

**Exhibit "A"**  
Riviera Beach CRA Community Boating Program  
Scope of Services FY 2017-2020

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Programming

The Florida Fishing Academy will provide the following services for the Riviera Beach Community Boating Program:

- Weekly Classes
- Week Long Camps
- Community Events

Scholarships will be offered to Riviera Beach Residents, ages 8-18, to attend the Community Boating Program. Funding support for the Community Boating Program shall only be provided to Riviera Beach residents.

Weekly classes will instruct students on proper and safe boating, kayaking, fishing, and sailing practices and other curricula to be provided by the contractor to the CRA's representative in writing. Weekly classes will be held every Saturday at Bicentennial Park or elsewhere in the Marina as determined, except on holiday weekends and during inclement weather (notice of canceled classes to be provided to the CRA representative with 24 hours' notice). See the section on Scheduled Activities for a detailed listing of program dates and activities.

The watersports curriculum will instruct students on proper and safe boating, kayaking, fishing, and sailing practices. Instruction will be provided weekly via the Saturday Classes.

Seven week long camps will be held throughout the course of the year. The curriculum during the camps will focus on, but not be limited to: proper water safety techniques, fishing, and proper watersports procedures. The Camps will be held specifically during the six (6) weeks over the course of the summer months and one (1) week long camp to be provided during Spring Break. All camp dates and times will coincide with the Palm Beach County School District Academic Calendar and will be detailed in the Schedule of Activities (please see referenced section).

Deliverables:

The contractor is to provide the following deliverables in the following format:

Detailed Schedule of Activities:

The following is provided as the format that the schedule should follow, the following is a sample and is to be completed by the contractor; the schedule should be detailed for the entire twelve (12) months. The final and complete schedule is provided in the program below. The contractor shall provide any changes to the schedule of activities to the CRA representative in writing (via email) with 24 hours' notice.

Reporting:

Contractor is to provide the following monthly reports as backup to the invoice:

1. One (1) to two page Monthly Narrative to include the following elements:
  - a. Highlights
  - b. Challenges
  - c. Volunteer Names
  - d. Community Partners
  - e. Compliance
  - f. Innovation
  - g. Pictures
2. Monthly Chart
3. On Site Audit (Annual)

Report			
Activity	Annual Targets	Current Month	YTD
Community Events			
Riviera Residents— Single Sessions			
Non-Residents— Single Sessions			
Non-Residents— Camp			
Classes			
Weeks of Camp			
Volunteer Hours			

**Programming (\$30,000)**

- **Water Sports Instruction:** Weekly classes to provide instruction (Snorkeling, Kayaking, Sailing, Fishing)-Total of 800 students served with free tuition. There will be a total of **55** classes held over **49** weeks; class size will average 14 students, with a total of 800 students served over the year.
  - Classes will be held from November 2017-November 2020 (see schedule of activities for a complete listing of dates and times)
  - Classes will be held every Saturday (except for holiday weekends and weekends of inclement weather. In the case of inclement weather, the Contractor will send notice to the CRA representative within 24 hours in writing by email)
- **Community Events:** The Florida Fishing Academy will host **three** community events throughout the year.) The community events will focus on providing water access to the greater community. The vendor will be responsible for the planning, marketing, advertising, scheduling and execution of the Community Events.

- **Summer/Spring Break Camp**

- A total of 7 camps, (each camp five days in duration), will be held over the course of the year
- The camp schedule is outlined in the Schedule of Activities and is to coincide with the Palm Beach County School District Academic Calendar
  - 6 weeks of camp during the Summer Break
  - 1 week of camp during the Spring Break
- The camps are to be five days in duration and will average 20 students per class for a total of 140 students served over the course of the camps.

**Vendor Responsibilities**

Vendor is responsible for:

- The provision of all necessary program equipment and materials to serve the classes and camps
- The safe and secure storage of the equipment
- Providing safe and secure instruction to students
- Determining that enrollment of students meets CRA guidelines
- Coordinating all logistics with the Marina Staff, and following all instructions, commands, and directives of the Marina Staff.
- Maintains the proper and correct amount of insurance and provides evidence of certificate to CRA representative
- Provide a detailed schedule of events to the CRA Representative no later than 60 days prior to the beginning of each program year (Referenced in the Schedule of Activities Section)
- Assure proper tracking of students and provide regular reports to CRA Representative
- All **staff and volunteers** will annually undergo background screenings. The background screenings should meet the Department of Juvenile Justice Level II Background Screening from an authorized entity (or a higher level of scrutiny). A letter of clearance **must** be provided to the CRA Representative; this letter **must** detail if the applicant has met one of the following classifications:
  - Eligible
  - Identified/Non Caretaker Only
  - Ineligible/Disqualified

Staff and/or volunteers who do not receive an eligible rating are not qualified to participate and can only be hired or utilized in a position where they do not have contact or access to youth or confidential youth records in the Riviera Beach Community Boating Program. An applicant may complete a background screening with the Palm Beach County School District provided that the background screening meets or exceeds the Department of Juvenile Justice Level II scrutiny and provided that the Palm Beach County School District agrees to release a letter of clearance to the RBCRA.

- Obtain release of liens from all parents and return to the CRA, holding the CRA and City of Riviera Beach free from liability.
- Provide monthly reporting on the status of the program as referenced in the reporting section of this scope of services.

CRA Responsibilities

- Remit grant proceeds to vendor in a timely manner as agreed upon.
- Evaluate program annually and report findings to the Board of Commissioners.
- Remit a notice of program commencement to the vendor within seven (7) business days of execution of the agreement.