



## MEMORANDUM OF UNDERSTANDING

Between the  
**SoFIA RSVP Tech & Community Services Program**  
By and through the  
**SOUTH FLORIDA INSTITUTE ON AGING, INC. ("SoFIA")**  
1005 W State RD 84, #435 Fort Lauderdale, FL 33315  
Phone: (954) 484-7117

and

Carl Shechter S.W. Focal Point Community Center

**Address:**

301 NW 103 Avenue

**City:**

Pembroke Pines, FL

**Zip:**

33026

The Volunteer Station representative who will serve as liaison with **SoFIA** and who will be responsible for site orientation and supervision is:

Name:

Silvia A Aguilar and/or Helen Daniels

Phone Number:

954-450-6888

Title:

Silvia Aguilar, Assistant Director/Helen Daniels, Activities Division Supervisor

E-mail:

saguilar@ppines.com

**This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years. All amendments shall be affixed to and become a part of this Memorandum of Understanding.**

**Effective: December 11, 2024 through December 10, 2025**

**For All Stations: Please check the appropriate line that identifies your agency's designation. By signing this Memorandum of Understanding, your agency is certifying that it meets the requirements necessary to become a SoFIA Tech Services Volunteer Station.**

1. To qualify as a SoFIA Tech Services Station, an agency must self-certify that it is one of the following:

☐ Public Non-Profit ☐ Private Non-Profit ☒ Governmental Agency

**IF A NON-PROFIT, PLEASE PROVIDE THE EIN (Employer Identification #): \_\_\_\_\_**

## **BASIC PROVISIONS**

### **B. SoFIA's Responsibilities:**

1. Recruit, interview, train and enroll RSVP Volunteers and refer volunteers to the Volunteer Station to serve as Community Volunteers to provide organizational program support and/or Tech Services Volunteer Instructors & Assistants (ages 55 and older) to conduct computer classes for enrolled participants, ages 60 and older.
2. Establish Volunteer Assignment Description detailing individual responsibilities.
3. Instruct RSVP Volunteers in proper use and submission of reports, mileage reimbursement forms, timesheets and program procedures.
4. Provide RSVP orientation to volunteer station prior to placement of volunteers and at other times as the need arises.
5. Develop publicity and marketing of RSVP programs such as Flyers, Community presentations, Health Fairs and public outreach, highlighting volunteer service, accomplishments and the impact upon the Broward community.
6. SoFIA provides accident and liability insurances for active RSVP volunteers as per the requirements in placed by AmeriCorps in accordance to Section 251.46 (b) of the Code of Federal Regulations (CFR).
7. Periodically monitor volunteer activities at volunteer station to assess impact and/or discuss needs of volunteers and volunteer station.
8. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies and availability of funds.
9. Tech Services Classes will include in a mix of a brief lecture, discussion, modeling of new skills, hands-on practice, and review.
10. Tech Services Instructors will notify their SoFIA and Site Coordinator if they are unable to attend scheduled classes or needs to reschedule.
11. Tech Services Volunteer Instructors & Assistants will notify SoFIA of any absent students.
12. Tech Services Volunteer Instructors & Assistants will adhere to SoFIA policies and procedures.
13. Tech Services Volunteer Instructors & Assistants will adhere to all policies of the site including confidentiality.
14. SoFIA will provide Technology course materials for class participants.
15. Be responsible for all enrollment and data collection, including pre & post student surveys.
16. Ensure all SoFIA supplies or equipment is secured at the end of each session.

### **C. Volunteer Station Site Responsibilities:**

1. Provide and pay for Level II background screenings as set forth in the Florida Statutes Chapter 435 for volunteers assigned to provide services under this MOU, if required by the Volunteer Station Site.
2. Mail copy of the background screenings to:  
SoFIA Tech Services 1005 W State RD 84, #435, Fort Lauderdale, FL 33315
3. Provide orientation, training and materials with respect to site operation
4. Assist in the recruitment of participants, volunteer assistant(s) & volunteer instructors for Tech Services Program.
5. For Tech Services provide a large screen Monitor and HDMI cable for the trainer laptop or device for course instruction
6. For Tech Services provide a strong Wi-Fi connection to support course instruction.
7. Collect, validate and submit RSVP volunteer time sheets to SoFIA by the 5<sup>th</sup> of the month for quarterly volunteer mileage reimbursements.

8. Provide for the adequate safety of volunteers, reasonable accommodations for qualified disabled volunteers, and comply with provisions of the Civil Rights Act of 1964.
9. Meet with SoFIA staff to conduct an annual assessment of the impact volunteers have on the agency and its clients. The Volunteer Station shall supply any and all statistical data on volunteer impact on community needs to program staff as needed or requested.

