Customized Training Program Application

Training Project: Advanced Logistics and Materials Management

SECTION 1. Employer Information.

Employer Name: Continental Palatka, LLC
Authorized Employer Representative: LaTonya Rogers Title: HR Manager
Phone (Extension): 386-325-5766 x108 Email: latonya.rogers@continental-bp.com
Street/Mailing: 886 North Highway 17
City: Palatka State: FL ZIP: 32177 County: Putnam

Date of Inception: 2013 Years in Business: 6 Number of Employees: 117
Legal Structure of Business (select): Corporation☒ Sole Proprietor☐ Partnership☐
(If Corporation, state Designation: LLC)

Employer's Federal ID #: 38-3911282 Unemployment Comp ID #: 1150519
Florida Sales Tax Reg. #:
Primary NAICS Codes: 2493
Is your business current on all State of Florida tax obligations? Yes

Please estimate the total amount your business will spend on training in 2018-2019:
$37,500
Is your business receiving or applying for other public training funds? No
If yes, please identify funding source and type of training: N/A
Type and Description of Business: Manufacturing

SECTION 2. *Training Provider Information:*

Training Provider: Learning Alliance Corporation FEID#: 52-2219456
Authorized Training Provider Representative: Serena Perera
Address: 4508 Oak Fair Boulevard, #240
City: Tampa State: FL ZIP: 33610
Phone: 913-261-6018, x702

Please check appropriate boxes:

- ☐ We intend to use a public training organization.
- ☒ We will use a private training organization.
- ☐ We will use a private instructor.
- ☒ Training will be delivered on-site.
- ☐ Training will be delivered at an educational institution.
- ☐ Training will be delivered at a remote location.
  (Please specify location:)

SECTION 3. *Training Project Information:*

Please check the appropriate boxes that apply to the anticipated outcome of the proposed training project.

☒ Training request relates to the introduction of new technologies; changing industry requirements; introduction to new product lines, production, or service procedures; or upgrading to new jobs that require additional skills.
(Please explain: CBP is going through a production modification to increase attainment within our plant. As a result, we will need to train key members of our production team on new a new Logistic methodology and technology. This customized solution allows us to focus on the process changes, modification and methodologies needed to adapt to the system and software solutions that will be implemented at our plant. This will result in a well-trained production team on the latest and proven logistic methodologies and software.)

☐ Training will result in wage growth for employees completing training.
(Please explain:)

☒ Training request will increase the competitiveness of the employee and the employer.

☐ Training request represents a significant layoff avoidance strategy.
(Please explain:)

☒ Training will result in job retention.

☒ Training will result in the attainment of skills training certificate.

☒ Employer certifies employees in training have an established work history with Employer for Six (6) Months or More or will reach the (6) Month Mark by the Training Start Date.

☒ Employer must meet the Fair Labor Standards Act requirements for an Employee-Employer Relationship (Must meet Florida Minimum Wage Standard).

☒ Employer will provide copy of I-9 or E-Verify for all trainees.
Employers are required to verify the identity and employment eligibility of all their Employees hired after November 6, 1986. Providing documentation proof is a WIOA Program Eligibility Requirement.

☒ Employer agrees to submit a copy of the skills attainment certificate.

☒ Employer agrees to provide CareerSource with training provider invoice and proof of payment to training provider for services rendered (i.e., copy of cancelled check, bank/credit card statement) after the completion of training.

☒ Employer will commit to allow the CareerSource Northeast Florida Career System to provide job candidates to fill any vacancies realized through the advancement of those trained and not filled internally.

Description of the proposed training project:

This Advanced Logistics and Materials Management Training covers the role and impact of Logistics and Materials Management affecting an organization through the understanding of Logistic Management Protocols, Resource Models, and Systems Models from a cost efficient and optimization perspective.

This highly interactive advanced training course is designed for the course delegates to practice and develop key facets of advanced logistics and manufacturing management protocols which will enable delegates to strategically manage systems, inventory and attainment through supply chain. Examples of global best practice are delivered throughout the training course to enable delegates to fully embed the learning in order that they can apply within their roles and work responsibilities.

