

AMENDMENT NO. 3  
PROGRAM YEAR 2025 - 2026  
TO  
VENDOR AGREEMENT NO. 2022 – 2023 Vendor - 12004  
BETWEEN  
CAREERSOURCE BROWARD  
AND  
INTEGRATIVE STAFFING, GROUP, LLC.  
FOR  
TEMPORARY STAFFING SERVICES

This is not an agreement for Research and Development

|                                             |                                                                                |                   |                          |                        |
|---------------------------------------------|--------------------------------------------------------------------------------|-------------------|--------------------------|------------------------|
| UEI #                                       | KXKJW1AM1G85                                                                   |                   |                          |                        |
| FEDERAL<br>AWARDING<br>AGENCY               | U.S. DOL                                                                       |                   |                          |                        |
| TOTAL FEDERAL<br>AWARD                      | \$12,319,535                                                                   |                   |                          |                        |
| FEDERAL AWARD<br>IDENTIFICATION #<br>(FAIN) | ALN (CFDA)<br>#                                                                | FDA/CSFA<br>Title | FEDERAL<br>AWARD<br>DATE | TOTAL FEDERAL<br>AWARD |
| 255FL412Q7503                               | 10.561                                                                         | SNAP              | 10/01/24                 | \$204,018              |
| G2501FLTANF                                 | 93.558                                                                         | TANF              | 10/01/24                 | \$2,812,099            |
| 24A55AT000058                               | 17.258                                                                         | WIOA Adult        | 7/1/24                   | \$2,317,274            |
| 24A55AW000057                               | 17.278                                                                         | WIOA DW           | 7/1/24                   | \$2,947,913            |
| 24A55AY000073                               | 17.259                                                                         | WIOA Youth        | 4/1/24                   | \$2,021,353            |
| 24A55WP000080                               | 17.207                                                                         | WP                | 7/1/24                   | \$1,273,356            |
| 25555DV000157                               | 17.801                                                                         | LVER/DVOP         | 10/1/24                  | \$112,491              |
| 24A60UR000069                               | 17.225                                                                         | RESEA             | 1/1/24                   | \$631,031              |
| PASS THROUGH<br>ENTITY                      | FL Department of Commerce                                                      |                   |                          |                        |
| CONTRACTING<br>OFFICER                      | Carol Hylton, President/CEO                                                    |                   |                          |                        |
| CONTACT<br>INFORMATION                      | CareerSource Broward<br>2890 W. Cypress Creek Road<br>Ft. Lauderdale, FL 33309 |                   |                          |                        |

Pursuant to the Steven's Amendment 100% of the funds from the federal funding streams listed above support this Contract.

AMENDMENT NO. 3 PROGRAM YEAR 2025 - 2026  
TO AGREEMENT NO. 2022 – 2023 Vendor12004

This Amendment No. 3 to Agreement 2022 – 2023 Vendor – 12004, between CareerSource Broward ("CSBD"), located at, 2890 W. Cypress Creek Road, Fort Lauderdale, FL 33309 and **INTEGRATIVE STAFFING GROUP, LLC**, hereinafter referred to as "Contractor," located at 940 Beaver Grade Road, Coraopolis, PA 15108 shall be effective on the date signed by all the parties.

RECITALS

WHEREAS CSBD issued a Request for Proposals for Staffing Services in April, 2022; and

WHEREAS, Contractor is in the business of providing certain Human Resources, Staffing and Workforce Management Services as sought by CSBD; and

WHEREAS, the CSBD governing boards selected Contractor as the low bidder at their Meeting on June 23, 2022, to provide the requested staffing services; and

WHEREAS, the CSBD governing boards wish to extend the contract for the period July 1, 2025 through June 30, 2026;

NOW THEREFORE, in consideration of the premises and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto agree as follows:

1. Article **IV Rates and Compensation** paragraph D is amended to add the underscored language and delete the language that is stricken as follows:

During the initial ninety (90) day assignment, CSBD shall pay Contractor a sum equal to 100% of the employee's salary plus a burden equal to ~~40%~~ 42% of their salary for a total of ~~140%~~ 142% of each employee's salary.

2. Article **I Contractor's Staffing Duties and Responsibilities**, is amendment to add a new paragraph N as follows:

N. Additional Duties as Outlined in EXHIBIT C

- a. Exhibit C is a list of duties to be performed by Contractor. Contractor shall track the time expended to perform the duties listed on Exhibit C. CSBD shall reimburse Contractor for the wages associated with the employee performing the duties on a monthly basis. Contractor shall include the cost of the wages in their invoices on a monthly basis. Contractor shall ensure that the time

expended shall not exceed an amount that will cost CSBD in excess of 50% of the wages of the individual assigned.