**D. Other Provisions:**

1. Separation from Volunteer Service: The Volunteer Station may request the removal of a volunteer at any time. The volunteer may withdraw from service at the Volunteer Station or from SoFIA at any time. Discussions of individual separations will occur among SoFIA staff, Volunteer Station staff and the volunteer to clarify the reasons, resolve conflicts or take remedial action, including placement with another volunteer station.
2. Prohibited Activities: The Volunteer Station will not request or assign volunteers to conduct or engage in political or legislative activities, including lobbying. The Volunteer Station shall not give religious instruction, conduct worship services, or engage in proselytization and, if the volunteer station is an organization that conducts inherently religious activities, those activities shall be offered separately, in time and location from the programs or services funded under the Corporation grant.
3. Displacement of Employees: The Volunteer Station will not assign volunteers to any assignment which would displace employed workers or impair existing contracts for services.
4. Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the programs and activities to which SoFIA volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental and cognitive impairments or addictions or diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
5. Prohibition of Discrimination: The Volunteer Station will not discriminate against volunteers or in the operation of its program on the basis of race, color, national origin, including limited English proficiency, sex, age, political affiliation, religion or on the basis of disability.
6. Publicity: The Volunteer Station will specify, either verbally or in writing, that SoFIA volunteers are participants in the Volunteer Station's program in a publicity featuring such volunteers, including, but not limited to, radio, TV, internet, print or verbal presentation.
7. Terms and Conditions: This Memorandum of Understanding contains all terms and conditions agreed upon by the contracting parties. No other understanding, verbal or otherwise, shall be deemed to exist or to bind any of the parties hereto.

**E. For New Stations:**

1. Documentation of Handicap Accessibility: The Volunteer Station will provide SoFIA with documentation of handicap accessibility. If no such documentation exists, the Volunteer Station will complete a self-evaluation checklist and submit it to SoFIA.

**Station Site Representative**

Print Name: Charles F Dodge

Title: City Manager

Signature: Charles F. Dodge

Date: 8/21/24

**SoFIA Representative**

Print Name: Lisa Van Voorhis

Title: RSVP & Tech Services Director

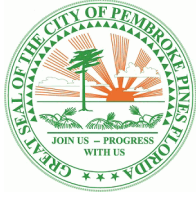
Signature: Lisa Van Voorhis

Date: 8/21/2024

APPROVED AS TO LEGAL FORM

OFFICE OF THE CITY ATTORNEY

DATED: 8/26/24



# City of Pembroke Pines, FL

601 City Center Way  
Pembroke Pines, FL  
33025  
www.ppines.com

## Agenda Request Form

**Agenda Number: 5.**

**File ID:** 24-0863

**Type:** Agreements/Contracts

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 09/03/2024

**Short Title:** Contracts Database - September 18th, 2024

**Final Action:** 09/18/2024

**Title:** **MOTION TO APPROVE THE DEPARTMENT RECOMMENDATIONS FOR THE FOLLOWING ITEMS LISTED ON THE CONTRACTS DATABASE REPORT:**

- (A) B.P. Academy, Inc. - Facility Use Agreement - Renewal
- (B) Broward County - Community Shuttle Service - Renewal
- (C) FileOnQ, Inc. - Public Safety Platform - Renewal
- (D) NCS Pearson, Inc. (Certiport) - Certification Assessment & Training - Renewal
- (E) Optimist Club of Pembroke Lakes, Florida, Inc. (PLO) - Facility Use Agreement - Renewal
- (F) Optimist Club of West Pembroke Pines, Inc. (WPPO) - Facility Use Agreement - Renewal
- (G) Pembroke Pines Optimist Club, Inc. (PPO) - Facility Use Agreement - Renewal
- (H) South Florida Institute on Aging, Inc. ("SoFIA") - RSVP Tech & Community Services Program - Renewal
- (I) State of Florida, Emergency Management Division (The) - Statewide Mutual Aid Agreement - Renewal
- (J) Stryker Sales, LLC. - PowerLoad System - Renewal
- (K) West Pines Girls Softball, Inc. (WPGS) - Facility Use Agreement - Renewal
- (L) West Pines United Futbol Club, Inc. - Facility Use Agreement- Renewal



\*Agenda Date: 09/18/2024

Agenda Number: 5.

**Internal Notes:**

**Attachments:** 1. Contracts Database Report - September 18th, 2024 (revised), 2. A. BP Academy, Inc. FUA (Fletcher Park) (AB), 3. B. Broward County - Community Shuttle Service Agreement (All Backup), 4. C. FileOnQ -Existing Customer Platform Agreement (All Backup), 5. D. NCS Pearson-Certiport Agreement-Microsoft Training for Charter Schools (All Backup), 6. E. Optimist Club of Pembroke Lakes (PLO) - Facility Use Agreement (AB), 7. F. Optimist Club of West Pembroke Pines (WPPO) - FUA (AB), 8. G. Pembroke Pines Optimist Club (PPO) Facility Use Agreement (AB), 10. I. Statewide Mutual Aid Agreement (SMAA) - 2023 (2024-25)(ABD), 11. J. Stryker Sales, LLC. - Power Load System (AB), 9. H. SoFIA MOU RSVP Tech & Community Services Program (All Backup), 12. K. West Pines Girls Softball (WPGS) - Facility Use (AB), 13. L. West Pines Futbol Club, Inc. - Facility Use Agreement (AB)

**Related Files:**

1	City Commission	09/18/2024	approve	Pass
	<b>Action Text:</b>	A motion was made to approve on the Consent Agenda		
		Aye: - 5	Mayor Castillo, Vice Mayor Good Jr., Commissioner Rodriguez, Commissioner Schwartz, and Commissioner Hernandez	
		Nay: - 0		

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**MOTION TO APPROVE THE DEPARTMENT RECOMMENDATIONS FOR THE FOLLOWING ITEMS LISTED ON THE CONTRACTS DATABASE REPORT:**

