _____

Purchasing Services Coordinator Signature

Date

.....
PURCHASING MANUAL - SOLE SOURCE DETERMINATION

Comments: _____



NTE \$85K

Signature: _____

9/24/18

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 08-18-2017

Contract/Lease Control #: C05-1147-PS BCC

Bid #: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: LEGAL SERVICES OF NORTH FLORIDA, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 08/16/2017

Expiration Date: 09/30/2018

Description of Contract/Lease: LEGAL AID SERVICES

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7515

Monitor's FAX # or E-mail: JHOFSTAD@CO.OKALOOSA.FL.US

Closed:

Cc: Finance Department Contracts & Grants Office

CONTRACT & LEASE INTERNAL COORDINATION SHEET

Contract/Lease Number: <u>COS-1147-BCC</u>	Tracking Number: <u>2277-17</u>
Contractor/Lessee Name: <u>Legal Services of North FL, Inc.</u>	Grant Funded: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Purpose: <u>Legal Services Renewal</u>	
Date/Term: <u>9-30-18</u>	1. <input type="checkbox"/> GREATER THAN \$50,000
Amount: _____	2. <input type="checkbox"/> GREATER THAN \$25,000
Department: <u>BCC</u>	3. <input type="checkbox"/> \$25,000 OR LESS
Dept. Monitor Name: <u>Hofstad</u>	
Document has been reviewed and includes any attachments or exhibits.	

Purchasing Review

Procurement requirements are met:

DeRita Mason

Date: 6-27-17

Purchasing Director or designee

Greg Kisela, Charles Powell, DeRita Mason, Matthew Young

Risk Management Review

Approved as written:

with updated Ins. Requirements

Krystal King

Date: 7-5-17

Risk Manager or designee

Laura Porter or Krystal King

County Attorney Review

Approved as written:

see email attached

Date: 7-6-17

County Attorney

Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

Contracts & Grants

Document has been received:

Contracts & Grants Manager

Date: _____

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Wednesday, July 05, 2017 9:17 AM
To: DeRita Mason
Cc: Lynn Hoshihara
Subject: RE: C05-1147-BCC Amendment

This renewal is approved for legal purposes.

From: DeRita Mason [mailto:dmason@co.okaloosa.fl.us]
Sent: Monday, July 03, 2017 10:20 AM
To: Parsons, Kerry
Subject: FW: C05-1147-BCC Amendment

From: DeRita Mason
Sent: Tuesday, June 27, 2017 9:29 AM
To: Lynn Hoshihara <lhoshihara@co.okaloosa.fl.us>
Cc: 'Parsons, Kerry' <KParsons@ngn-tally.com>
Subject: C05-1147-BCC Amendment

Attached is the draft of the referenced amendment. We will also be providing a sole source justification form to go with this as well.

DeRita



DeRita Mason
Contracts and Lease Coordinator
Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, Florida 32536
(850) 689-5960
dmason@co.okaloosa.fl.us

"Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure."

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

SOLE SOURCE PURCHASE DATA SHEET

Date: June 26, 2017 PR No.: _____ Requestor: G. Dugre Phone No.: 5007

Department/Division: County Administrator

Item Description: Legal Aid Services for Low-Income & Elderly County Residents

Requesting Department's Suggested Vendor: Legal Services of North Florida, Inc.

Vendor's Address: 2119 Delta Blvd, Tallahassee, FL 32302

Vendor's Telephone No.: 850-701-3308 Point of Contact: Ana Carroll

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Requesting Department Director Signature

6-29-17

Date

**REVIEW BY PURCHASING DEPARTMENT
VERIFY IF OTHER SOURCES OF SUPPLY MEETS THIS NEED**

Vendor #1 Contact:	_____	Phone No.:	_____
Vendor #2 Contact:	_____	Phone No.:	_____
Vendor #3 Contact:	_____	Phone No.:	_____

Buyer Comments: _____

Signature of Buyer Who Reviewed

Date

Purchasing Services Coordinator Comments: _____

Purchasing Services Coordinator Signature

Date

PURCHASING MANUAL - SOLE SOURCE DETERMINATION

Comments: _____

Approve: ✓

Disapprove: _____

Amount of Purchase: ON AN AS NEEDED BASIS

Date: _____

[Signature]

Purchasing Director Signature

6/30/07

Date



CERTIFICATE OF LIABILITY INSURANCE

OP ID: CL

DATE (MM/DD/YYYY)

07/07/17

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Baker-Harris Ins. Agency, Inc. 1634-C Metropolitan Blvd Tallahassee, FL 32308 Baker-Harris Insurance		850-386-1420 850-386-3218	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: LEGAL-1	
INSURED	Legal Service of North Florida Inc 2119 Delta Boulevard Tallahassee, FL 32303-0000	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: MSA Insurance Company		
		INSURER B: Ascendant Commercial Ins Co		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY		BPG84493	12/17/16	12/17/17	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ EXC
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMPROP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY		BPG84493	12/17/16	12/17/17	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> HIRED AUTOS		BPG84493	12/17/16	12/17/17	
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS		BPG84493	12/17/16	12/17/17	
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N	WC66728-2	02/15/17	02/15/18	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Bs Pers Property		BPG84493	12/17/16	12/17/17	Panama 75,000 Ft Walton 75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Okaloosa County
302 N Wilson Suite 300
Crestview, FL 32536

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Baker-Harris Insurance

Chris Littlefield

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NATIONAL LEGAL AID DEFENDER ASSOCIATION RISK PURCHASING GROUP
BINDER

This certifies that AIX Specialty Insurance Company is hereby binding the coverage described as follows:

Insured: Legal Services of North Florida, Inc.
2119 Delta Blvd.
Tallahassee, FL 32303
Attn: Leslie Powell

Producer: The Leavitt Group

Administrator: NLADA Service Corporation
1901 Pennsylvania Ave. NW, Suite 500
Washington, DC 20006
Tel: 800-725-4513

Please be advised that AIX Specialty Insurance Company is a Surplus Lines Insurer and payment of taxes and fees is the responsibility of the Insured or Insurance Broker. The Policy Premium does not include any applicable taxes and/or fees.

It is expressly stipulated that, except as otherwise provided herein, the coverage provided by this binder is subject to all of the terms and conditions provided in the policy form noted below as issued by AIX Specialty Insurance Company.

If prior to the effective date of the policy the Insured's professional services change or new claims are made against the Insured, then this binder is of no force and effect. We may be willing to revise your quotation based on new underwriting information. Please contact the NLADA Service Corporation immediately.

Policy Number: L1A9346406 05

Policy Period: 12:01 AM 1/1/2017 to 12:01 AM 1/1/2018

Binder Period: 12:01 AM 1/1/2017 to 12:01 AM 2/1/2017

<u>Coverages / Limits</u>	<u>Deductibles</u>	<u>Premium</u>
Lawyers Professional Liability:		
\$250,000 each claim and	\$0 Annual Aggregate	\$7,220.00
\$500,000 in the aggregate	(Does not apply to Defense Costs)	
Retroactive Date: Full Prior Acts		
Management Liability Errors and Omissions Endorsement:		
\$250,000 each claim and	\$0 Annual Aggregate	\$2,888.00
\$500,000 in the aggregate	(Does not apply to Defense Costs)	
Retroactive Date: Full Prior Acts		

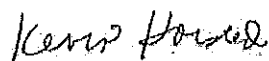
<u>Coverages / Limits</u>	<u>Deductibles</u>	<u>Premium</u>
Employment Practices Liability: \$250,000 each claim and \$500,000 in the aggregate Retroactive Date: Full Prior Acts	\$0 Annual Aggregate (Does not apply to Defense Costs)	\$3,610.00
Criminal Defense Endorsement: No Coverage		No Coverage
Punitive Damages Endorsement: No Coverage		No Coverage
Outside Practice of Law Endorsement: Retroactive Date: 1/1/2005		\$722.00
Primary Pro Bono Endorsement: Retroactive Date: Full Prior Acts		Included
Additional Insured(s):		Included
Total Premium:		\$14,440.00
Surplus Lines Tax: 5.000%		\$722.00
Service Office Fee: 0.150%		\$21.66
		=====
Total:		\$15,183.66

Insurer: AIX Specialty Insurance Company (a member company of The Hanover)
Your coverage will be provided on an excess and surplus lines basis.

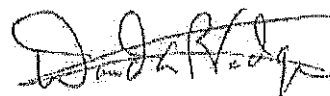
Conditions/Comments: None.

Administrator: NLADA Service Corporation
1901 Pennsylvania Ave. NW
Suite 500
Washington, DC 20006
Tel: 800-725-4513

Producer: The Leavitt Group



Kevin Horsted, Vice President



David L. Bridges

SURPLUS LINES DISCLOSURE

FLORIDA SURPLUS LINES POLICYHOLDER NOTICE:

THIS INSURANCE IS ISSUED PURSUANT TO THE FLORIDA SURPLUS LINES LAW. PERSONS INSURED BY SURPLUS LINES CARRIERS DO NOT HAVE THE PROTECTION OF THE FLORIDA INSURANCE GUARANTY ACT TO THE EXTENT OF ANY RIGHT OF RECOVERY FOR THE OBLIGATION OF AN INSOLVENT UNLICENSED INSURER.

3869



PO BOX 141368
Coral Gables, FL 33114
Tel: 305-820-4360
Fax: 305-820-7188

POLICY NO.
WC-66728-2

INFORMATION PAGE

Workers' Compensation and Employers Liability Insurance Policy

NCCI Code Number: 10233

1. The Insured: LEGAL SERVICES OF NORTH FLORIDA INC

☐ Individual ☐ Partnership

Mailing Address:

☒ Corporation or ☐

2119 DELTA BOULEVARD TALLAHASSEE, FL 32303

Other workplaces not shown above: See WC 99 06 06 (09/09)

Date Issued: 12/12/2016

2. The policy period is from February 15, 2017 12:01 AM to February 15, 2018 12:01 AM at the insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: FL

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident \$100,000 each accident

Bodily Injury by Disease \$500,000 policy limit

Bodily Injury by Disease \$100,000 each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

D. This policy includes these endorsements and schedules: See WC 99 06 03 (09/09).

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications	Code No.	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
-----------------	----------	---	--------------------------------------	--------------------------------

The classifications are listed on WC 99 06 04.