3. **Article I Contractor's Staffing Duties and Responsibilities**, is amendment to add a new paragraph O as follows:

O. Contractor shall perform the following tasks related to Contractor's One-Stop Staff:

- a. complete ISG Status forms for staff changes (i.e., for awards, transfers, merit increases, separations etc.) for VP of HR review and signature; route to all signers and submit to ISG.
- b. monitor performance evaluations; follow-up with Center Managers/Supervisors to ensure that evaluations are completed on time and will maintain the performance evaluation report.
- c. maintain the Master Roster of all ISG staff hires, separation, transfers and promotions.
- d. maintain the merit increase tracker for ISG staff.
- e. update/maintain the Activity Tracker with ISG hires, retention and evaluations.
- f. conduct an ISG Org chart review prior to posting.
- g. assist with ISG counseling and employee issues resolution.
- h. assist with ISG Reference checks/employment verifications.
- i. review/verify and submit bi-weekly, the ISG Roster of staff list with salaries to Payroll Specialist, Controller, Accountant II and Sr. VP Finance, and VP of HR.

4. **Article IV Rates and Compensation** paragraph K is amended to delete the language that is stricken and add the underscored language as follows:

K. Exhibit A describes additional compensation and fees and is attached to this Amendment. Exhibit B shall be completed and submitted to CSBD within 30 days of execution of this Contract. Invoices for pass through costs shall be contingent upon submission and acceptance of Exhibit A B by CSBD.

5. **Article IX Contract Term** Paragraph A is amended to delete the language that is stricken and to insert the underscored language as follows:

A. The term of this Contract shall be twelve (12) months, beginning on July 1, 2024 ~~2025~~ and terminating on June 30, ~~2025~~, 2026 or such other date as the parties

may mutually agree upon, and ~~may be renewed for one (1) two (2) additional period of one year each as follows:~~ there are no additional renewals under this contract.

~~Renewal Period 3 shall be July 1, 2025 to June 30, 2026~~

6. All provisions of the Contract entered into on July 18th, 2022, which are not in conflict with this Amendment, shall continue to be enforced in accordance with the terms and conditions therein.
7. This Amendment and all its attachments are made a part of said Contract. The effective date of this Amendment shall be the date on which it has been signed by all parties.

## EXECUTION PAGE

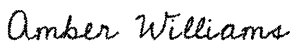
IN WITNESS THEREOF, the parties hereto have made and executed this document on the respective dates under each signature: INTEGRATIVE STAFFING GROUP, LLC signing by and through its Managing Partner (Title of Signatory) on the 17<sup>th</sup> day of June, 2025 and CareerSource Broward signing by and through its President/CEO, following Board Action on the 22<sup>nd</sup> day of May, 2025.

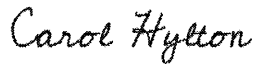
AS TO INTEGRATIVE STAFFING GROUP LLC.:

ATTEST:   

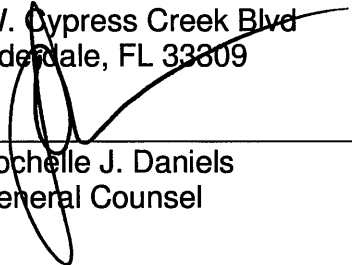

BY:   
(Signature)  
NAME: William F. Scherfel, Jr.  
TITLE: Managing Partner  
DATE: 06/17/2025

AS TO CAREERSOURCE BROWARD:

ATTEST:   


BY:   
(Signature)  
NAME: CAROL HYLTON  
TITLE: PRESIDENT/CEO  
DATE: 06/24/2025

Approved as to form and sufficiency by  
CareerSource Broward General Counsel  
2890 W. Cypress Creek Blvd  
Ft. Lauderdale, FL 33309

BY:   
Rochelle J. Daniels  
General Counsel

**Exhibit A**  
**Contract for Human Resources and Staffing Services**

Dated July 1, 2025

Between CareerSource Broward

And

Integrative Staffing Group, LLC.

**Payroll Cost and Benefit Rate Schedule**

1. During the initial ninety (90) day assignment, CSBD shall pay Contractor a sum equal to 100% of the employee's salary plus a burden equal to 42% of their salary for a total of 142% of each employee's salary for the 90-day period.
2. This Schedule is as of the date of entry into this third (3<sup>rd</sup>) Amendment. Changes to any of the payroll costs identified below or other items as a result of increases or decreases not initiated by the Contractor shall be transmitted by formal notice from the appropriate party to the other and cost / payment shall be adjusted to meet the cost/payment requirement without a contract modification.