- (A) B.P. Academy, Inc. - Facility Use Agreement - Renewal
- (B) Broward County - Community Shuttle Service - Renewal
- (C) FileOnQ, Inc. - Public Safety Platform - Renewal
- (D) NCS Pearson, Inc. (Certiport) - Certification Assessment & Training - Renewal
- (E) Optimist Club of Pembroke Lakes, Florida, Inc. (PLO) - Facility Use Agreement - Renewal
- (F) Optimist Club of West Pembroke Pines, Inc. (WPPO) - Facility Use Agreement - Renewal
- (G) Pembroke Pines Optimist Club, Inc. (PPO) - Facility Use Agreement - Renewal
- (H) South Florida Institute on Aging, Inc. ("SoFIA") - RSVP Tech & Community Services Program - Renewal
- (I) State of Florida, Emergency Management Division (The) - Statewide Mutual Aid Agreement - Renewal

(J) Stryker Sales, LLC. - PowerLoad System - Renewal

(K) West Pines Girls Softball, Inc. (WPGS) - Facility Use Agreement - Renewal

(L) West Pines United Futbol Club, Inc. - Facility Use Agreement- Renewal

**SUMMARY EXPLANATION AND BACKGROUND:**

1. Pursuant to Section 35.29(F) "City Commission notification" of the City's Code of Ordinances, "The City Manager, or his or her designee, shall notify the Commission, in writing, at least three months in advance of the expiration, renewal, automatic renewal or extension date, and shall provide a copy of the contract or agreement and a vendor performance report card for the contract or agreement to the City Commission."
2. On May 17, 2017, Commission approved the motion to place all contracts from the Contract Database Reports on consent agendas as they come up for contractual term renewal so that City Commission affirms directions to administration whether to renew or to go out to bid.
3. The Agreements shown below are listed on the Contracts Database Reports for renewal.

**(A) B.P. Academy, Inc. - Facility Use Agreement - Renewal**

1. On October 25, 2022, the City entered into an Agreement with B.P. Academy, Inc. for the use of certain athletic fields owned, operated, and/or maintained by the City for recreational purposes, for an initial one (1) year period, which expired on September 30, 2023.
2. Section 2.1 of the Original Agreement authorizes the renewal of the Original Agreement for additional terms upon mutual consent evidenced by written Amendments to the Agreement extending the term thereof.
3. The term of the Original Agreement, as amended, has been renewed one (1) time extending the term to September 30, 2024.
4. The Recreation Department recommends that the City Commission approve this Second Amendment to renew the term for an additional one (1) year period, which shall commence on October 1, 2024, and naturally expire on September 30, 2025, as allowed by the Agreement.

**FINANCIAL IMPACT DETAIL:**

- a) **Renewal Revenue:** \$4,065.00
- b) **Amount budgeted for this item in Account No:**  
001-000-7001-347225-0000-000-0000-Youth Athletic Program

001-000-7001-347565-0000-000-0000-Athletic Fees - Non-resident

- c) **Source of funding for difference, if not fully budgeted:** Not Applicable
- d) **5year projection of the operational cost of the project:** Not Applicable
- e) **Detail of additional staff requirements:** Not Applicable

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

- a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable
- b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable

**(B) Broward County - Community Shuttle Service - Renewal**

1. On October 2, 2019, the City Commission approved for the City to enter into an Agreement with Broward County for an initial three (3) year period, commencing on October 1, 2019, and expiring on September 30, 2022.
2. Broward County Transit Division supplements the mass transit county system and provides funding and community bus transportation to the residents of Pembroke Pines. The service includes the blue, gold, and green routes.
3. Section 5.1 of the Original Agreement authorized renewal of the Original Agreement for two (2) additional one (1) year periods upon written approval of the Contract Administrator at least ninety (90) days prior to the expiration of the current term.
4. On August 3, 2022, the City Commission approved the first, one (1) year renewal term which expired on September 30, 2023.
5. On June 7, 2023, the City Commission approved the second, one (1) year renewal term which will expire on September 30, 2024.
6. The Parties wish to further extend the term of the agreement for an additional one (1) year term from October 1, 2024, to September 30, 2025.
7. The Community Services Department recommends that the City Commission approve the Third Amendment to the Agreement to provide for an additional, one (1) year renewal term commencing on October 1, 2024, and expiring on September 30, 2025.

**FINANCIAL IMPACT DETAIL:**

- a) **Renewal Cost:** \$679,993 (Third Amendment)
- b) **Amount budgeted for this item in Account No:**

**Revenue:**

Broward County Transportation Grant:

\$605,937	128-000-8004-337410-0000-000-0000 (BCT Grant Gold & Green Routes)
<u>\$ 74,056</u>	128-000-8004-337410-0000-000-0000-00042 (BCT Grant Blue Route)
<b>\$679,993</b>	Total

Transfer from Road and Bridge Fund:

\$392,313	128-000-8004-381100-0000-000-0000 (Gold & Green Routes)
<u>\$ 40,722</u>	128-000-8004-381100-0000-000-0000-00042 (Blue Route)
<b>\$433,035</b>	Total

**c) Source of funding for difference, if not fully budgeted:**

**d) 1-year projection of the operational cost of the project:**

	Current FY	FY 2024-25
Revenue	\$0.00	\$679,993.00
Expenditure	\$0.00	\$1,113,028.00
Net Cost	\$0.00	\$433,035.00

**e) Detail of additional staff requirements:** Not Applicable.

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

**a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable.

**b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable.

**(C) FileOnQ, Inc. - Public Safety Platform - Renewal**

1. On September 26, 2022, the City entered into a Software License Agreement with FileOnQ, Inc. for an initial, two (2) year period, which will expire on September 30, 2024.