Total Estimated Annual Premium \$5,478.00

Minimum Premium \$220.00

Expense Constant \$200.00

Countersigned by

M.S. Carballo

**Contract # C05-1147-BCC
LEGAL SERVICES OF NORTH FL., INC.
PROVIDE LEGAL SERVICES
EXPIRES: 09/30/2018**

RENEWAL AND THIRTEENTH AMENDMENT TO CONTRACT C05-1147-BCC

between

**LEGAL SERVICES OF NORTH FLORIDA, INC. and
OKALOOSA COUNTY, FLORIDA**

To Provide Legal Aid Services to Okaloosa County, Florida

This Renewal and Thirteenth Amendment made and entered into this 16 day of August, 2017, hereby renews and amends contract C05-1147-BCC, dated December 7, 2004, by and between Okaloosa County, Florida, (hereinafter the "County") and Legal Services of North Florida, Inc., (hereinafter the "Service Provider").

WHEREAS, on December 7, 2004, the County and Service Provider entered into a contract, C05-1147-BCC, which provides legal aid services to Okaloosa County, Florida, which has been amended from time-to-time; and

WHEREAS, the twelfth Amendment of C05-1147-BCC shall expire on September 30, 2017, however the contract provides for one (1) year renewals upon agreement of both parties;

WHEREAS, the general services insurance requirements needs to be updated within the contract. They are attached hereto as Exhibit "A" and made a part of the contract; and

NOW THEREFORE, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to renew and amend C05-1147-BCC as follows:

1. C05-1147-BCC is hereby renewed for an additional term. The contract renewal period shall begin October 1, 2017 and will expire September 30, 2018. The Contract may be renewed annually upon written agreement of both parties.
2. General Services Insurance Requirements are attached hereto as Exhibit "A" and made part of the contract.
3. All other provisions of the C05-1477-BCC shall remain in full force and effect through the duration of the renewal.


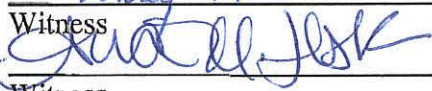
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IN WITNESS WHEREOF, the parties here to have executed this renewal and amendment as of the day and year first written.

LEGAL SERVICES OF NORTH
FLORIDA, INC.

By: 
Leslie N. Powell-Boudreaux
Executive Director

Date: 7/14/2017

ATTEST:

Witness

Witness

OKALOOSA COUNTY, FLORIDA


Carolyn N. Ketchel, Chairman

Date: 16 Aug 20 17

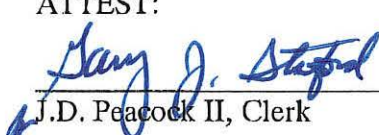
ATTEST:

J.D. Peacock II, Clerk



EXHIBIT "A"

GENERAL SERVICES INSURANCE REQUIREMENTS

REVISED: 6/12/17

CONTRACTOR'S INSURANCE

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers licensed to do business in the State of Florida.
3. All insurance shall include the interest of all entities named and their respective agents, consultants, servants and employees of each and all other interests as may be reasonably required by Okaloosa County as Additional Insured. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. The County shall be listed as Additional Insured by policy endorsement on all insurance contracts applicable to this Agreement except Workers' Compensation and Professional Liability.
5. The County shall be furnished proof of coverage by certificates of insurance (COI) and endorsements for every applicable insurance contract required by this Agreement. The COI's and policy endorsements must be delivered to the County Representative not less than ten (10) days prior to the commencement of any and all contractual Agreements between the County and the Contractor.
6. The County shall retain the right to reject all insurance contracts that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Respondent.
7. The insurance definition of Insured or Additional Insured shall include Subcontractor, Sub-subcontractor, and any associated or subsidiary companies of the Contractor, which are involved, and which is a part of the contract.
8. The County reserves the right at any time to require the Contractor to provide certified copies of any insurance policies to document the insurance coverage specified in this Agreement.

OKALOOSA COUNTY

9. The designation of Contractor shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
10. All insurance policies shall include a clause to provide 30 days written notice to Okaloosa County for any changes, cancellations or non-renewal of the policy, with the exception of 10 day notice for cancellation due to non-payment of premium. Such notice shall be given directly to the County Representative.

WORKERS' COMPENSATION INSURANCE

1. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Respondent shall require the Subcontractor similarly to provide Workers' Compensation Insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.
2. Such insurance shall comply with the Florida Workers' Compensation Law.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

BUSINESS AUTOMOBILE AND COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor shall maintain Business Automobile Liability Insurance coverage throughout the life of this Agreement. The insurance shall include Owned, Non-owned & Hired Motor Vehicle coverage.
2. The Contractor shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures. The coverage shall include both On-and Off-Premises Operations, Contractual Liability, and Broad Form Property Damage.
3. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claims-made basis. If the Insurance is

OKALOOSA COUNTY

issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Contractor shall notify the County representative in writing. The Contractor shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability Insurance can be purchased to meet the Limits of Liability specified in this Agreement.

4. Commercial General Liability coverage shall be endorsed to include the following:
 - 1.) Premises – Operation Liability
 - 2.) Occurrence Bodily Injury and Property Damage Liability
 - 3.) Independent Contractor’s Liability
 - 4.) Completed Operations and Products Liability

LIMITS OF LIABILITY

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer’s liability with limits as prescribed in this contract:

	<u>LIMIT</u>
1. Worker’s Compensation	
1.) State	Statutory
2.) Employer’s Liability	\$100,000 each accident
2. Business Automobile	\$1,000,000 each occurrence. (A combined single limit)
3. Commercial General Liability	\$1,000,000 each occurrence (A combined single limit)
4. Personal and Advertising Injury	\$250,000
5. Professional Liability (E&O)	\$1,000,000 (claims made)

NOTICE OF CLAIMS OR LITIGATION

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Respondent’s knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the

OKALOOSA COUNTY

Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

INDEMNIFICATION & HOLD HARMLESS

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

Note: For contractor's convenience, this certification form is enclosed and is made a part of the bid package.

CERTIFICATE OF INSURANCE

1. Certificates of Insurance, in duplicate, evidencing all required coverage must be submitted to and approved by Okaloosa County prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road, Crestview, Florida, 32536.
2. All policies shall expressly require 30 days written notice to Okaloosa County at the address set out above, or the cancellations of material alterations of such policies, and the Certificates of Insurance, shall so provide.
3. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer. County reserves the right to approve or reject all deductible/SIR above \$10,000. The Certificates of Insurance shall disclose any and all deductibles or self-insured retentions (SIRs).
4. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.
5. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from Okaloosa County will only be provided upon demonstration that the Contractor has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.

GENERAL TERMS

OKALOOSA COUNTY

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.

UMBRELLA INSURANCE

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.

OKALOOSA COUNTY

RENEWAL AND TWELFTH AMENDMENT TO CONTRACT C05-1147-BCC

between

**LEGAL SERVICES OF NORTH FLORIDA, INC. and
OKALOOSA COUNTY, FLORIDA**

To Provide Legal Aid Services to Okaloosa County, Florida

This Renewal and Twelfth Amendment made and entered into this ^{8th day of Sept.} ~~1st day of October,~~ 2016, hereby renews and amends contract C05-1147-BCC, dated December 7, 2004, by and between Okaloosa County, Florida, (hereinafter the "County") and Legal Services of North Florida, Inc., (hereinafter the "Service Provider").

T.Ward
BCC
Records

WHEREAS, on December 7, 2004, the County and Service Provider entered into a contract, C05-1147-BCC, which provides legal aid services to Okaloosa County, Florida, which has been amended from time-to-time; and

WHEREAS, the Eleventh Amendment of C05-1147-BCC shall expire on September 30, 2016, however the contract provides for one (1) year renewals upon agreement of both parties; and

WHEREAS, the Okaloosa County Purchasing Department has recently moved, and as such it is appropriate to revise the address of the Purchasing Department in Section XX of C05-1147-BCC; and

WHEREAS, it is now necessary to revise Section XVII of C05-1147-BCC to reflect the renewal term of this Contract; and

WHEREAS, the parties desire to amend the Contract to include language in the Contract pertaining to Public Records as has recently been amended by the Florida Legislature in the 2016 Laws of Florida chapter 20.

NOW THEREFORE, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to renew and amend C05-1147-BCC as follows:

1. C05-1147-BCC is hereby renewed for an additional term. The contract renewal period shall begin October 1, 2016 and will expire September 30, 2017. The Contract may be renewed annually upon written agreement of both parties.

2. Paragraph XX of C05-1147 is hereby revised to reflect the following change in address:

All notices required by this agreement shall be in writing to the representative listed above with a courtesy copy to the following:

Contracts and Lease Coordinator
Okaloosa County Purchasing Department
5479 A Old Bethel Road
Crestview, Florida 32536

3. Paragraph XVII of C05-1147 is hereby revised as follows:

To pay the Service Provider 25% of funds collected annually in accordance with Section (1) (a) (4) of Okaloosa County Ordinance 04-16 for October 1, 2015 – September 30, 2016. The collected amount shall be remitted quarterly upon an appropriate invoice.

4. C05-1147-BCC is hereby amended to include the following additional paragraph:

XXII. Public Records

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OKALOOSA COUNTY RISK MANAGEMENT DEPARTMENT 5479 OLD BETHEL ROAD CRESTVIEW, FL 32536 PHONE: (850) 689-5977 riskinfo@co.okaloosa.fl.us.

Contractor must comply with the public records laws, Florida Statute chapter 119, specifically Contractor must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
- d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the

service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

5. All other provisions of the C05-1477-BCC shall remain in full force and effect through the duration of the renewal.

IN WITNESS WHEREOF, the parties here to have executed this renewal and amendment as of the day and year first written.