**Payroll Costs**

|                                                 |                       |
|-------------------------------------------------|-----------------------|
| Social Security Taxes (OASDI, employer portion) | 6.20% of all wages    |
| Medicare Taxes (employer portion)               | 1.45% of all wages    |
| Federal Unemployment Insurance                  | .6% of all wages      |
| Florida Unemployment Insurance (SUTA)           | 2.70% of all wages    |
| Workers' compensation Premiums                  | .00696 % of all wages |

Note: "wages" for purposes of determining Payroll Costs include all cash compensation (such as but not limited to salaries, bonuses and paid leave time as approved by the CSBD governing Boards)

**Contractor Fee After Initial 90 Day Assignment**

|                                             |                                     |
|---------------------------------------------|-------------------------------------|
| <b>Applied to total Payroll Cost Period</b> | <b>\$91.00 per employee per pay</b> |
|---------------------------------------------|-------------------------------------|

## EXHIBIT B

### **Employee Benefits** (Costs passed through to CSBD)

|                                                                                        |  |
|----------------------------------------------------------------------------------------|--|
| Health Insurance                                                                       |  |
| Vision Insurance                                                                       |  |
| Dental Insurance                                                                       |  |
| Life Insurance with AD &D                                                              |  |
| Long Term Disability                                                                   |  |
| Short Term Disability                                                                  |  |
| 401K Employer match                                                                    |  |
| 401k administrative fees                                                               |  |
| 401k Audit; Plan                                                                       |  |
| <b>401(K) Plan Restatement (Needed if IRS makes major changes to retirement plans)</b> |  |

## EXHIBIT C

### Reimbursable Duties to be performed by ISG's HR Recruiter and Regional HR Generalist

|                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Answer routine Human Resources questions and provide information as required to employees and applicants.</li></ul>                                                                  |
| <ul style="list-style-type: none"><li>• Assistance with Recruitment, Screening and Selection for assigned positions for CSBD and FL Commerce including conducting phone screening and serving on panels as needed.</li></ul> |
| <ul style="list-style-type: none"><li>• Training needs assessment, tracking; Training research; Coordinating and assisting with Development and Delivery.</li></ul>                                                          |
| <ul style="list-style-type: none"><li>• Coordinate bi-monthly New Hire Meet &amp; Greet</li></ul>                                                                                                                            |
| <ul style="list-style-type: none"><li>• Conduct level 1 background checks for WEX participants and SYEP participants. Update background check tracker; and logs for reconciliation of purchase requisitions</li></ul>        |
| <ul style="list-style-type: none"><li>• Complete procurement process for assigned requests; purchase requisitions and check requisitions</li></ul>                                                                           |
| <ul style="list-style-type: none"><li>• Other special projects/duties as assigned.</li></ul>                                                                                                                                 |

## SIGNATURE CERTIFICATE



**REFERENCE NUMBER**  
627EE2F2-5E2C-40F2-97E2-6D941D090632

### TRANSACTION DETAILS

**Reference Number**  
627EE2F2-5E2C-40F2-97E2-6D941D090632

**Transaction Type**  
Signature Request

**Sent At**  
06/12/2025 04:25 PM EDT

**Executed At**  
06/23/2025 09:26 AM EDT

**Identity Method**  
email

**Distribution Method**  
email

**Signed Checksum**  
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**Signer Sequencing**  
Enabled

**Document Passcode**  
Disabled

### DOCUMENT DETAILS

**Document Name**  
ISG-PY 25-26-Amend 3

**Filename**  
ISG-PY\_25-26-Amend\_3.pdf

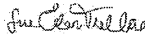
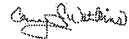
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8 pages