Domain 1- The Role of Logistics Management in Manufacturing

- Evaluate Logistics Role in the current Business Process
- The Evolution of Supply Chain Management and Supply Chain Dynamics
- The Application of a Supply Chain Approach
- How to Apply the Supply Chain Operations Reference Model (SCOR)
- Identifying Supply Chain Instabilities and Risks
- Plant Risk: Supply Chain, PESTLE, Inventory, Disruption, Security, Procurement

Domain 2- Improvement in Cost and Productivity in Procurement

- Developing Employee Analysis for establishing Production Index
- Examine the Total Cost of Ownership Per Production Model
- Analyze Supply Chain Portfolio: applying Kraljic's Matric and Porter's 5 Forces
- Formulate, Plan and Organize Strategic Production Metrix
- Illustrate the Effective Production -cycle and Lead-time formulas
- Align and Inspect for Fulfilment Cycle Gaps

Domain 3- Strategic Supply in Materials Management

- Formulate, Plan and Organize Formal Procedures for making Stock Decisions
- Explain, Discuss and Review Safety Stock Levels and Order Points
- Apply and Improve Min / Max Systems and Settings
- Using Material Forecasts
- Cataloging Materials for Effective Process Metrix
- Developing Bills of Material for Effective Supply Management

Domain 4- Effective Inventory Planning and Control

- Setting Comprehensive Inventory Goals and Objective
- Effecting a Rationalization Strategy
- Calculating and Evaluating carrying Costs and Economic Order Quantity Theory
- Establishing a Strategic Focus with Pareto Analysis on Cost
- Improving Material Identification and Coding
- Creating Best Practices in the Physical Control of Materials
- Measuring Record Accuracy and Improving Cycle Counting Systems

Domain 5- Tactical and Operational Approaches System Economics

- Apply the Role of Downtime & Maintenance to the Organization/Production Line
- Identify and Recognize Agile Management Strategic Key Decisions
- Explain, Discuss and Review the Types of Rinse & Repeat Systems
- Identify Performance Manufacturing System Codes

SECTION 4. *Training Program Budget*

CSNEFL Assistance Requested	$39,490.00	Employer Contribution	$39,820.75
Total Cost of Project	$79,310.75		

CSNEFL Contribution	Employer Contribution
Tuition: $39,490.00	Tuition: $

(Break out costs for individual programs including total hours and Instructor wages: 22 Employees @ $1795.00 = $39,490.00)

CSNEFL Curriculum Development	$	Employer Curriculum Development	$
Materials/Supplies Textbooks	$	Materials/Supplies Textbooks	$
Itemize:		Training Equipment	$

Employer In-kind Contributions: List and Attach.
All costs must be substantiated by calculations or determination of reasonableness.

Travel		$
Trainee Wages *$421.83 Total Wages x 18% Benefits x 80 Training Hours = $39,820.75*		$39,820.75
On-Site Facility Usage		$
Total	$39,490.00	$39,820.75

Total should be equal to Total Cost of Project above.

Number of persons being trained within this proposed project: 22

List salaries for those being trained: See Trainee Wage Data List
*Must be $24.99 p/h or less

Anticipated Training Dates: Start: 2/25/19 Completion: 3/8/19

SECTION 5.

As an authorized representative of the company listed above, I hereby certify that the information listed above and attached to this application is true and accurate.

Name: LaTonya Rogers *Title: Human Resources Manager*

Signature: LaTonya Rogers *Date:* 1/29/19

ADMIN ONLY Date Received: _____

Section 6. CEO Approval/Disapproval

Approved: [X] **Date:** 1\30\19

Disapproved: [ ] **Date:** _____

Bruce Finnamore
CEO Signature

ADDENDUM TO VENDOR AGREEMENT
BY AND BETWEEN FIRST COAST WORKFORCE DEVELOPMENT, INC., (FCWD)
dba CAREERSOURCE NORTHEAST FLORIDA
AND
CONTINENTAL PALATKA, LLC

This Addendum is part of the attached Vendor Agreement by and between First Coast Workforce Development, Inc. (FCWD) dba as CareerSource Northeast Florida and Continental Palatka, LLC (Vendor) for services described in the Vendor Agreement attached hereto. In consideration of the mutual covenant and stipulations set forth in the agreement and Addendum herein, the parties hereby agree as follows:

1. COMPLIANCE WITH POLICIES AND LAWS

The warranty of this Section specifically includes compliance by Vendor and its subVendors with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the Workforce Innovation and Opportunity Act (WIOA), the Workforce Innovation Act of 2000, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement. Office of Management and Budget (OMB) Circulars: Vendor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Vendor will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction subagreements.

