CONTRACT

Between

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.

d/b/a CareerSource Brevard

And

CODECRAFT WORKS

This Contract, hereinafter referred to as Contract, is made effective and provided by and between the **Brevard Workforce Development Board, Inc.,** d/b/a **CareerSource Brevard** hereinafter referred to as **CSB** or **CareerSource Brevard**, and **Codecraft Works**, hereinafter referred to as **CW**.

CSB and CW entered into a contractual agreement effective July 1, 2023, hereinafter referred to as the Contract for the purpose of established Virtual Employment Software Training (VEST) training to qualified CSB-eligible participants through the Codecraft Works Initiative as awarded by CareerSource Florida and funded through Florida Commerce (FAIN No. AA-34762-20-55-A-12). This Contract is written and signed to outline the scope of services, program schedule, payment terms and deliverables, and dispute resolution for the Base Contract. All conditions of the Base Contract remain as is, regardless of the date of signing.

Both parties agree to the following applied to Contract No. CSB23-904-000 and dated July 1, 2023:

1. **Section 1, <u>Scope of Services</u>**
   As set forth in the structure of the grant, the parties have agreed to the following services provided by CW
   A. Outreach and Recruiting
   a. Northrop Grumman will provide pre-screened potential candidates for all cohorts.
   b. Other aerospace & defense industry companies with locations in Brevard county could be invited to recruit and provide pre-screened potential candidates for future cohorts.
   B. VEST Training
   Codecraft Works (CW) will train a minimum of 24 individuals through virtual technical instruction and hands-on training experience. Training will occur for a minimum of two cohorts per year, according to the schedule provided in Section two (2) of the program schedule. **Please see Attachment A for the VEST Training Overview and the Certification that will be received.**
   Virtual Technical Instruction:
   ○ CW will provide the participants with labs, exercises, and assignments which are built into on-demand lessons, as learning practice and activities. Participants are required to complete these 16-18 estimated hours of coursework weekly.

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- ○ Cohorts will meet virtually for one 6-hour synchronous class one day per week for 16 weeks for coursework review.
- ○ The teaching team (VEST Instructors and/or TAs) will be available during scheduled office hours 2 days per week for 2 hours each. Office hours provide students with the opportunity to get help with assignments and to ask questions about the material.

   C. Reporting and Invoicing

     a. **Attendance and Course Standing Reports**: CW will provide CSB with monthly reports on the attendance, course completion percentage, and course standing of WIOA-eligible participants. The reports will be provided by the end of the first week of each month, for the previous month. The final report will also include a participant employment status update. CW will provide to CSB a training Certification for completer which includes the name of the training and completion date.

     b. CW may start an individual prior to meeting WOIA eligibility as determined by CSB staff, however, if the individual does not meet WOIA eligibility as solely determined by CSB, CW will not receive any reimbursement for the costs associated with training from CSB. CW may continue any activity at their expense for an individual determined not WIOA eligible by CSB.

     c. **Invoice and First Report:** CW will produce the first invoice for tuition payment remittance along with the first month's report on WIOA-eligible participants to CSB no later than the end of the first week of the month, for the previous month, after the beginning of cohort training. Format for this report must meet approval of the Project Coordinator.

     d. **Learning Service Agreement and Terms of Engagement:** CW will provide CSB with a copy of the Learning Service Agreement (LSA) including confirmation of participants' agreement to the Terms of Engagement (ToE) with the report.

   D. Follow Up and Support

     a. CW will provide VEST graduates with an Employee Personality Profile (EPP) and Training Certification with a Coursework Summary that can be shared with their HR departments or CSB career counselors to support resume prep, professional growth, job satisfaction, and employment retention.