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49.9 KB

**Original Checksum**  
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## SIGNERS

| SIGNER                                                                                                                          | E-SIGNATURE                                                                                                                                                                                                                                                                                                                                                                                                                        | EVENTS                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b><br>Sue Ellen Trella<br><b>Email</b><br>strella@isgwork.com<br><b>Signer Sequence</b><br>2<br><b>Components</b><br>1 | <b>Status</b><br>signed<br><b>Multi-factor Digital Fingerprint Checksum</b><br>7918064f8cc1837bf6f479ca6b008dae9dee0a04283a94131c502a60f1273d33<br><b>IP Address</b><br>70.89.106.57<br><b>Device</b><br>Chrome via Windows<br><b>Drawn Signature</b><br><br><b>Signature Reference ID</b><br>10B943C7<br><b>Signature Biometric Count</b><br>4 | <b>Viewed At</b><br>06/23/2025 09:26 AM EDT<br><b>Identity Authenticated At</b><br>06/23/2025 09:26 AM EDT<br><b>Signed At</b><br>06/23/2025 09:26 AM EDT |
| <b>Name</b><br>Amy Watkins<br><b>Email</b><br>awatkins@isgwork.com<br><b>Signer Sequence</b><br>1<br><b>Components</b><br>1     | <b>Status</b><br>signed<br><b>Multi-factor Digital Fingerprint Checksum</b><br>9366104519a00afb4df7e3b5877229e90907c003f13247082635fb737b56da70<br><b>IP Address</b><br>70.89.106.57<br><b>Device</b><br>Chrome via Windows<br><b>Drawn Signature</b><br><br><b>Signature Reference ID</b><br>78F21162<br><b>Signature Biometric Count</b><br>6 | <b>Viewed At</b><br>06/23/2025 08:29 AM EDT<br><b>Identity Authenticated At</b><br>06/23/2025 08:30 AM EDT<br><b>Signed At</b><br>06/23/2025 08:30 AM EDT |

| SIGNER                                 | E-SIGNATURE                                                                                                          | EVENTS                                                      |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Name</b><br>William (Bill) Scherfel | <b>Status</b><br>signed                                                                                              | <b>Viewed At</b><br>06/17/2025 03:33 PM EDT                 |
| <b>Email</b><br>bscherfel@isgwork.com  | <b>Multi-factor Digital Fingerprint Checksum</b><br>ff286ae749b27f14647d227dc94637480b2b84ae81331bdd2b3aa1df4236240b | <b>Identity Authenticated At</b><br>06/17/2025 03:39 PM EDT |
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|                                        | <b>Signature Reference ID</b><br>095EC032                                                                            |                                                             |
|                                        | <b>Signature Biometric Count</b><br>1                                                                                |                                                             |

## AUDITS

| TIMESTAMP               | AUDIT                                                                                                                                     |
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| 06/12/2025 04:25 PM EDT | Moya Brathwaite (mbrathwaite@careersourcebroward.com) created document 'ISG-PY_25-26-Amend_3.pdf' on Chrome via Windows from 67.23.70.69. |
| 06/12/2025 04:25 PM EDT | William (Bill) Scherfel (bscherfel@isgwork.com) was emailed a link to sign.                                                               |
| 06/16/2025 10:57 AM EDT | William (Bill) Scherfel (bscherfel@isgwork.com) was emailed a reminder.                                                                   |
| 06/17/2025 03:13 PM EDT | William (Bill) Scherfel (bscherfel@isgwork.com) was emailed a reminder.                                                                   |
| 06/17/2025 03:33 PM EDT | William (Bill) Scherfel (bscherfel@isgwork.com) viewed the document on Microsoft Edge via Windows from 70.89.106.57.                      |
| 06/17/2025 03:39 PM EDT | William (Bill) Scherfel (bscherfel@isgwork.com) authenticated via email on Microsoft Edge via Windows from 70.89.106.57.                  |
| 06/17/2025 03:39 PM EDT | William (Bill) Scherfel (bscherfel@isgwork.com) signed the document on Microsoft Edge via Windows from 70.89.106.57.                      |
| 06/17/2025 03:39 PM EDT | Amy Watkins (awatkins@isgwork.com) was emailed a link to sign.                                                                            |
| 06/18/2025 11:36 AM EDT | Amy Watkins (awatkins@isgwork.com) was emailed a reminder.                                                                                |
| 06/20/2025 01:59 PM EDT | Amy Watkins (awatkins@isgwork.com) was emailed a reminder.                                                                                |
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| 06/23/2025 08:30 AM EDT | Amy Watkins (awatkins@isgwork.com) authenticated via email on Chrome via Windows from 70.89.106.57.                                       |
| 06/23/2025 08:30 AM EDT | Amy Watkins (awatkins@isgwork.com) signed the document on Chrome via Windows from 70.89.106.57.                                           |
| 06/23/2025 08:30 AM EDT | Sue Ellen Trella (strella@isgwork.com) was emailed a link to sign.                                                                        |
| 06/23/2025 09:26 AM EDT | Sue Ellen Trella (strella@isgwork.com) viewed the document on Chrome via Windows from 70.89.106.57.                                       |
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## SIGNATURE CERTIFICATE