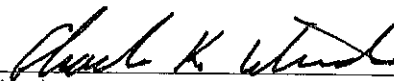
LEGAL SERVICES OF NORTH
FLORIDA, INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director

Date: 07/07/2016

ATTEST:
[Signature]
Witness
[Signature] [Signature]
Witness

OKALOOSA COUNTY, FLORIDA


Charles K. Windes, Jr., Chairman



Date: 9/8/16

ATTEST:

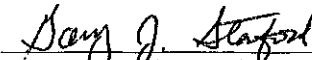

J.D. Peacock II, Clerk



EXHIBIT B

CONTRACT & LEASE AGREEMENT CONTROL FORM

Date: 9/8/15

Contract/Lease Control #: C05-1147-BCC

Bid #: N/A

Contract/Lease Type: AGREEMENT

Award to/Lessee: LEGAL SERVICE OF NORTH FLORIDA

Lessor:

Effective Date: 10/1/2004

Amount:

Term/Expires: 9/30/2016 W/ANNUAL RENEWAL

Description of Contract/Lease: PROVIDE LEGAL AID SERVICES

Department Manager: ADMINISTRATIVE SERVICES

Department Monitor:

Monitor's Telephone #: 689-5007

Monitor's Fax #: 689-5025

Date Closed:

**ELEVENTH AMENDMENT
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY
CONTRACT #C05-1147-BCC**

THIS ELEVENTH AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County," and Legal Services of North Florida, Inc., hereinafter referred to as the "Service Provider," signed December 7, 2004, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider 25% of funds collected annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2015–September 30, 2016. The collected amount shall be remitted quarterly upon an appropriate invoice.

Paragraph XIX. The Service Provider and the County mutually agree:

A. Effective and ending dates: This Eleventh Amendment shall begin on October 1, 2015, and shall end at midnight, local time in Fort Walton Beach, Florida, on September 30, 2016, and may be renewed annually upon agreement of both parties.

Paragraph XX. Revisions:

REPRESENTATIVES: The authorized representative of the County shall be:

Paul A. Lawson, Interim Director
Okaloosa County Department of Public Safety
90 College Boulevard East
Niceville, FL 32578
Phone: 850-651-7150/Fax: 850-651-7170
Email: plawson@co.okaloosa.fl.us

All notices required by this agreement shall be in writing to the representative listed above with a courtesy copy to the following:

Joanne Kublik, Contracts & Lease Coordinator
Okaloosa County Purchasing Department
602-C North Pearl Street
Crestview, FL 32536
Phone: 850-689-5960/Fax: 850-689-5032
Email: jkublik@co.okaloosa.fl.us

**CONTRACT # C05-1147-BCC
LEGAL SERVICES OF NORTH FLORIDA, INC.
PROVIDE LEGAL AID SERVICES
EXPIRES: 09/30/2016**

IN WITNESS WHEREOF, by signature below, both parties agree to abide by the terms, conditions and provisions of the original contract document as amended, that is hereby effective on October 1, 2015.

LEGAL SERVICES OF NORTH FLORIDA,
INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director

Date: August 3, 2015

ATTEST:

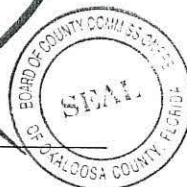
JD PEACOCK II
CLERK OF CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FL

By: Gary J. Stanford
Gary Stanford, Deputy Clerk



By: Nathan D. Boyles
Nathan D. Boyles, Chairman
BCC approval on September 1, 2015.



CERTIFIED A TRUE
AND CORRECT COPY
JD PEACOCK II
CLERK CIRCUIT COURT

BY: Teressa Ward
DEPUTY CLERK

DATE: Sept. 3, 2015



EXHIBIT B

CONTRACT & LEASE AGREEMENT CONTROL FORM

Date: 9/24/14

Contract/Lease Control #: C05-1147-BCC

Bid #: N/A

Contract/Lease Type: AGREEMENT

Award to/Lessee: LEGAL SERVICE OF NORTH FLORIDA

Lessor:

Effective Date: 10/1/2004

Amount: \$

Term/Expires: 9/30/2015 W/ANNUAL RENEWAL

Description of Contract/Lease: PROVIDE LEGAL AID SERVICES

Department Manager: ADMINISTRATIVE SERVICES

Department Monitor: D. Villani

Monitor's Telephone #: 689-5007

Monitor's Fax #: 689-5025

Date Closed:



CERTIFICATE OF LIABILITY INSURANCE

OP ID: CL

DATE (MM/DD/YYYY)

07/28/15

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Baker-Harris Ins. Agency, Inc. 1634-C Metropolitan Blvd Tallahassee, FL 32308 Baker-Harris Insurance		850-386-1420 850-385-3218	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: LEGAL-1	FAX (A/C, No):
INSURED	Legal Service of North Florida Inc 2119 Delta Boulevard Tallahassee, FL 32303-0000		INSURER(S) AFFORDING COVERAGE INSURER A: MSA Insurance Company INSURER B: Ascendant Commercial Ins Co INSURER C: INSURER D: INSURER E: INSURER F:	
			NAIC #	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC		BPG84493	12/17/14	12/17/15	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 500,000 PERSONAL & ADV INJURY \$ 5,000 GENERAL AGGREGATE \$ Excluded PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BPG84493	12/17/14	12/17/15	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC66728-0	02/15/15	02/15/16	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Bs Pers Property Pensacola		BPG84493	12/17/14	12/17/15	Pers Prop 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

OKALOOCO Okaloosa County 90 College Boulevard East Niceville, FL 32578 1147	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Baker-Harris Insurance
--	--



CERTIFICATE OF LIABILITY INSURANCE

OP ID: CL

DATE (MM/DD/YYYY)

07/28/15

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Baker-Harris Ins. Agency, Inc. 1634-C Metropolitan Blvd Tallahassee, FL 32308 Baker-Harris Insurance	850-386-1420 850-385-3218	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS: PRODUCER: CUSTOMER ID #: LEGAL-1	FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: MSA Insurance Company INSURER B: Ascendant Commercial Ins Co INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Legal Service of North Florida Inc 2119 Delta Boulevard Tallahassee, FL 32303-0000		NAIC #	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		BPG84493	12/17/14	12/17/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Excluded GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER POLICY PROJECT LOC					
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BPG84493	12/17/14	12/17/15	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DEDUCTIBLE RETENTION \$	OCCUR CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WC66728-0	02/15/15	02/15/16	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E L EACH ACCIDENT \$ 100,000 E L DISEASE - EA EMPLOYEE \$ 100,000 E L DISEASE - POLICY LIMIT \$ 500,000
A	Bs Pers Property Pensacola		BPG84493	12/17/14	12/17/15	Pers Prop 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

COS-1147-BCC

CERTIFICATE HOLDER

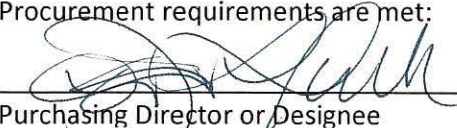
CANCELLATION

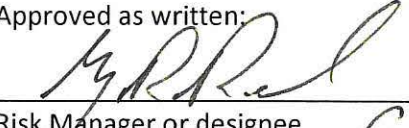
OKALOOCO Okaloosa County 90 College Boulevard East Niceville, FL 32578	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Baker-Harris Insurance <i>Joanne Harris</i>
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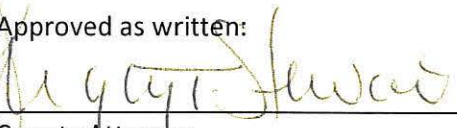
© 1988-2009 ACORD CORPORATION. All rights reserved.

CONTRACT & LEASE INTERNAL COORDINATION SHEET

Contract/Lease Number: <u>COS-1147-BCC</u>	Tracking Number: <u>1033-14</u>
Contractor/Lessee Name: <u>Legal Svs of North Florida</u>	Grant Funded: YES <input type="checkbox"/> NO <input type="checkbox"/>
Purpose: <u>10th Amendment</u>	
Date/Term: <u>9/30/15</u>	1. <input type="checkbox"/> GREATER THAN \$50,000
Amount: <u>25% of funds collected</u>	2. <input type="checkbox"/> GREATER THAN \$25,000
Department: <u>PS</u>	3. <input type="checkbox"/> \$25,000 OR LESS
Dept. Monitor Name: <u>Villani / Huber</u>	
Document has been reviewed and includes any attachments or exhibits.	

Purchasing Review	
Procurement requirements are met:	
 Purchasing Director or Designee	Date: <u>7-16-14</u>
Joanne Kublik	

Risk Management Review	
Approved as written:	
 Risk Manager or designee	Date: <u>7-17-14</u>
Gary R Real	

County Attorney Review	
Approved as written:	
 County Attorney	Date: <u>7-21-14</u>
Gregory T. Stewart	

Following Okaloosa County approval:

Contracts & Grants	
Document has been received:	
_____	Date: _____
Contracts & Grants Manager	

To Michelle 7/21

**TENTH AMENDMENT
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY
CONTRACT #C05-1147-BCC**

THIS TENTH AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County," and Legal Services of North Florida, Inc., hereinafter referred to as the "Service Provider," signed December 7, 2004, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider 25% of funds collected annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2014–September 30, 2015. The collected amount shall be remitted quarterly upon an appropriate invoice.

Paragraph XIX. The Service Provider and the County mutually agree:

A. Effective and ending dates: This Tenth Amendment shall begin on October 1, 2014, and shall end at midnight, local time in Fort Walton Beach, Florida, on September 30, 2015, and may be renewed annually upon agreement of both parties.