2. The City of Pembroke Pines Police Department contracted with FileOnQ, Inc, to provide the software and software maintenance for a public safety platform comprised of EvidenceOnQ (property-evidence management software), DigitalOnQ (digital evidence management software), QuarterMasterOnQ (supply-equipment management software), and FoundropOnQ.

3. Section 3.4 of the Agreement authorizes the renewal of the Agreement for three (3), additional, one (1) year renewal terms upon mutual consent, evidenced by a written Amendment extending the term thereof.



4. The Police Department has opted to renew only the DigitalOnQ portion of the subscriptions, thus reducing the contract value below the \$25,000 threshold that would require this agreement to be brought to commission for approval.

5. The Police Department informs the City Commission of this 2024-25 Renewal Agreement for the first, one (1) year renewal term commencing on October 1, 2024, and expiring on September 30, 2025, as allowed by the Agreement. Future renewals of the Agreement for an amount under \$25,000 will no longer be brought before the City Commission.

**FINANCIAL IMPACT DETAIL:**

**a) Renewal Cost:** \$10,431.72

**b) Amount budgeted for this item in Account No:** \$31,000,  
001-521-3001-534995-0000-000-0000-: Other Svc - IT

**c) Source of funding for difference, if not fully budgeted:** Not Applicable

**d) 1-year projection of the operational cost of the project:**

	Current FY	FY 2024-25
Revenues	\$0.00	\$0.00
Expenditures	\$0.00	\$10,431.72
Net Cost	\$0.00	\$10,431.72

**e) Detail of additional staff requirements:** Not Applicable

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

**a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable

**b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable

**(D) NCS Pearson, Inc. (Certiport) - Certification Assessment & Training - Renewal**

1. On October 6, 2021, the City entered into an Original Agreement with NCS Pearson, Inc. for an initial one (1) year period which naturally expired on October 2, 2022.

2. NCS Pearson, Inc. provides courseware and exams for the Microsoft Office Specialist (MOS) and the Adobe Certified Association (ACA) industry certification programs for the City's Charter Schools.

3. Section 3.2 of the Original Agreement authorizes the renewal of the Original Agreement for additional one (1) year renewal terms upon mutual consent, evidenced by a written Amendment.

4. On September 14, 2022, the City executed the First Amendment to the Original Agreement to extend the term thereof for an additional one (1) year term which expired on October 2, 2023.

5. On September 20, 2023, the City executed the Second Amendment to the Original Agreement to extend the term thereof for an additional one (1) year term which will expire on October 2, 2024.

6. The City's Charter Schools recommend that the City Commission approve this Third Amendment for a one (1) year term which shall commence on October 3, 2024, and shall naturally expire on October 2, 2025, as allowed by the Agreement.

**FINANCIAL IMPACT DETAIL:**

**a) Renewal Cost:** \$51,593

**b) Amount budgeted for this item in Account No:** Funding is available the Noncapital software accounts:

School Site	Account Coding	Account Description	Amount
West Middle	171-569-5052-552652-5102-369-0000-00553	Noncapital Software & Licenses	\$8,739
Central Middle	171-569-5052-552652-5102-369-0000-00554	Noncapital Software & Licenses	\$19,601
Academic Village Middle	172-569-5053-552652-5102-369-0000-	Noncapital Software & Licenses	\$23,253
<b>Total</b>			<b>\$51,593</b>

**c) Source of funding for difference, if not fully budgeted:** Not applicable.

**d) 1-year projection of the operational cost of the project:**

	School FY 2024-25
Revenues	\$0.00
Expenditures	\$51,593.00
Net Cost	\$51,593.00

**e) Detail of additional staff requirements:** Not applicable.

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

**a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not applicable.

**b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not applicable.

**(E) Optimist Club of Pembroke Lakes, Florida, Inc. (PLO) - Facility Use Agreement - Renewal**

1. On February 6, 2016, the City entered into a Facility Use Agreement with Optimist Club

of Pembroke Lakes, Inc. for the use of certain athletic fields and buildings for recreational purposes for the use and benefit of both residents and non-residents of the City, for an initial period, which expired on September 30, 2017.

2. Section 2.2 of the Original Agreement, as amended, authorizes the renewal of the Original Agreement, as amended, for additional one (1) year renewal terms upon mutual consent, evidenced by written Amendments extending the term thereof.

3. The term of the Original Agreement, as amended, has been renewed seven (7) times extending the term to September 30, 2024.

4. The Recreation and Cultural Arts Department recommends that the City Commission approve this Eighth Amendment to renew the term for an additional one (1) year period, which shall commence on October 1, 2024, and naturally expire on September 30, 2025, as allowed by the agreement.