### REFERENCE NUMBER

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#### TRANSACTION DETAILS

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**Sent At**

06/23/2025 09:40 AM EDT

**Executed At**

06/24/2025 05:00 PM EDT

**Identity Method**

email

**Distribution Method**

email

**Signed Checksum**

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**Signer Sequencing**

Enabled

**Document Passcode**

Disabled

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PE-ISG-PY 25-26-Amend 3

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## SIGNERS

| SIGNER                                                                                                                                                                | E-SIGNATURE                                                                                                                                                                                                                                                                                                                                                  | EVENTS                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Name</b><br/>Moya Brathwaite</p> <p><b>Email</b><br/>mbrathwaite@careersourcebroward.com</p> <p><b>Signer Sequence</b><br/>2</p> <p><b>Components</b><br/>1</p> | <p><b>Status</b><br/>signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b><br/>4112193c4ed7215695fa9d74926a2e5a011134ca06e6b446e90a6553ef9b9cd9</p> <p><b>IP Address</b><br/>67.23.70.69</p> <p><b>Device</b><br/>Chrome via Windows</p> <p><b>Typed Signature</b><br/><i>Moya Brathwaite</i></p> <p><b>Signature Reference ID</b><br/>846433E7</p> | <p><b>Viewed At</b><br/>06/24/2025 05:00 PM EDT</p> <p><b>Identity Authenticated At</b><br/>06/24/2025 05:00 PM EDT</p> <p><b>Signed At</b><br/>06/24/2025 05:00 PM EDT</p> |
| <p><b>Name</b><br/>Amber Williams</p> <p><b>Email</b><br/>amwilliams@careersourcebroward.com</p> <p><b>Signer Sequence</b><br/>1</p> <p><b>Components</b><br/>1</p>   | <p><b>Status</b><br/>signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b><br/>54096ac8d565b308365e28dfcd3509f6e19679aa0aca713d85a5f25c25280406</p> <p><b>IP Address</b><br/>67.23.70.69</p> <p><b>Device</b><br/>Chrome via Windows</p> <p><b>Typed Signature</b><br/><i>Amber Williams</i></p> <p><b>Signature Reference ID</b><br/>AE4F86FD</p>  | <p><b>Viewed At</b><br/>06/24/2025 11:18 AM EDT</p> <p><b>Identity Authenticated At</b><br/>06/24/2025 11:18 AM EDT</p> <p><b>Signed At</b><br/>06/24/2025 11:18 AM EDT</p> |

| SIGNER                                          | E-SIGNATURE                                                                                                         | EVENTS                                                      |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Name</b><br>Carol Hylton                     | <b>Status</b><br>signed                                                                                             | <b>Viewed At</b><br>06/24/2025 10:34 AM EDT                 |
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|                                                 | <b>Signature Reference ID</b><br>5E0D45D4                                                                           |                                                             |

## AUDITS

| TIMESTAMP               | AUDIT                                                                                                                                                                                                                  |
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| 06/23/2025 09:40 AM EDT | Carol Hylton (chylton@careersourcebroward.com) was emailed a link to sign.                                                                                                                                             |
| 06/24/2025 09:13 AM EDT | Moya Brathwaite (mbrathwaite@careersourcebroward.com) modified the signer name from 'Michell Williams' to 'Amber Williams' and email from 'mwilliams@careersourcebroward.com' to 'amwilliams@careersourcebroward.com'. |
| 06/24/2025 09:13 AM EDT | Moya Brathwaite (mbrathwaite@careersourcebroward.com) modified signer email/name for 'PE-ISG-PY_25-26-Amend_3.pdf' on Chrome via Windows from 67.23.70.69.                                                             |
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| 06/24/2025 10:34 AM EDT | Carol Hylton (chylton@careersourcebroward.com) viewed the document on Mobile Safari via iOS from 174.211.99.127.                                                                                                       |
| 06/24/2025 10:35 AM EDT | Carol Hylton (chylton@careersourcebroward.com) authenticated via email on Mobile Safari via iOS from 174.211.99.127.                                                                                                   |
| 06/24/2025 10:35 AM EDT | Carol Hylton (chylton@careersourcebroward.com) signed the document on Mobile Safari via iOS from 174.211.99.127.                                                                                                       |
| 06/24/2025 10:35 AM EDT | Amber Williams (amwilliams@careersourcebroward.com) was emailed a link to sign.                                                                                                                                        |
| 06/24/2025 11:18 AM EDT | Amber Williams (amwilliams@careersourcebroward.com) was emailed a reminder.                                                                                                                                            |
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| 06/24/2025 11:18 AM EDT | Amber Williams (amwilliams@careersourcebroward.com) authenticated via email on Chrome via Windows from 67.23.70.69.                                                                                                    |
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