Paragraph XX. Revisions:

REPRESENTATIVES: The authorized representative of the County shall be:

Dino J. Villani, Director
Okaloosa County Department of Public Safety
90 College Boulevard East
Niceville, FL 32578
Phone: 850-651-7150/Fax: 850-651-7170
Email: dvillani@co.okaloosa.fl.us

All notices required by this agreement shall be in writing to the representative listed above with a courtesy copy to the following:

Joanne Kublik, Contracts & Lease Coordinator
Okaloosa County Purchasing Department
602-C North Pearl Street
Crestview, FL 32536
Phone: 850-689-5960/Fax: 850-689-5032
Email: jkublik@co.okaloosa.fl.us

**CONTRACT # C05-1147-BCC
LEGAL SERVICES OF NORTH FLORIDA, INC.
PROVIDE LEGAL AID SERVICES
EXPIRES: 09/30/2015**

IN WITNESS WHEREOF, by signature below, both parties agree to abide by the terms, conditions and provisions of the original contract document as amended, that is hereby effective on October 1, 2014.

LEGAL SERVICES OF NORTH FLORIDA,
INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director


Date: July 30, 2014

ATTEST:


DON W. HOWARD
CLERK OF CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FL

By: Gary J. Stanford
Gary Stanford, Deputy Clerk



By: Charles K. Windes, Jr.
Charles K. Windes, Jr., Chairman



BCC approval on September 16, 2014.

EXHIBIT B

CONTRACT & LEASE AGREEMENT CONTROL FORM

Date: 10/1/13

Contract/Lease Control #: C05-1147-BCC

Bid #: N/A

Contract/Lease Type: AGREEMENT

Award to/Lessee: LEGAL SERVICE OF NORTH FLORIDA

Lessor:

Effective Date: 10/1/2004

Amount: \$90,000

Term/Expires: 9/30/2014 W/ANNUAL RENEWAL

Description of Contract/Lease: PROVIDE LEGAL AID SERVICES

Department Manager: ADMINISTRATIVE SERVICES

Department Monitor: D. Villani

Monitor's Telephone #: 689-5007

Monitor's Fax #: 689-5025

Date Closed:

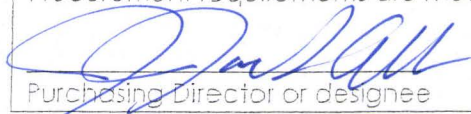
CONTRACT & LEASE INTERNAL COORDINATION SHEET

Contract/Lease Number: C05-1147-BCCTracking Number: 692-13Contractor/Lessee Name: Legal Services of North Florida Grant Funded: YES ___ NO ✓Purpose: Provide Legal Aid Services (Contract Renewal)Date/Term: 9/30/20141. ☒ GREATER THAN \$50,000Amount: 2570 of funds collected2. ☐ GREATER THAN \$25,000Department: Public Safety3. ☐ \$25,000 OR LESSDept. Monitor Name: D. Villani/M. Huber

Document has been reviewed and includes any attachments or exhibits.

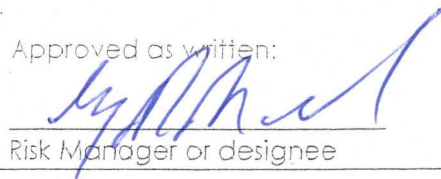
Purchasing Review

Procurement requirements are met:


Purchasing Director or designeeDate: 7/30/13

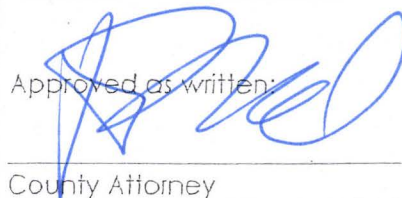
Risk Management Review

Approved as written:


Risk Manager or designeeDate: 8/14/13

County Attorney Review

Approved as written:


County AttorneyDate: 8/22/13

Following Okaloosa County approval:

Contracts & Grants

Document has been received:


Contracts & Grants Manager

Date: _____

**NINTH AMENDMENT
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY
CONTRACT #C05-1147-BCC**

THIS NINTH AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County," and Legal Services of North Florida, Inc., hereinafter referred to as the "Service Provider," signed December 7, 2004, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider 25% of funds collected annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2013–September 30, 2014. The collected amount shall be remitted quarterly upon an appropriate invoice.

Paragraph XIX. The Service Provider and the County mutually agree:

A. Effective and ending dates: This Ninth Amendment shall begin on October 1, 2013, and shall end at midnight, local time in Fort Walton Beach, Florida, on September 30, 2014, and may be renewed annually upon agreement of both parties.

Paragraph XX. Revisions:

REPRESENTATIVES: The authorized representative of the County shall be:

Dino J. Villani, Director
Okaloosa County Department of Public Safety
90 College Boulevard East
Niceville, FL 32578
Phone: 850-651-7150/Fax: 850-651-7170
Email: dvillani@co.okaloosa.fl.us

All notices required by this agreement shall be in writing to the representative listed above with a courtesy copy to the following:

Jack Allen, Contracts & Leases Coordinator
Okaloosa County Purchasing Department
602-C North Pearl Street
Crestview, FL 32536
Phone: 850-689-5960/Fax: 850-689-5998
Email: jallen@co.okaloosa.fl.us

**CONTRACT # C05-1147-BCC
LEGAL SERVICES OF NORTH FLORIDA, INC.
PROVIDE LEGAL AID SERVICES
EXPIRES: 09/30/2014**

IN WITNESS WHEREOF, by signature below, both parties agree to abide by the terms, conditions and provisions of the original contract document as amended, that is hereby effective on October 1, 2013.

LEGAL SERVICES OF NORTH FLORIDA,
INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director

Date: August 26, 2013

ATTEST:

DON W. HOWARD
CLERK OF CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FL

By: Gary J. Stanford
Gary Stanford, Deputy Clerk



By: Don R. Amunds
Don R. Amunds, Chairman
BCC approval 9-17-13



RECEIVED JUL 30 2012
LM

EXHIBIT D

CONTRACT & LEASE INTERNAL COORDINATION SHEET

Contract/Lease Number: COS-1147-BCC Tracking Number: 461-12
Contractor/Lessee Name: Lead Services of North Florida, Inc.
Purpose: Provide Legal Aid Services in Okaloosa County
Date/Term: Oct. 1, 2012 - Sept 30, 2013 1. ☐ GREATER THAN \$50,000
Amount: 2590 of Funds Collected 2. ☐ GREATER THAN \$25,001
Department: PS 3. ☐ \$25,000 OR LESS
Dept. Monitor Name: D. Villani / M. Huber

Purchasing Review

Procurement requirements are met:

[Signature]
Contracts & Lease Coordinator

Date: 7/30/12

Risk Management Review

Approved as written:

[Signature]
Risk Management Director

Date: 8-1-12

County Attorney Review

Approved as written:

[Signature]
County Attorney

Date: 8/9/12

Following Okaloosa County approval:

Contract & Grant

Document has been received:

Contracts & Grants Manager

Date: _____

**EIGHTH AMENDMENT
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY**

THIS EIGHTH AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County," and Legal Services of North Florida, Inc., hereinafter referred to as the "Service Provider," signed December 7, 2004, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider 25% of funds collected annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2012–September 30, 2013. The collected amount shall be remitted quarterly upon an appropriate invoice.

Paragraph XIX. The Service Provider and the County mutually agree:

A. Effective and ending dates: This Eighth Amendment shall begin on October 1, 2012, and shall end at midnight, local time in Fort Walton Beach, Florida, on September 30, 2013, and may be renewed annually upon agreement of both parties.

Paragraph XX. Revisions:

REPRESENTATIVES: The authorized representative of the County shall be:

Dino J. Villani, Director
Okaloosa County Department of Public Safety
90 College Boulevard East
Niceville, FL 32578
Phone: 850-651-7150/Fax: 850-651-7170
Email: dvillani@co.okaloosa.fl.us

All notices required by this agreement shall be in writing to the representative listed above with a courtesy copy to the following:

Jack Allen, Contracts & Leases Coordinator
Okaloosa County Purchasing Department
602-C North Pearl Street
Crestview, FL 32536
Phone: 850-689-5960/Fax: 850-689-5998
Email: jallen@co.okaloosa.fl.us

**CONTRACT # C05-1147-BCC
LEGAL SERVICES OF NORTH FLORIDA, INC.
PROVIDE LEGAL AID SERVICES
EXPIRES: 09/30/2013**

IN WITNESS WHEREOF, by signature below, both parties agree to abide by the terms, conditions and provisions of the original contract document as amended, that is hereby effective on October 1, 2012.

LEGAL SERVICES OF NORTH FLORIDA,
INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director


Date: July 30, 2012

ATTEST:


DON W. HOWARD
CLERK OF CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FL

By: Gary J. Stanford
Gary Stanford, Deputy Clerk



By: Don R. Amunds
Don R. Amunds, Chairman
BCC approval 9-18-12



**SEVENTH AMENDM
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY**

THIS SEVENTH AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County," and Legal Services of North Florida, Inc., hereinafter referred to as the service "Provider," signed December 7, 2004, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider 25% of funds collected annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2011–September 30, 2012. The collected amount shall be remitted quarterly upon an appropriate invoice.

Paragraph XIX. The Service Provider and the County mutually agree:

A. Effective and ending dates: This Seventh Amendment shall begin on October 1, 2011, and shall end at midnight, local time in Fort Walton Beach, Florida, on September 30, 2012, and may be renewed annually upon agreement of both parties.

Paragraph XX. Revisions:

REPRESENTATIVES: The authorized representative of the County shall be:

Dino J. Villani, Director
Okaloosa County Department of Public Safety
90 College Boulevard East
Niceville, FL 32578
Phone: 850-651-7150/Fax: 850-651-7170
Email: dvillani@co.okaloosa.fl.us

All notices required by this agreement shall be in writing to the representative listed above with a courtesy copy to the following:

Jack Allen, Contracts & Leases Coordinator
Okaloosa County Purchasing Department
602-C North Pearl Street
Crestview, FL 32536
Phone: 850-689-5960/Fax: 850-689-5998
Email: jallen@co.okaloosa.fl.us

IN WITNESS WHEREOF, by signature below, both parties agree to abide by the terms, conditions and provisions of the original contract document as amended, that is hereby effective on October 1, 2011.