#### **FINANCIAL IMPACT DETAIL:**

a) **Renewal Revenue:** \$24,755.00

b) **Amount budgeted for this item in Account No:** \$24,755.00

001-000-7001-347225-0000-000-0000-Youth Athletic Program

001-000-7001-347565-0000-000-0000-Athletic Fees - Non-resident

c) **Source of funding for difference, if not fully budgeted:** Not Applicable

d) **5-year projection of the operational cost of the project:** Not Applicable

e) **Detail of additional staff requirements:** Not Applicable

#### **FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable

b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable

#### **(F) Optimist Club of West Pembroke Pines, Inc. (WPPO) - Facility Use Agreement - Renewal**

1. On February 15, 2017, the City entered into a Facility Use Agreement with Optimist Club of West Pembroke Pines, Inc. for the use of certain athletic fields and buildings for recreational purposes for the use and benefit of both residents and non-residents of the City, for an initial period, which expired on September 30, 2017.

2. Section 2.2 of the Original Agreement, as amended, authorizes the renewal of the Original Agreement, as amended, for additional one (1) year renewal terms upon mutual

consent, evidenced by written Amendments extending the term thereof.

3. The term of the Original Agreement, as amended, has been renewed seven (7) times extending the term to September 30, 2024.

4. The Recreation and Cultural Arts Department recommends that the City Commission approve this Eighth Amendment to renew the term for an additional one (1) year period, which shall commence on October 1, 2024, and naturally expire on September 30, 2025, as allowed by the agreement.

**FINANCIAL IMPACT DETAIL:**

**a) Annual Renewal Cost:** \$34,430.00

**b) Amount budgeted for this item in Account No:** \$34,430

001-000-7001-347225-0000-000-0000-Youth Athletic Program

001-000-7001-347565-0000-000-0000-Athletic Fees - Non-resident

**c) Source of funding for difference, if not fully budgeted:** Not Applicable

**d) 5-year projection of the operational cost of the project:** Not Applicable

**e) Detail of additional staff requirements:** Not Applicable

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

**a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable

**b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable

**(G) Pembroke Pines Optimist Club, Inc. (PPO) - Facility Use Agreement - Renewal**

1. On January 31, 2017, the City entered into a Facility Use Agreement with Pembroke Pines Optimist Club, Inc. for the use of certain athletic fields and buildings for recreational purposes for the use and benefit of both residents and non-residents of the City, for an initial period, which expired on September 30, 2017.

2. Section 2.2 of the Original Agreement, as amended, authorizes the renewal of the Original Agreement, as amended, for additional one (1) year renewal terms upon mutual consent, evidenced by written Amendments extending the term thereof.

3. The term of the Original Agreement, as amended, has been renewed seven (7) times extending the term to September 30, 2024.

4. The Recreation and Cultural Arts Department recommends that the City Commission approve this Eighth Amendment to renew the term for an additional one (1) year period,

which shall commence on October 1, 2024, and naturally expire on September 30, 2025, as allowed by the agreement.

**FINANCIAL IMPACT DETAIL:**

- a) **Renewal Revenue:** \$22,110.00
- b) **Amount budgeted for this item in Account No:** \$22,110.00  
001-000-7001-347225-0000-000-0000-Youth Athletic Program  
001-000-7001-347565-0000-000-0000-Athletic Fees - Non-resident
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable
- d) **5-year projection of the operational cost of the project:** Not Applicable
- e) **Detail of additional staff requirements:** Not Applicable

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

- a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable
- b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable

**(H) South Florida Institute on Aging, Inc. ("SoFIA") - RSVP Tech & Community Services Program - Renewal**

1. In June of 2024, the City approved and entered into a Memorandum of Understanding with the SoFIA RSVP Tech & Community Services Program, Inc. by and through the South Florida Institute on Aging, Inc. ("SoFIA"), for an initial, one (1) year period, which commenced on December 11, 2023, and will expire on December 10, 2024.

2. SoFIA trains and certifies a network of volunteers to provide organizational program support and/or conduct computer classes for enrolled participants. SoFIA provides technology course materials for all participants, develops publicity and marketing and is responsible for enrollment and data collection, i.e. pre and post student surveys. The program ensures implementation of the technology services and computer classes provided in the community to persons ages 60 and over. SoFIA programs about 10 classes each year with an average of 16 participants per class, and they hold weekly tech help sessions for all members of the Carl Shechter Southwest Focal Point Community Center.

3. A new Memorandum of Understanding provides for the program to continue for an additional one (1) year term.

4. The Community Services Department recommends that the City Commission approve the new Memorandum of Understanding to provide continuation of the program for the one (1) year period from December 11, 2024, to December 10, 2025.

**FINANCIAL IMPACT DETAIL:**

- a) **Renewal Cost:** None (The services are free of charge or obligation and are provided to members registered with the Carl Shechter Southwest Focal Point Community Center.)
- b) **Amount budgeted for this item in Account No:** Not Applicable
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable
- d) **5-year projection of the operational cost of the project** Not Applicable
- e) **Detail of additional staff requirements:** Not Applicable

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

- a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable.
- b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable.