2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS

Vendor certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

3. NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

As a condition of funding from FCWD under Title I of the WIOA, Vendor assures that it will comply fully with the following:

1) Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
2) Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
3) Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.
4) The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
5) Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
6) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or Participation in any WIOA Title I financially assisted program or activity.
7) The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
8) Equal Employment Opportunity (EEO): The Vendor agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Vendors and subVendors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Vendor/subVendor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.
9) Vendor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements Vendor makes to carry out the WIOA Title I-financially assisted program or activity. Vendor understands that the United States has the right to seek judicial enforcement of this assurance.

4. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS, SOLID WASTE

Clean Air and Water Act: When applicable, if this Contract is in excess of $100,000, Vendor shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). The Vendor shall report any violation of the above to the contract manager. Energy Efficiency: The Vendor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

Vendor will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq .); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq .); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205). The Vendor will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

5. CERTIFICATION REGARDING LOBBYING AND INTEGRITY

Vendor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR Part 93. When applicable, if this Agreement is in excess of $100,000, Vendor must, prior to contract execution, complete the Certification Regarding Lobbying Form.

6. CONFIDENTIALITY

It is understood that the Vendor shall maintain the confidentiality of any information, regarding FCWD customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Vendor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by FCWD for purposes related to the performance or evaluation of the Agreement may be divulged to FCWD or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of FCWD. No release of information by Vendor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

7. RIGHTS TO DATA/COPYRIGHTS AND PATENTS

FCWD, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

8. MONITORING

At any time and as often as FCWD, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector Generals of the United States and the State of Florida, or their designated agency or representative may deem necessary, Vendor shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpts or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. The above referenced records shall be made available at the Vendor's expense, at reasonable locations as determined by FCWD. Vendor shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from FCWD.

9. PUBLIC ANNOUNCEMENTS AND ADVERTISING

Vendor agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Vendor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program.

10. PUBLIC ENTITY CRIMES

Vendor shall comply with subsection 287 .L33(2)(a), F.S., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Vendor, supplier, subVendor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in section 287.Ot7, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

11. THE PRO-CHILDREN ACT

Vendor agrees to comply with the Pro-Children Act of 1994,20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to $1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Contract shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

12. TERMINATION FOR DEFAULT/CONVENIENCE

This modified agreement may be terminated as follows:

1. Either party may request termination of modified agreement upon 30 days prior written notice to the other party.
2. FCWD may unilaterally terminate or modify this modified agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
3. FCWD may unilaterally terminate this modified agreement at any time that it is determined that:
    a. Vendor fails to provide any of the services it has contracted to provide; or
    b. Vendor fails to comply with the provisions of this modified agreement; or
    c. Such termination is in the best interest of FCWD.
4. Written notification of termination must be by registered mail, return receipt requested.

If Vendor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to FCWD, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this modified agreement is terminated for cause, Vendor shall be liable to FCWD for damages sustained for any breach of this modified agreement by the Vendor, including court costs and attorney fees, when cause is attributable to the Vendor.

In instances where Vendors/sub grantees violate or breach modified agreement terms, FCWD will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

IN WITNESS WHEREOF, Vendor and FCWD have caused this Agreement to be duly executed as of the date set forth below.

APPROVED BY: First Coast Workforce Development, Inc.

BY: _____
Bruce Ferguson, President & CEO

WITNESS: _____

DATE 1/30/19

APPROVED BY: Continental Palatka, LLC

BY: _____
Signed Authorized Vendor Representative – LaTonya Rogers

LaTonya Rogers
Name Printed Authorized Vendor Representative – LaTonya Rogers

WITNESS: _____

DATE 2/22/19

CUSTOMIZED TRAINING AGREEMENT

BETWEEN

CareerSource
NORTHEAST FLORIDA

AND

Continental Palatka, LLC

Part 1 — Employer Information

1. **Company Name:** Continental Palatka, LLC.