LEGAL SERVICES OF NORTH FLORIDA,
INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director

Date: August 3, 2011

ATTEST:

DON W. HOWARD
CLERK OF CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FL

By: Gary J. Stanford
Gary Stanford, Deputy Clerk

By: James Campbell
James Campbell, Chairman



Agreement to Provide Legal Aid Services in Okaloosa County

This Agreement is entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County" and Legal Services of North Florida, Inc., hereinafter referred to as the "Service Provider".

WHEREAS, Article V provides for the Judicial Branch of the State government; and

WHEREAS, on November 2, 1998, the Florida Electorate approved Revision 7 to Article V of the Constitution; and

WHEREAS, Revision 7 was designed to allocate a State Courts System funding mechanism, to be shared among the State, Counties, and users of the Courts; and

WHEREAS, during the 2004 Legislative session, the Legislature adopted Senate Bill 2962, which implements Revision 7 to Article V of the Florida Constitution; and

WHEREAS, Section 88 of Senate Bill 2962, creates Section 939.185, Florida Statutes, which permits the Board of County Commissioners to impose an additional court cost by Ordinance in an amount not to exceed \$65; and

WHEREAS, on June 15, 2004, Okaloosa County adopted Ordinance 04-16, imposing the additional \$65 court cost pursuant to Section 939.185, Florida Statutes; and

WHEREAS, funds received from the additional court cost shall be allocated so that 25% of such funds shall be utilized by the County to fund legal aid programs in Okaloosa County consistent with Section 29.008(3), Florida Statutes; and

WHEREAS, Okaloosa County has determined that Legal Services of North Florida, Inc. will satisfy the needs of the County in providing such services to the Community.

NOW, THEREFORE, the County and the Service Provider, hereinafter the "Parties", agree as follows:

I. The Service Provider agrees:

A. Contract Documents: To provide services in accordance with the terms and conditions specified in this Agreement, including all attachments and exhibits if any, which constitute the Contract Documents.

B. Requirements of Section 287.058, Florida Statutes: To allow public access to all documents, papers, letters, or other public records as defined in Section 119.011(1), Florida Statutes, made or received by the Service Provider in conjunction with this

CONTRACT: PROVIDE LEGAL
AID SERVICES
CONTRACT NO.: C05-1147-BCCL-74
LEGAL SERVICES OF NORTH FLORIDA
EXPIRES: 9/30/2005

Agreement, except those public records which are made confidential by law. It is expressly understood that the Service Provider's failure to comply with this provision shall constitute an immediate breach of contract for which the County may unilaterally terminate this Agreement.

C. **Governing Law:** This Agreement is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with Florida Law including Florida provisions for conflict of laws.

II. Venue:

Venue for all actions arising out of this Agreement or as a result thereof shall lie in Okaloosa County, Florida.

III. Severability:

If *any* of the provisions of this Agreement should be declared illegal, void, or unenforceable, the other provisions shall not be affected thereby but shall remain in full force and effect.

IV. Audits, Inspections, Investigations, Records and Retention: The Service Provider Agrees:

A. To establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the County under this Agreement.

B. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of six years after completion of the Agreement. If an audit has been initiated, and audit findings have not been resolved at the end of the six years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement, at no additional cost to the County. Records shall be retained for longer periods when the retention period required by law exceeds the time frames required by this Agreement.

C. Upon demand, at no additional cost to the County, Service Provider shall facilitate the duplication and transfer of any records or documents during the required retention period, to ensure that these records shall be subject at all reasonable times to inspection, review, copying, or audit by Federal, State, or other personnel duly authorized

by the County.

D. Subject to Section IX, at all reasonable times, for as long as records are maintained, persons duly authorized by the County may inspect the Service Provider's documents and records related to this Agreement, regardless of the form in which they are kept.

E. To provide a financial compliance audit to the County and to ensure that all related party transactions are disclosed to the auditor.

F. To comply and cooperate immediately with any inspections, reviews, investigations, or audits, when deemed necessary by the County.

G. To include the aforementioned audit, inspections, investigations and record keeping requirements in all subcontract and assignments, if any, specifically authorized herein.

H. To provide quarterly reports on the number of Okaloosa County residents served by category of case.

V. Monitoring by the County:

Subject to Section IX, the Service Provider agrees to permit persons duly authorized by the County to inspect and copy any records, papers, documents, facilities, goods and services of the Service Provider which are relevant to this Agreement, and to interview any clients, or employees, to ensure the County of the satisfactory performance of the terms and conditions of this Agreement. For such review, the County will deliver to the Service Provider a written report of its findings and request for development of a corrective action plan where appropriate, by the Service Provider. The Service Provider hereby agrees to timely correct any deficiencies identified in the corrective action plan.

VI. Indemnification:

A. The Service Provider shall indemnify, defend, save and hold the County, its officials, officers, agents, and employees, harmless from and against any and all claims, liability, losses, and/or causes of action or actions which may arise from any negligent act or omission, or willful misconduct of the Service Provider, its officers, officials, agents, and employees, whether intentional or unintentional. This provision shall survive any termination or expiration of this Agreement.

B. The County agrees to pay the Service Provider the sum of \$10 and other good

and valuable consideration, as specified consideration for this indemnification provision, the sufficiency of which is hereby accepted and acknowledged by both parties. Furthermore, the Service Provider acknowledges that the Contract price includes said consideration.

VII. Insurance:

A. Throughout the term of this Agreement, the Service Provider shall maintain such insurance in good standing as will protect the Service Provider from claims or damages based upon bodily injury of clients receiving services pursuant to this Agreement, by acquiring personal injury liability coverage in the amount of: \$100,000 per person/\$300,000 per occurrence.

B. Throughout the term of this Agreement the Service Provider shall maintain professional liability insurance coverage in an amount acceptable to the County.

C. The Service Provider shall, when requested by the County, provide proof of all insurance coverage.

VIII. Licensure:

The Service Provider shall be responsible for obtaining and maintaining their City and/or County Occupational Licenses and any license or professional fees required to be paid pursuant to the laws of the State of Florida, Okaloosa County, or the City of Ft. Walton Beach. The Service Provider shall, employ and permit services to be rendered pursuant to this Agreement, throughout the term of this Agreement, only by those attorneys in good standing with the Florida Bar. Any Bar complaint filed against any attorney employed by the Service Provider, providing services under this Agreement who is the subject of a disciplinary action shall be reported to the County immediately.

IX. Confidentiality of Client Information:

The Service Provider shall not use or disclose any information concerning a recipient of services under this Agreement for any purpose prohibited by State or Federal Law, or the Rules Regulating the Florida Bar (except with the written consent of the person legally authorized to give that consent or when authorized by law).

X. Assignments and Subcontracts:

A. The Service Provider shall neither assign responsibility for this Agreement to another party nor subcontract for any of the work contemplated under this Agreement

without prior written approval of the County, which approval shall not be unreasonably withheld. Any sublicense, assignment or transfer otherwise occurring without prior written approval of the County shall be null and void.

B. Any subcontract shall be evidenced by written document. The Service Provider further agrees that the County shall not be liable to the subcontractor in any way or for any reason. The Service Provider, at its own expense, shall defend and hold harmless the County, its officers, officials, employees and agents, against any such claims brought.

XI. Civil Rights Requirements:

The Service Provider shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Service Provider further agrees that all subcontractors, or others with whom it arranges to provide services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex.

XII. Independent Capacity of Service Provider:

A. The Service Provider shall act in the capacity of an independent contractor and not as an officer, employee, or agent of Okaloosa County. Neither the Service Provider nor its agents, employees, subcontractors or assignees shall represent or hold themselves out to others that it is the authority defined as Okaloosa County, Florida, or employees or agents of the County.

B. The Service Provider agrees to take such actions as may be necessary to ensure that each subcontractor of Service Provider will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venture or partner of Okaloosa County.

C. The County will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial or clerical support) to the Service Provider, or its subcontractor or assignee, unless specifically agreed to by Okaloosa County in this Agreement.

D. All deductions for social security, withholding taxes, income taxes,

contributions to unemployment compensation funds and all necessary insurance for the Service Provider, its *officers*, employees, agents, subcontractors, or assignees shall be the sole responsibility of the Service Provider.

XIII. Publicity:

Without limitation, the Service Provider and its employees, agents, and representatives shall not, without prior written approval of the County, in each instance, use in advertisement, publicity or other promotional endeavor any County mark, the name of the County, or any County officer or employee, nor represent directly or indirectly, that any products or services provided by the Service Provider have been approved or endorsed by Okaloosa County or refer to the existence of this Agreement in press releases, advertising or materials distributed by the Service Providers to its respective customers.

XIV. Use of Funds for Lobbying Prohibited:

The Service Provider agrees not to utilize directly or indirectly, contract funds for the purpose of lobbying the Okaloosa County Board of County Commissioners, the Legislature, the Judicial Branch, or a State Agency.

XV. Public Entity Crime:

Pursuant to Section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Okaloosa County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or the repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category two, for a period of 36 months from the date of being placed on the convicted vendor list.

XVI. Services to be Provided:

The Service Provider hereby agrees to provide the following services under this Agreement;

- A. Full professional legal services, provided solely to indigent residents of

Okaloosa County. Those professional services shall include, but not be limited to: civil legal representation in the areas of family, consumer, employment, health, education, housing, real property, public benefits and probate law.

B. In performing any work hereunder, the Service Provider shall provide competent representation to clients. Competent representation requires the legal knowledge, skill, and preparedness reasonably necessary for that representation. The Service Provider's business relationships outside of this Agreement shall not interfere with the performance of the Services specified in this Agreement. The Service Provider shall perform as lead counsel in providing the Services under this Agreement. Associate counsel may participate but only where lead counsel is ill or has a genuine conflict of interest as defined under the laws of the State of Florida. Only associate counsel disclosed to and approved by the County may be utilized. The Service Provider may use staff, secretarial, and paralegal assistants in the performance of representation to the client.

XVII. The County agrees:

To pay the Service Provider \$50,000 annually. Payments shall be made quarterly upon an appropriate invoice, approved in advance by the County.

XVIII. Funds Contingency:

This Agreement is funded by fees assessed under the authority of an Okaloosa County Ordinance pertaining to legal aid services. Any payment for the services by the county shall be limited to the amount of funds collected by this ordinance and appropriation of funds by the Board of County Commissioners of Okaloosa County, for the purposes herein stated.

XIX. The Service Provider and the County mutually agree:

A. Effective and ending dates: This Agreement shall begin on October 1, 2004 and shall end at midnight, local time in Ft. Walton Beach, Florida, on September 30, 2005.

B. Termination: This Agreement may be terminated by either party without cause upon no less than 30 calendar days notice in writing to the other party, unless a sooner time is mutually agreed upon in writing by the Parties. Said notice shall be delivered by United States Postal Service or any expedited delivery service that provides verification

of delivery, or by hand delivery to the County Representative or representative of the Service Provider.

C. In the event that funds for payment pursuant to this Agreement become unavailable or inadequate, the County may terminate this Agreement upon not less than 24 hours notice in writing to the Service Provider. Said notice shall be sent by United States Postal Service or any expedited delivery service that provides verification of delivery. The County shall be the final authority as to the availability and/or adequacy of funds. In the event of termination of this Agreement, the provider will be compensated only for any work performed under this Agreement which has been satisfactorily completed.

D. This Agreement may be terminated as a result of the Service Provider's non-performance and/or breach of this Agreement upon not less than 24 hours written notice to the Service Provider. Failure to object to a breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms and conditions of this Agreement. The provisions herein do not limit the County's right to any other available remedies at law or in equity.

E. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination.

XX. Revisions:

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced or required hereby, it is deemed necessary for the Service Provider to deviate from the requirements of this Agreement, the Service Provider shall obtain the prior written consent of the County.

REPRESENTATIVES: The authorized representative of the County shall be:

James D. Curry
Administrative Services Director
101 E. James Lee Blvd.
Crestview FL 32536
850-689-5007/ 689-5025 (Fax)
E-Mail: jcurry@co.okaloosa.fl.us

The authorized representative for the Service Provider shall be:

Kristine Knab
Executive Director
Legal Services of North Florida, Inc.
2119 Delta Boulevard
Tallahassee, FL
850-385-9007 Ext. 16/205-6540(Fax)
E-Mail: kris@lsnf.org

All notices required by this agreement shall be in writing to the representative listed above with a courtesy copy to the following:

John Christopher
Contracts and Leases Coordinator
Okaloosa County Purchasing Department
602-C North Pearl Street
Crestview FL 32536
850-689-5960 / 850-689-5998 (FAX)
E-Mail: jchristopher@co.okaloosa.fl.us

XXI. All Terms and Conditions Included:

This Agreement and its attachments, if any, and any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions or obligations other than those contained herein, and this Agreement shall supercede all previous communications, representations, or Agreements, either verbal or written between the parties.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have caused this Agreement to be made and executed by their duly authorized representatives, the day and year first above written.

ATTEST/WITNESS:

Legal Services of North Florida, Inc.

Witness Signature

By: Kristine Knab

Kristine E. Knab, Esq.

Executive Director

Date: Dec 7, 2004

OKALOOSA COUNTY by and through its
BOARD OF COUNTY COMMISSIONERS

By: Elaine Tucker

Elaine Tucker, Chairman

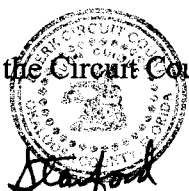


ATTEST:

Gary Stanford

Deputy Clerk of the Circuit Court

By: Gary J. Stanford

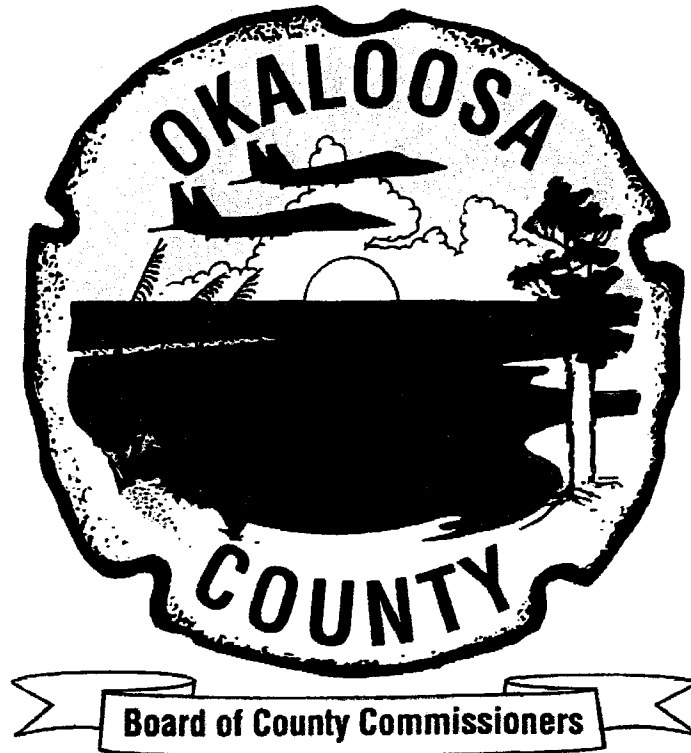


APPROVED AS TO FORM AND LEGAL
SUFFICIENCY:

John Dowd

John Dowd, County Attorney

LEGAL AID SERVICES



PROPOSAL #: BCC 68-04

PROPOSAL OPENED: OCTOBER 29, 2004 @ 4:00 P.M.

**THE INTENT OF THIS RFP IS TO OBTAIN ANNUAL
LEGAL AID SERVICES FOR LOW INCOME INDIVIDUALS & FAMILIES
IN OKALOOSA COUNTY**



Board of County Commissioners

State of Florida

REQUEST FOR PROPOSAL/QUALIFICATIONS LEGAL AID SERVICES FOR OKALOOSA COUNTY

The Okaloosa County Board of County Commissioners under the provisions of Section 287.055, Florida Statutes and County policy, request qualifications from professional firms to provide Legal Aid Services for Okaloosa County. It is the intent of the Board to enter into contract negotiations with one or more firms to accomplish the stated objective.

Firms desiring consideration should provide an original and four (4) copies of their statement of qualifications/proposal. Guidelines detailing form and content requirements for the statement of qualifications/proposal are available by contacting Richard L. Brannon, Purchasing Director, 602-C North Pearl St, Crestview FL 32536 or 850-689-5960 or they may be downloaded from our website at www.co.okaloosa.fl.us (County Dept., Purchasing, Section Navigation window with drop down arrow, click on Vendor Registration, then Florida Panhandle Purchasing Group (that will link you to the website where our bid specifications will now be posted)).

Proposals must be delivered to the Okaloosa County Purchasing Department at the address below no later than **4:00 p.m., October 29, 2004** in order to be considered.

All proposals must be in sealed envelopes reflecting on the outside thereof **"Proposal for Legal Aid Services for Okaloosa County."**

All proposals should be addressed as follows:

Okaloosa County Purchasing Department
Richard L. Brannon
602-C North Pearl St.
Crestview FL 32536


Richard L Brannon
Purchasing Director

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FLORIDA

Elaine Tucker
Chairman

GUIDELINES FOR STATEMENT OF QUALIFICATIONS/PROPOSAL FOR LEGAL AID SERVICES FOR OKALOOSA COUNTY

The purpose of this Request for Proposal/Qualification is to provide interested consultants with guidelines and information to enhance their submission of proposals on the project entitled **"Legal Aid Services for Okaloosa County."**

This request is a result of Article V revisions passed this year by the Florida Legislature. Florida Senate Bill 2962, Section 939.185 F.S. (2004) authorizes the County to collect \$65 per criminal and traffic conviction to fund (among other items) civil legal needs for qualified low income individuals and/or families residing within Okaloosa County.

The amount which will be dedicated to funding this service is estimated to be \$ 50,000 – \$60,000 annually.

Negotiations will conform to the Florida Consultants Competitive Negotiation Act (CCNA) Chapter 287.057, Florida Statutes and County policy.

Okaloosa County will enter into contract using our standard agreement (see sample attached) with a not to exceed annual dollar amount.

Respondents to this Request for Proposal should have extensive experience, a knowledgeable background and qualifications.

The term of this contract shall be one (1) year with one (1) two (2)-year renewals based upon written agreement by both parties and availability of funds.

Respondents should detail a descriptive program explaining how they will:

1. Qualify potential recipients
2. Track services provided
3. Invoice the County for services provided
4. Insure funds are spent on Okaloosa County residents

The successful provider will understand that the County reserves the right to audit their records at any time to ensure compliance with the contract.

The Board of County Commissioners reserves the right to accept or reject any or all statement of qualifications/proposals or to waive any informality existing in any proposal, or to accept the proposals which best serves the interest and intent of this project and is from the most responsive and responsible firms.

An original and four (4) copies of the proposal will be required with all copies having been signed by a company official with the power to bind the company in its proposal. All must be completely responsive to the Request for Proposal/Qualifications guidelines for consideration.

The content of the statement of qualification/proposal of the successful firms will become a basis for contractual negotiations.

The selected consultants shall be required to assume responsibility for all services offered in his proposal. The selected consultants will be the sole point of contact concerning contractual matters including payments of any charges resulting from the contract.

Payment schedule and basis for payment will be negotiated and will be based upon documented work completed.

Public Entity Crime Information: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list.

The engagement of certain professional services, including those required by this Request for Proposals, is exempt from the provisions of the Administrative Procedure Act, Chapter 120, Florida Statutes, as amended, and therefore are not to be subject to the appeal process therein described at any time during the solicitation period.