**(I) State of Florida, Emergency Management Division (The) - Statewide Mutual Aid Agreement - Renewal**

1. On February 28, 2024, the City entered into a Statewide Mutual Aid Agreement with the State of Florida, Division of Emergency Management, for an initial period of one (1) year which will expire on February 27, 2025.
2. Resolution No. 3855 approving and adopting the Statewide Mutual Aid Agreement was approved by the City Commission on February 21, 2024.
3. The State Emergency Management Act, which has been Codified as Chapter 252 (the "Statutes"), Fla. Stat., provides the Florida Division of Emergency Management (the "Department") with the authority to coordinate and direct emergency management assistance between local governments, including rendering mutual aid among the political subdivisions of the State to carry out emergency management functions and responsibilities. The Statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State of its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area. There is no need for a declaration of emergency to be issued for the agreement to be activated. When an entity requests aid, the requesting entity agrees to reimburse the assisting party per the terms of the reimbursement in the SMAA.
4. Article XI, Section D of the Statewide Mutual Aid Agreement provides for annual, automatic renewal of the term each year after its execution.



5. The City Administration recommends that the City Commission approve the automatic renewal of the agreement term for the one (1) year period commencing on February 28, 2025, and expiring on February 27, 2026, as allowed by the Agreement.

**FINANCIAL IMPACT DETAIL:**

- a) **Renewal Cost:** None.
- b) **Amount budgeted for this item in Account No:** Not Applicable
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable.
- d) **5-year projection of the operational cost of the project:** Not Applicable.
- e) **Detail of additional staff requirements:** Not Applicable

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

- a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable.
- b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable.

**(J) Stryker Sales, LLC. - PowerLoad System - Renewal**

1. On April 7, 2021, the City entered into an Agreement with Stryker Sales, LLC. for the provision of maintenance services for Stryker Stretchers and PowerLoad System, for an initial one (1) year period which naturally expired on April 14, 2022.
2. The Original Agreement allows for additional one (1) year renewal terms upon mutual consent, evidenced by a written Amendment.
3. On April 14, 2022, the City entered into the First Amendment to the Original Agreement to increase the annual compensation from \$24,392.00 to \$26,096.00, and to renew the term for an additional one (1) year period, which expired on April 14, 2023.
4. On April 11, 2023, the City entered into the Second Amendment to the Original Agreement, as amended, to extend and align the term of the Original Agreement an extra 5.5 months for a total of 17.5 months, as amended, with the City's Fiscal year which expires on September 30, 2024, for a total amount of \$43,563.33.
5. Stryker Sales cannot provide a financial breakdown of our previous year's costs for repairs made, which precludes the Fire Department from completing a cost analysis. Given this situation, the Fire Department assessed its options and determined that paying for a preventive maintenance plan and repairs separately would be less expensive than continuing to pay for an annual service.

6. The Fire Department recommends that the City Commission approve this Third Amendment to decrease the compensation to \$7,920.00 and to renew the term for an additional one (1) year period, which shall commence on October 1, 2024, and naturally expire on September 30, 2025.

**FINANCIAL IMPACT DETAIL:**

a) **Renewal Cost:** \$7,920.00

b) **Amount budgeted for this item in Account No:**

001-529-4003-546800-0000-000-0000 (Maintenance & Contracts)

c) **Source of funding for difference, if not fully budgeted:** Not Applicable

d) **1-year projection of the operational cost of the project:**

	FY 2025
Revenues	\$0.00
Expenditures	\$7,920.00
Net Cost	\$7,920.00

e) **Detail of additional staff requirements:** Not Applicable

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable

b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable

**(K) West Pines Girls Softball, Inc. (WPGS) - Facility Use Agreement - Renewal**

1. On February 14, 2017, the City entered into a Facility Use Agreement with West Pines Girls Softball, Inc. for the use of certain athletic fields and buildings for recreational purposes for the use and benefit of both residents and non-residents of the City, for an initial period, which expired on September 30, 2017.

2. Section 2.2 of the Original Agreement, as amended, authorizes the renewal of the Original Agreement, as amended, for additional one (1) year renewal terms upon mutual consent, evidenced by written Amendments extending the term thereof.

3. The term of the Original Agreement, as amended, has been renewed seven (7) times extending the term to September 30, 2024.

4. The Recreation and Cultural Arts Department recommends that the City Commission approve this Eighth Amendment to renew the term for an additional one (1) year period, which shall commence on October 1, 2024, and naturally expire on September 30, 2025, as

allowed by the agreement.

**FINANCIAL IMPACT DETAIL:**

- a) **Renewal Revenue:** \$8,910.00
- b) **Amount budgeted for this item in Account No:** \$8,910.00  
001-000-7001-347225-0000-000-0000-Youth Athletic Program  
001-000-7001-347565-0000-000-0000-Athletic Fees - Non-resident
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable
- d) **5-year projection of the operational cost of the project:** Not Applicable
- e) **Detail of additional staff requirements:** Not Applicable

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

- a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable.
- b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable.

**(L) West Pines United Futbol Club, Inc. - Facility Use Agreement - Renewal**

1. On October 5, 2022, the City entered into an Agreement with West Pines United Futbol Club, Inc. for the use of certain athletic fields owned, operated, and/or maintained by the City for recreational purposes, for an initial one (1) year period, which expired on September 30, 2023.
2. Section 2.1 of the Original Agreement authorizes the renewal of the Original Agreement for additional terms upon mutual consent evidenced by written Amendments to the Agreement extending the term thereof.
3. The term of the Original Agreement, as amended, has been renewed one (1) time extending the term to September 30, 2024.
4. The Recreation Department recommends that the City Commission approve this Second Amendment to renew the term for an additional one (1) year period, which shall commence on October 1, 2024, and naturally expire on September 30, 2025, as allowed by the Agreement.