2. **Address:** 886 North Highway 17, Palatka, FL 32177

3. **Contact Person:** LaTonya Rogers

4. **Phone:** 386-325-5766 x108 **Fax:** 386-325-5771
   E-Mail: latonya.rogers@continental-bp.com

5. **Federal IDN:** 38-3911282

6. **Description of Need: (Training Project – Name/Description)**
   Advanced Logistics and Materials Management

Part II — Training Summary

1. **Training Provider:** Learning Alliance Corporation, Inc.

2. **Address:** 4508 Oak Fair Boulevard, #240

3. **Federal IDN:** 52-2219456

4. **Phone:** 913-261-6018, x702

5. **Rate(s) of Pay of those being trained: See Trainee Wage Data Street**

6. **Description of Training Program: See Attachment I**

7. **Number of Individuals to be trained:** 22

8. **Will Trainees be hired Before Training? Yes, Incumbent Employees**

9. **Program Starting Date:** 2/25/19 **Program Ending Date:** 3/8/19

10. **Length of Course: 2 Weeks**

11. **FCWD Cost of Course: $39,490.00/22 trainees (Cost Per: $1,795.00)**
(total cost for # of trainees)

12. **Employer In-Kind Contributions: List and Attach.**
(All costs must be substantiated by calculations
Or determination of reasonableness)

Training Equipment Purchase (itemize) $_____

Travel:
(Specify travel charges and/or mileage costs) $_____

Trainee Wages:
(Calculate and List) **$39,820.75**
$421.83 Total Wages x 18% Benefits x 80 Training Hours = $39,820.75

Miscellaneous:
*** Facility usage (must be itemized)**
Ex: Bldg size – Square Footage etc.
Number of hours used
Hourly/Daily Cost of Equipment use/rental
Cost of Energy Used (per hour, per day) $_____

13. **Location of Training:** On Site

14. **Employer will allow the CareerSource Northeast Florida Career System to provide job candidates to fill any vacancies realized through the advancement of those trained and not filled internally.**

15. **The training request will increase the competitiveness of the Employee and the Employer.**

16. **The training request relates to the introduction of new technologies; introduction to new production or service procedures; workplace literacy; or upgrading to new jobs that require additional skills.**

17. **Employer certifies employees in training have an established work history with Employer for Six (6) Months or More; or will reach the (6) Month Mark by the Training Start Date.**

18. **Employer must meet the Fair Labor Standards Act requirements for an Employee-Employer Relationship (Must meet Florida Minimum Wage Standard).**

19. **Employer will provide SSN and Copy of I-9 (Along w/ Copies of Documents used for I-9 Verification) for all trainees.**

20. **Employer agrees to submit a copy of the skills attainment certificate within 7 days after the completion of training.**

21. **Employer agrees to provide proof of payment to the training provider for services rendered (i.e., copy of cancelled check, bank/credit card statement) within 30 days after the completion of training.**

22. **Employer agrees to submit reimbursement invoice within 30 days after the completion of training.**

Part III

BUDGET

Budget Category	FCWD Contribution	Employer Contribution	Total Program Cost
Course Cost	$39,490.00	$39,820.75	$79,310.75
Total Costs	$39,490.00	$39,820.75	$79,310.75

In Witness thereof, the parties hereto have made and executed this document on the respective dates under each signature:

As to Employer:

By: LaTonya Rogers **Date:** 2/22/19
LaTonya Rogers

As to First Coast Workforce Development, Inc:

By: Bruce Ferguson **Date:** 1/30/19

Part IV

Attachment I Description of Training Program

(To include Certificate of completion and attainment of skills)

This Advanced Logistics and Materials Management Training covers the role and impact of Logistics and Materials Management affecting an organization through the understanding of Logistic Management Protocols, Resource Models, and Systems Models from a cost efficient and optimization perspective.

This highly interactive advanced training course is designed for the course delegates to practice and develop key facets of advanced logistics and manufacturing management protocols which will enable delegates to strategically manage systems, inventory and attainment through supply chain. Examples of global best practice are delivered throughout the training course to enable delegates to fully embed the learning in order that they can apply within their roles and work responsibilities.

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