2. Section 2, Program Schedule/Deliverables

Activity(ies)	Schedule	Notes
Preparation for Cohort 1	May 2023 – Jul 2023	Recruiting with partners, VEST Application, Curriculum Preparation, and Onboarding Support Section 1A, Scope of Services

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VEST Training: Cohort 1	Aug 2023 - Dec 2023	Hosted virtually in accordance with Section 1B, Scope of Services

Reporting	Sep 2023 – Jan 2024	Attendance and Course Standing Reports in accordance with Section 1C, Scope of Services
Follow Up and Support: Cohort 1	Dec 2023	EPP, Training Certification, and Coursework Summary in accordance with Section 1D, Scope of Services
Preparation for Cohort 2	Oct 2023 – Dec 2023	Recruiting with partners, VEST Application, Curriculum Preparation, and Onboarding Support Section 1A, Scope of Services
VEST Training: Cohort 2	Jan 2024 – Apr 2024	Hosted virtually in accordance with Section 1B, Scope of Services
Reporting	Feb 2024 – May 2025	Attendance and Course Standing Reports in accordance with Section 1C, Scope of Services
Follow Up and Support: Cohort 2	Apr 2024	EPP, Training Certification, and Coursework Summary in accordance with Section 1D, Scope of Services
Cohort 3, Option 1	TBD	If Grant funding is extended
Preparation for Cohort 3	Jan 2024 – Mar 2024	Recruiting with partners, VEST Application, Curriculum Preparation, and Onboarding Support Section 1A, Scope of Services
VEST Training: Cohort 3	Apr 2025 – Jul 2025	Hosted virtually in accordance with Section 1B, Scope of Services
Reporting	May 2025 – Aug 2026	Attendance and Course Standing Reports in accordance with Section 1C, Scope of Services

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Follow Up Support: Cohort 3	Jul 2025	EPP, Training Certification, and Coursework Summary in accordance with Section 1D, Scope of Services

3. Section 3, <u>Payment and Deliverables</u>

CW will be reimbursed for WIOA-eligible participants' tuition (including course materials and instruction, participant fees, certification costs, and virtual lab experience) for a minimum of twenty-four (24) WIOA-eligible individuals as listed in <u>Section 1. Scope of Services</u> of this Contract.

Codecraft Works Vest	
Contracted Cost	Amount
Participant Training – 24 Individuals (Cost calculated at $7600per person). *Cost includes tuition, instructor, coursework material, virtual labs and credential attainment.*	$182,400
Total	**$182,400**

The terms of reimbursement are modified to reflect the following:

Reimbursement will be provided based on the terms as listed under Section 3, Scope of Services, Subsection C. Invoicing and Reporting.

Invoice Phase	Invoice Amount	Due Date	Deliverable
First Invoice	$3800 per participant	NLT COB Friday of the First Week of the second month of training (The first report date.)	First Month's Attendance and Course Standing Reports.
Second Invoice	$1900 per participant	NLT COB Friday of the first week of the third month of training	Second Month's Attendance and Course Standing Reports.

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		(The second report date.)	
Final Invoice	$1900 per participant	NLT COB Friday of the first week of the fourth month of training (The third report date.)	Third Month's Attendance and Course Standing Reports.

4. **Section 4, <u>Dispute Resolution</u>**

All disputes with the Employer of Record Employees should be resolved informally. If the dispute remains unresolved, the parties agree to participate in and be bound by determinations resulting from CSB Grievance Procedures.

5 **Section 5, <u>Subject to Funding/Budget</u>:**

It is expressly understood by and between the parties hereto that CSB is serving solely as distributor of funds provided under US Department of Labor Workforce Innovation and Opportunity Act formula funds, US Department of Labor National Dislocated Worker Grant (DWG) funds, or other grant funds as available. CSB is not obligated to disburse monies from general funds or otherwise to make payments described herein, and further, that this distribution is contingent upon the receipt of the funds. CSB reserves the right to institute an administrative modification to reduce in whole or in part the monies provided under this Agreement should available monies become insufficient to continue Agreement levels.

6 **Section 6, <u>Term</u>:**

This Agreement shall commence on **July 1, 2023,** and will remain in effect through **June 30, 2024**, regardless of date of signature, and will automatically renew for a one-year term regardless of the date of executed by both parties. The parties agree to review this Agreement annually to ensure appropriate funding and delivery of services. This Agreement may be terminated at any time by either party upon **sixty (60)** days written notice.

<u>Agreement</u>

The parties hereto agree to the above terms and conditions and have caused this Contract to be executed by their undersigned officials as duly authorized. The acceptance of this Agreement may be made by electronic transmission. Receipt of the electronic transmission shall, for the purpose of this Agreement, be deemed to be an original, including signatures.

<u>Signatures</u>

IN WHITNESS WHEREOF, the Partner and CSB have caused the Agreement to be duly executed as of the date set forth below.

APPROVED BY:

Brevard Workforce Development Board, Inc.   Codecraft Works
d/b/a CareerSource Brevard

Marci Murphy 09 / 06 / 2023   ~~signature~~ 08/31/2023
_____   _____
Marci Murphy, President   Date   Authorized Signatory   Date

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Signature Certificate

Signer	Timestamp	Signature

Marci Murphy
Email: mmurphy@careersourcebrevard.com

Sent:	06 Sep 2023 14:19:10 UTC
Viewed:	06 Sep 2023 14:19:56 UTC
Signed:	06 Sep 2023 14:20:21 UTC

Recipient Verification:

✔ Email verified   06 Sep 2023 14:19:56 UTC

IP address: 76.240.240.243
Location: Melbourne, United States

Document completed by all parties on:
06 Sep 2023 14:20:21 UTC

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Codecraft Works VEST Reboot:
Entry Level Software Engineering for Aerospace

Program Description and Training Overview

Program Description

VEST **(Virtual Employment Simulation Training)** Reboot is a virtual 16-week training program developed by Codecraft Works that prepares participants for entry-level software development roles in the aerospace industry. The program covers a range of topics, including Python, C++, requirements gathering, the software development lifecycle, and embedded software development.

Training Overview

Schedule

Class time: Classes meet for 6 hours weekly for 16 weeks.

Coursework: Students are expected to complete 16-20 hours of coursework per week.

Labs: Virtual Labs are included in most learning modules. Labs provide students with the opportunity to practice what they have learned in class and to get help from the instructor or TAs.

Office hours: Instructors and TAs are available for office hours 2 days per week for 2 hours each. Office hours provide students with the opportunity to get help with assignments and to ask questions about the material.

Typical breakdown: Class time: 30% | Coursework: 40% | Labs: 15% | Office hours: 15%

Program Curriculum

The program curriculum is divided into four modules:

- Module 1: Introduction to Programming

This module introduces participants to the basics of programming, including variables, data types, operators, loops, functions, and classes.

- Module 2: Requirements Gathering and the Software Development Lifecycle

This module covers the process of gathering requirements for software projects, as well as the different phases of the software development lifecycle.

- Module 3: C++ Programming

This module teaches participants how to program in C++, a powerful object-oriented programming language.

- Module 4: Embedded Software Development

This module introduces participants to the field of embedded software development, which involves developing software for embedded systems such as cars, airplanes, and medical devices.

Assessments & Grading

Pass/Fail with Assessments and Grading of Project-Based Learning Modules

In order to pass a project-based learning module, students must complete all of the following:

- Complete all of the required readings and assignments.

- Participate in all of the required discussions and forums.

- Submit a final project that meets the requirements of the module.

The final project will be graded on the following criteria:

- Technical accuracy

- Creativity

- Communication skills

- Teamwork skills

GitHub Portfolio of Projects for Managers

In addition to completing the required assessments and grading for project-based learning modules, students are also encouraged to create a GitHub portfolio of their projects. This portfolio can be used to showcase their skills and experience to potential employers.

Program Outcomes

Upon completion of the program, participants will be able to:

- Use critical thinking to analyze, breakdown and solve problems

- Write code in Python and C++

- Gather and prioritize requirements for software projects

- Apply the different phases of the software development lifecycle

- Develop embedded software for real-world applications

Certification

Students who successfully complete the 300 hour entry level software development program will earn a Virtual Employment Software Training (VEST) Certification from Codecraft Works.

This Industry certification validates the learner's knowledge and skills in Python, C++, Embedded Software development and the Software Development Life Cycle (SDLC) to potential employers or clients.