**FINANCIAL IMPACT DETAIL:**

- a) **Renewal Revenue:** \$103,455.00
- b) **Amount budgeted for this item in Account No:** \$103,455.00  
001-000-7001-347225-0000-000-0000-Youth Athletic Program

001-000-7001-347565-0000-000-0000-Athletic Fees - Non-resident

001-000-7001-362035-0000-000-0000-Field Rentals

c) **Source of funding for difference, if not fully budgeted:** Not Applicable

d) **5 year projection of the operational cost of the project:** Not Applicable

e) **Detail of additional staff requirements:** Not Applicable

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable

b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable



## MEMORANDUM OF UNDERSTANDING

Between the  
**SoFIA RSVP Tech & Community Services Program**  
By and through the  
**SOUTH FLORIDA INSTITUTE ON AGING, INC. ("SoFIA")**  
1005 W State RD 84, #435 Fort Lauderdale, FL 33315  
Phone: (954) 484-7117

and

Carl Shechter S.W. Focal Point Community Center

Address: 301 NW 103 Avenue

City: Pembroke Pines, FL

Zip: 33026

The Volunteer Station representative who will serve as liaison with **SoFIA** and who will be responsible for site orientation and supervision is:

Name: Silvia A Aguilar and/or Helen Daniels

Phone Number: 954-450-6888

Title: Silvia Aguilar, Assistant Director/Helen Daniels, Activities Division Supervisor

E-mail: saguilar@ppines.com

**This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years. All amendments shall be affixed to and become a part of this Memorandum of Understanding.**

**Effective: December 11, 2023 through December 10, 2024**

***For All Stations: Please check the appropriate line that identifies your agency's designation. By signing this Memorandum of Understanding, your agency is certifying that it meets the requirements necessary to become a SoFIA Tech Services Volunteer Station.***

1. To qualify as a SoFIA Tech Services Station, an agency must self-certify that it is one of the following:

☐ Public Non-Profit ☐ Private Non-Profit ☒ Governmental Agency

**IF A NON-PROFIT, PLEASE PROVIDE THE EIN (Employer Identification #):** \_\_\_\_\_

## **BASIC PROVISIONS**

### **B. SoFIA's Responsibilities:**

1. Recruit, interview, train and enroll RSVP Volunteers and refer volunteers to the Volunteer Station to serve as Community Volunteers to provide organizational program support and/or Tech Services Volunteer Instructors & Assistants (ages 55 and older) to conduct computer classes for enrolled participants, ages 60 and older.
2. Establish Volunteer Assignment Description detailing individual responsibilities.
3. Instruct RSVP Volunteers in proper use and submission of reports, mileage reimbursement forms, timesheets and program procedures.
4. Provide RSVP orientation to volunteer station prior to placement of volunteers and at other times as the need arises.
5. Develop publicity and marketing of RSVP programs such as Flyers, Community presentations, Health Fairs and public outreach, highlighting volunteer service, accomplishments and the impact upon the Broward community.
6. SoFIA provides accident and liability insurances for active RSVP volunteers as per the requirements in placed by AmeriCorps in accordance to Section 2551.46 (b) of the Code of Federal Regulations (CFR).
7. Periodically monitor volunteer activities at volunteer station to assess impact and/or discuss needs of volunteers and volunteer station.
8. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance with RSVP policies and availability of funds.
9. Tech Services Classes will include in a mix of a brief lecture, discussion, modeling of new skills, hands-on practice, and review.
10. Tech Services Instructors will notify their SoFIA and Site Coordinator if they are unable to attend scheduled classes or needs to reschedule.
11. Tech Services Volunteer Instructors & Assistants will notify SoFIA of any absent students.
12. Tech Services Volunteer Instructors & Assistants will adhere to SoFIA policies and procedures.
13. Tech Services Volunteer Instructors & Assistants will adhere to all policies of the site including confidentiality.
14. SoFIA will provide Technology course materials for class participants.
15. Be responsible for all enrollment and data collection, including pre & post student surveys.
16. Ensure all SoFIA supplies or equipment is secured at the end of each session.

### **C. Volunteer Station Site Responsibilities:**

1. Provide and pay for Level II background screenings as set forth in the Florida Statutes Chapter 435 for volunteers assigned to provide services under this MOU, if required by the Volunteer Station Site.
2. Mail copy of the background screenings to:  
SoFIA Tech Services 1005 W State RD 84, #435, Fort Lauderdale, FL 33315
3. Provide orientation, training and materials with respect to site operation
4. Assist in the recruitment of participants, volunteer assistant(s) & volunteer instructors for Tech Services Program.
5. For Tech Services provide a large screen Monitor and HDMI cable for the trainer laptop or device for course instruction
6. For Tech Services provide a strong Wi-Fi connection to support course instruction.
7. Collect, validate and submit RSVP volunteer time sheets to SoFIA by the 5<sup>th</sup> of the month for quarterly volunteer mileage reimbursements.



8. Provide for the adequate safety of volunteers, reasonable accommodations for qualified disabled volunteers, and comply with provisions of the Civil Rights Act of 1964.
9. Meet with SoFIA staff to conduct an annual assessment of the impact volunteers have on the agency and its clients. The Volunteer Station shall supply any and all statistical data on volunteer impact on community needs to program staff as needed or requested.