Proposals **MUST** be submitted in the format described below:

1. Letter of interest including information on location of the firm's office that will be the lead office for this contract.
2. **Business Credentials** – Provide a synopsis of the consultant's qualifications to include specific capabilities of the firm.
3. **Registration** – State the State of Florida licensing/registration qualifications of the consultant's personnel and business office. Provide copies of same.
4. **Specific Accomplishments** – Provide a listing of completed projects with a description of the work performed by the consultant representative of the type of work proposed under this Request for Proposal/Qualifications. The list should include only projects that had significant input from individuals who will be assigned to work on this project.
5. **Project Management Organization** – Describe the organizational structure that will be used to manage projects and provide a resume of their qualifications, education and experience.
6. **References** – List five (5) references representative of related past experience to include, as a minimum, a contact person, company name, phone number and a brief description of the project.

7. **Additional Information & Comments** – The contents under this heading are left to the discretion of the consultant. Material must be pertinent to the proposal but not be otherwise requested in the Request for Proposal/Qualifications.

8. **Conflict of Interest Disclosure Form** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposals the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies.

Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

Furthermore, the official, prior to or at the time of submission of the proposal, must file a statement with the Clerk of Circuit Court of Okaloosa County, if he is an officer or employee of the County, disclosing his or spouse's or child's interest and the nature of the intended business.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

9. **Identical Tie Bids** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process (see attached certification form).

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

10. **Liability & Indemnification Form** – The statement of qualifications/proposals will be reviewed by a Review & Selection Committee. The Committee will select those firms deemed to be most responsive and hear presentations by those firms.

The Board of County Commissioners of Okaloosa County in its absolute discretion may reject any proposal of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely and acceptable fashion, and has directed the Okaloosa County Purchasing Director to emphasize this condition to potential proposers.

EVALUATION/SELECTION OF PROPOSALS

A Selection Review Committee will evaluate all proposals received and:

1. Prepare an alphabetical listing of those proposers determined to be interested and available. Evaluate the proposals meeting minimum submission criteria based upon qualifications and conduct discussions with those firms deemed to be the most highly qualified to provide the services required. Each of the firms will be required to execute the Truth-In-Negotiation certificate as defined in Florida Statutes 287.055. Selection as best qualified will be based on the following considerations:
 - a. Responsiveness of the proposal clearly stating an understanding of the work to be performed for the County.
 - b. Firm's reputation and competence, including technical education and training, experience, availability of adequate personnel, equipment and facilities, the extent of repeat business of the firm and, where applicable, the relationship of cost estimates by the firm to actual costs on previous projects.
 - c. Current workload.
 - d. Past record of professional accomplishments.
 - e. Previous experience with Okaloosa County.
 - f. Qualifications of personnel assigned to the program.
 - g. Experience with programs similar in size and scope to those herein proposed.
 - h. Firm's capability to meet schedules.
 - i. Willingness to meet time requirements.
 - j. Geographic location of the firm.
2. Review of all proposals received will proceed as follows:
 - a. The Selection Committee will review all written documents submitted.
 - b. The Committee's ranking of prospective firms shall be based on the firm's capabilities, ability, adequacy of personnel, past record, recent experience, current workload and location of the firm or individual.
 - c. The Committee may request oral presentations from the vendors when establishing the recommended priority or short list.
3. Negotiations between the Selection Committee and the priority vendors (the vendors ranked highest on the Board approved short list) that will proceed as follows:

- a. Negotiations will be held with the first vendor on the priority list.
 - b. If no tentative agreement can be reached with the first vendor, then negotiations will commence with the second vendor on the short list.
 - c. If no tentative agreement can be reached with the second vendor, then negotiations will commence with the third vendor.
 - d. If no tentative agreement is reached with the third vendor, then the committee shall return to the Board to report such and recommend that a new short list be established from among the other proposals submitted. If for any reason said procedure is not feasible, the committee shall seek direction from the Board as to how to proceed further.
 - e. Okaloosa County reserves the right to negotiate contracts with one or more firms for these services.
4. Presentation of the tentative agreements by the Selection Committee to the Board for approval. The Executive Summary shall inform the Board as to the terms, conditions and costs associated with the contracts.
 5. Upon approval of the agreement by the Board, execution of a formal written agreement prior to commencement of the work associated with the contract.
 6. Direct contact one-on-one with the Committee members is not allowed. Selection will be on the basis of professional qualifications and experience.
 - a. The Selection Review Committee will evaluate and rank all proposals meeting the minimum submission requirements and enter into formal negotiations with said firms. Firms will be notified of dates and times of any interview.

PROPOSAL OPENING

Proposal Opening shall be public on the date and time specified on the proposal form. It is the proposer's responsibility to assure that his proposal is delivered at the proper time and place. Offers by telegram, facsimile or telephone are **NOT** acceptable.

Note: Crestview, FL is "**not a next day guaranteed delivery location**" by delivery services.

RIGHT TO WAIVE & REJECT

- A. The Board, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Director to emphasize this condition to potential proposers.

- B. There is no obligation on the part of the County to award the proposal to the lowest proposer, and the County reserves the right to award the proposal to proposer submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa county, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.
- C. The Board of County Commissioners reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgement will best serve the interest of the County.
- D. The Board of County Commissioners specifically reserves the right to reject any conditional proposal and will normally reject those which made it impossible to determine the true amount of the proposal. Each item must be proposed separately and no attempt is to be made to tie any item or items to any other item or items.

DISQUALIFICATION OF PROPOSERS

Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:

- A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
- B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
- C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the County until such participant shall have been reinstated as a qualified proposer.
- D. Uncompleted work which in the judgement of the County might hinder or prevent the prompt completion of additional work if awarded.
- E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
- F. Default under previous contract.
- G. The Board, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Director to emphasize this condition to potential proposers.

DISCRIMINATION

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____ NO X

NAME(S)

POSITION(S)

FIRM NAME: Legal Services of North Florida, Inc.

BY (PRINTED): Kristine E. Knab

BY (SIGNATURE): 

TITLE: Executive Director

ADDRESS: 2119 Delta Blvd.

Tallahassee, Florida 32303

PHONE NO. (850) 385-9007 Ex. 16


E-MAIL kris@lsnf.org

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED BIDDER CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: October 27, 2004 SIGNATURE: 

COMPANY: Legal Services of North Florida, Inc. NAME: Kristine E. Knab
(Typed or Printed)

ADDRESS: 2119 Delta Blvd. (admin. office) TITLE: Executive Director
Tallahassee, FL 32303
133 Staff Dr. Ste. B(contract office) E-MAIL: kris@lsnf.org
Fort Walton Beach, FL 32548)

PHONE NO.: (850) 385-9007 Ex 16

INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

Legal Services of North Florida, Inc.
Bidder's Company Name

133 Staff Drive, Suite B, Fort Walton
Beach, Florida 32548
Physical Address (contract service office)

2119 Delta Blvd., Tallahassee,
Florida, 32303
Mailing Address (administrative office)

(850) 385-9007 Ex. 16
Phone Number

(850) 509-5590
Cellular Number

October 27, 2004
DATE


Authorized Signature – Manual

Kristine E. Knab
Authorized Signature – Typed

Executive Director
Title

(850) 205-6540
FAX Number

(850) 893-6473
After-Hours Number(s)

Insurance and Other Requirements

Proposer shall include a discussion of the types and amounts of business automobile, commercial general liability and professional liability insurance that he/she shall maintain throughout the life of this agreement

By requiring insurance, the County does not represent that the insurance coverage shall adequately protect the Proposer. Such coverage shall not be deemed as a limitation on the Proposer's liability under the indemnities granted to the County in this agreement.

Failure to maintain adequate insurance may result in termination of this agreement at the County's option. If the Proposer fails to maintain adequate insurance, the County shall have the right, but not the obligation, to purchase said insurance at the Proposer's expense.

Proposer agrees to report any incident or claim that results from his/her performance of this agreement. Within ten (10) days of the Proposer's knowledge, the County representative shall receive written notice describing the incident or claim.

The Proposer acknowledges that he/she is an independent contractor in the performance of this agreement and shall not be entitled to any benefits normally granted to employees of the County. As such he/she is free to set the work schedule, methods and appointments. The Proposer acknowledges he/she has the proper education, training and licensure to perform the duties under this agreement. The County shall be held harmless against all claims for bodily injury, sickness, disease, death or personal or damage to property or loss of use resulting there from arising out of performance of this agreement unless such claims are the result of the County's own negligence. Also, the County shall be held harmless against all claims for financial loss with respect to providing, or failure to provide, professional or other services. This hold harmless includes professional malpractice, or errors or omissions liability arising out of this agreement unless such claims are a result of the County's sole negligence. The County furnishing office or other supplies is incidental to the Proposer's status as an independent contractor.

FIRST AMENDMENT
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY

THIS AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County" and Legal Services of North Florida, Inc., hereinafter referred to as the Service "Provider," signed December 7, 2005, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider \$54,000 annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2005 – September 30, 2006. Payments shall be made quarterly upon an appropriate invoice, approved in advance by the County

Paragraph XIX:

A. & B. Effective and ending dates: This First Amendment to this agreement shall begin on October 1, 2005 and shall end at midnight, local time in Ft. Walton Beach, Florida, on September 30, 2006.

IN WITNESS WHEREOF, the parties have caused this Agreement to be made and executed by their duly authorized representatives, the day and year first above written.

LEGAL SERVICES OF NORTH FLORIDA, INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director
Date: 9/2/05

CONTRACT: PROVIDE LEGAL
AID SERVICES
CONTRACT NO.: C05-1147-BCC2-74
LEGAL SERVICES OF NORTH FL
EXPIRES: 9/30/2006

OKALOOSA COUNTY BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS

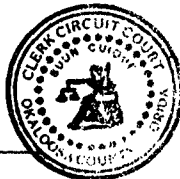


William J. Dowd
Chairman

ATTEST:

DON W. HOWARD
CLERK OF CIRCUIT COURT

By: Don W. Howard
Deputy Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

John Dowd
County Attorney

SECOND AMENDMENT
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY

THIS SECOND AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County" and Legal Services of North Florida, Inc., hereinafter referred to as the Service "Provider," signed December 7, 2005, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider \$ 90,000.00 annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2006 – September 30, 2007. Payments shall be made quarterly upon an appropriate invoice, approved in advance by the County.

Paragraph XIX:

A. & B. Effective and ending dates: This Second Amendment to this agreement shall begin on October 1, 2006 and shall end at midnight, local time in Ft. Walton Beach, Florida, on September 30, 2007.

IN WITNESS WHEREOF, the parties have caused this Agreement to be made and executed by their duly authorized representatives, the day and year first above written.

LEGAL SERVICES OF NORTH FLORIDA, INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director

Date: Sept. 15, 2006

ATTEST:

DON W. HOWARD
CLERK OF CIRCUIT COURT

By: Sam J. Stafford
Deputy Clerk



OKALOOSA COUNTY BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS

By: Shirley L. Campbell
Chairman



CONTRACT: PROVIDE LEGAL AID
SERVICES
CONTRACT NO.: C05-1147-BCC3-74
LEGAL SERVICES OF NW FLORIDA
EXPIRES: 9/30/2007

THIRD AMENDMENT
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY

THIS THIRD AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County" and Legal Services of North Florida, Inc., hereinafter referred to as the Service "Provider," signed December 7, 2005, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider 25% of funds collected annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2007 – September 30, 2008. The collected amount shall be remitted quarterly upon an appropriate invoice.

Paragraph XIX:

A. & B. Effective and ending dates: This Third Amendment shall begin on October 1, 2007 and shall end at midnight, local time in Ft. Walton Beach, Florida, on September 30, 2008.

IN WITNESS WHEREOF, the parties have caused this Agreement to be made and executed by their duly authorized representatives, the day and year first above written.

LEGAL SERVICES OF NORTH FLORIDA, INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director

Date: Sept. 13, 2007

ATTEST:

DON W. HOWARD
CLERK OF CIRCUIT COURT

OKALOOSA COUNTY BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS

By: Don W. Howard
Deputy Clerk



By: [Signature]
Chairman



CONTRACT: PROVIDE LEGAL
AID SERVICES
CONTRACT NO.: C05-1147-BCC4-74
LEGAL SERVICES OF NORTH FLORIDA
EXPIRES: 9/30/2008

FOURTH AMENDMENT
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY

THIS FOURTH AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County" and Legal Services of North Florida, Inc., hereinafter referred to as the Service "Provider," signed December 7, 2004, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider 25% of funds collected annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2008 – September 30, 2009. The collected amount shall be remitted quarterly upon an appropriate invoice.

Paragraph XIX:

A. & B. Effective and ending dates: This Fourth Amendment shall begin on October 1, 2008 and shall end at midnight, local time in Ft. Walton Beach, Florida, on September 30, 2009.

IN WITNESS WHEREOF, the parties have caused this Agreement to be made and executed by their duly authorized representatives, the day and year first above written.

LEGAL SERVICES OF NORTH FLORIDA, INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director

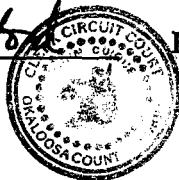
Date: Aug 13, 2008

ATTEST:

DON W. HOWARD
CLERK OF CIRCUIT COURT

OKALOOSA COUNTY BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS

By: Darryl J. Stanford
Deputy Clerk



By: Jim English
Chairman



CONTRACT: PROVIDE LEGAL
AID SERVICES
CONTRACT NO.: C05-1147-BCC5-74
LEGAL SERVICES OF NORTH FLORIDA
EXPIRES: 9/30/2009

FIFTH AMENDMENT
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY

THIS FIFTH AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County" and Legal Services of North Florida, Inc., hereinafter referred to as the Service "Provider," signed December 7, 2004, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider 25% of funds collected annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2009 – September 30, 2010. The collected amount shall be remitted quarterly upon an appropriate invoice.

Paragraph XIX:

A. Effective and ending dates: This Fifth Amendment shall begin on October 1, 2009 and shall end at midnight, local time in Ft. Walton Beach, Florida, on September 30, 2010 and may be renewed annually upon agreement of both parties.

Paragraph XX.

REPRESENTATIVES: The authorized representative of the County shall be:

Donna G. Miller, Administrative Services Director
302 N. Wilson Street #303
Crestview, FL 32536
850-689-5007/850-689-5025 (Fax)
Email: dmiller@co.okaloosa.fl.us

All notices required by this agreement shall be in writing to the representative listed above with a courtesy copy to the following:

Jack Allen, Contracts & Leases Coordinator
Okaloosa County Purchasing Department
602-C North Pearl Street
Crestview, FL 32536
850-689-5960/850-689-5998 (Fax)
Email: jallen@co.okaloosa.fl.us

IN WITNESS WHEREOF, the parties have caused this Agreement to be made and executed by their duly authorized representatives, the day and year first above written.

LEGAL SERVICES OF NORTH FLORIDA, INC.


By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director


Date: August 11, 2009

ATTEST:

DON W. HOWARD
CLERK OF CIRCUIT COURT

OKALOOSA COUNTY BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS

By: Dany J. Starford
Deputy Clerk 

By: William J. [Signature]
Chairman 

BCC approval on 9-15-09.

SIXTH AMENDMENT
TO
AGREEMENT TO PROVIDE LEGAL AID SERVICES
IN OKALOOSA COUNTY

THIS SIXTH AMENDMENT to the Agreement entered into by and between Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "County" and Legal Services of North Florida, Inc., hereinafter referred to as the Service "Provider," signed December 7, 2004, is hereby amended as follows:

Paragraph XVII. The County agrees:

To pay the Service Provider 25% of funds collected annually in accordance with Section (1) (a) (4) of Okaloosa Ordinance 04-16 for October 1, 2010 – September 30, 2011. The collected amount shall be remitted quarterly upon an appropriate invoice.

Paragraph XIX:

A. Effective and ending dates: This Sixth Amendment shall begin on October 1, 2010 and shall end at midnight, local time in Ft. Walton Beach, Florida, on September 30, 2011 and may be renewed annually upon agreement of both parties.

Paragraph XX.

REPRESENTATIVES: The authorized representative of the County shall be:

Donna G. Miller, Administrative Services Director
302 N. Wilson Street #303
Crestview, FL 32536
850-689-5007/850-689-5025 (Fax)
Email: dmiller@co.okaloosa.fl.us

All notices required by this agreement shall be in writing to the representative listed above with a courtesy copy to the following:

Jack Allen, Contracts & Leases Coordinator
Okaloosa County Purchasing Department
602-C North Pearl Street
Crestview, FL 32536
850-689-5960/850-689-5998 (Fax)
Email: jallen@co.okaloosa.fl.us

IN WITNESS WHEREOF, the parties have caused this Agreement to be made and executed by their duly authorized representatives, the day and year first above written.

LEGAL SERVICES OF NORTH FLORIDA, INC.

By: Kristine E. Knab
Kristine E. Knab, Esq.
Executive Director

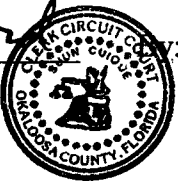
Date: May 20, 2010

ATTEST:

DON W. HOWARD
CLERK OF CIRCUIT COURT

OKALOOSA COUNTY BY AND THROUGH ITS
BOARD OF COUNTY COMMISSIONERS

By: Dany J. Stanford
Deputy Clerk



[Signature]
Chairman



**BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

DATE:

TO: Honorable Board of County Commissioners

FROM: Donna G. Miller, Assistant County Administrator

SUBJECT: Legal Aid Services

DISTRICT: All

STATEMENT OF ISSUE: The Board is requested to authorize the execution of the Sixth Amendment to the Agreement with Legal Services of North Florida to provide legal aid services consistent with Florida Statutes to indigent residents of Okaloosa County.

BACKGROUND: Each year, the Board contracts with Legal Services of North Florida to provide legal aid to low income residents under the provisions of Okaloosa County Ordinance 04-16. Legal Services of North Florida has offices throughout the panhandle, including one in Fort Walton Beach. According to recent reports, they served 334 Okaloosa clients in the first two months of 2010 on a variety of civil issues and wish to continue their services to indigent citizens in Okaloosa County.

According to ordinance, they are allowed twenty-five percent of the total revenue received from fine and forfeiture funds as stipulated by Article V (payable in quarters). The proposed amendment is for Fiscal Year 2010-11 and allows for payment of the available collected funds in quarterly payments after appropriate invoicing.

This amendment has been reviewed and approved by the County Attorney, Risk Management and Purchasing Department.

RECOMMENDATION: Approve and authorize the Chairman to sign the Sixth Amendment to continue this contract in Fiscal Year 2010-11 for the 25% allowed in quarterly payments after appropriate invoicing. Funds paid under the terms of this agreement will not exceed the amount of revenue received from the funding ordinance.

RECOMMENDED BY: _____
Assistant County Administrator

APPROVED BY: _____
County Administrator

Loan
Coordination complete
O.K. to proceed.

EXHIBIT D

4/12/10

**CONTRACT & LEASE
INTERNAL COORDINATION SHEET**

Contract/Lease Number: C05-1147-BCC

Tracking Number: 162-10

Contractor/Lessee Name: Legal Services of North Fl.

Purpose: 6th Amendment to Provide Legal Aid Services

Date/Term: 10/1/2010 - 9/30/2011

1. ☐ GREATER THAN \$50,000

Amount: 2590 of funds collected

2. ☐ GREATER THAN \$25,001

Department: BCAD

3. ☐ \$25,000 OR LESS

Dept. Monitor Name: D Miller

Purchasing Review

Procurement requirements are met:

Contracts & Lease Coordinator

Date: 4/8/10

Risk Management Review

Approved as written:

Risk Management Director

Date: 9/9/10

County Attorney Review

~~Approved as written:~~

~~County Attorney~~

Date: 9/17/10

Following Okaloosa County approval:

Contract & Grant

Document has been received:

Contracts & Grants Manager

Date: _____