**D. Other Provisions:**

1. Separation from Volunteer Service: The Volunteer Station may request the removal of a volunteer at any time. The volunteer may withdraw from service at the Volunteer Station or from SoFIA at any time. Discussions of individual separations will occur among SoFIA staff, Volunteer Station staff and the volunteer to clarify the reasons, resolve conflicts or take remedial action, including placement with another volunteer station.
2. Prohibited Activities: The Volunteer Station will not request or assign volunteers to conduct or engage in political or legislative activities, including lobbying. The Volunteer Station shall not give religious instruction, conduct worship services, or engage in proselytization and, if the volunteer station is an organization that conducts inherently religious activities, those activities shall be offered separately, in time and location from the programs or services funded under the Corporation grant.
3. Displacement of Employees: The Volunteer Station will not assign volunteers to any assignment which would displace employed workers or impair existing contracts for services.
4. Accessibility and Reasonable Accommodation: The Volunteer Station will maintain the programs and activities to which SoFIA volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental and cognitive impairments or addictions or diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
5. Prohibition of Discrimination: The Volunteer Station will not discriminate against volunteers or in the operation of its program on the basis of race, color, national origin, including limited English proficiency, sex, age, political affiliation, religion or on the basis of disability.
6. Publicity: The Volunteer Station will specify, either verbally or in writing, that SoFIA volunteers are participants in the Volunteer Station's program in all publicity featuring such volunteers, including, but not limited to, radio, TV, internet, print or verbal presentation.
7. Terms and Conditions: This Memorandum of Understanding contains all terms and conditions agreed upon by the contracting parties. No other understanding, verbal or otherwise, shall be deemed to exist or to bind any of the parties hereto.

**E. For New Stations:**

1. Documentation of Handicap Accessibility: The Volunteer Station will provide SoFIA with documentation of handicap accessibility. If no such documentation exists, the Volunteer Station will complete a self- evaluation checklist and submit it to SoFIA.

**Station Site Representative**

**Print Name:** Charles F Dodge

**Title:** City Manager

**Signature:** Charles F. Dodge

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

**Attest:** [Signature] 6/25/2024

**Marlene D. Graham**  
City Clerk  
City of Pembroke Pines

**SoFIA Representative**

**Print Name:** Juanita Saldana

**Title:** RSVP & Tech Services Program Manager

**Signature:** [Signature]

**Date:** 6/6/2024



# City of Pembroke Pines, FL

601 City Center Way  
Pembroke Pines, FL  
33025  
www.ppines.com

## Agenda Request Form

**Agenda Number: 25.**

**File ID:** 24-0569

**Type:** Agreements/Contracts

**Status:** Passed

**Version:** 1

**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 06/07/2024

**Short Title:** SoFIA MOU

**Final Action:** 06/18/2024

**Title:** MOTION TO APPROVE SOFIA RSVP TECH & COMMUNITY SERVICES PROGRAM MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH FLORIDA INSTITUTE ON AGING AND THE CITY OF PEMBROKE PINES.

**\*Agenda Date:** 06/18/2024

**Agenda Number:** 25.

**Internal Notes:**

**Attachments:** 1. SoFIA MOU

**Indexes:**

**Related Files:**

1	City Commission	06/18/2024	approve	Pass
<b>Action Text:</b> A motion was made to approve on the Consent Agenda				
Aye: - 5 Mayor Castillo, Vice Mayor Good Jr., Commissioner Rodriguez, Commissioner Schwartz, and Commissioner Hernandez				
Nay: - 0				

MOTION TO APPROVE SOFIA RSVP TECH & COMMUNITY SERVICES PROGRAM MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH FLORIDA INSTITUTE ON AGING AND THE CITY OF PEMBROKE PINES.

### SUMMARY EXPLANATION AND BACKGROUND:

1. The purpose of this agreement is to ensure the implementation of the technology services and computer classes provided in the community to persons ages 60 and over. These services are free of charge or obligation and are provided to members registered with the Carl Shechter Southwest Focal Point Community Center. SoFIA programs about 10 classes each year with an average of 16 participants per class, and they hold weekly tech help sessions for all members of the Carl Shechter Southwest Focal Point Community Center.

2. The City of Pembroke Pines has been partnered with South Florida Institute on Aging (formerly known as Impact Broward), providing volunteering services since May of 2012, renewing the contract on a yearly basis. These services have been invaluable for the community..
3. The South Florida Institute on Aging (SoFIA) trains and certifies a network of volunteers to provide organizational program support and/or conduct computer classes for enrolled participants. SoFIA provides technology course materials for all participants, develop publicity and marketing and is responsible for enrollment and data collection, i.e. pre and post student surveys.
4. The Parties agree that the Memorandum of Understanding represents the entire and integrated agreement between the City of Pembroke Pines and the South Florida Institute on Aging.
5. Requesting Commission approval.

**FINANCIAL IMPACT DETAIL:**

- a) **Initial Cost:** None
- b) **Amount budgeted for this item in Account No:** Not Applicable
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable
- d) **5 year projection of the operational cost of the project** Not Applicable
- e) **Detail of additional staff requirements:** Not Applicable

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

- a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable.
- b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable.