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TULSA COUNTY

PURCHASING  
DEPARTMENT

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MEMO

DATE: February 27, 2019

FROM: Megan Blackford  
Assistant Purchasing Director 

TO: Board of County Commissioners

SUBJECT: Agreement- The University of North Florida Training and Service Institute, Inc. d/b/a the Institute of Police Technology and Management

Submitted for your approval and execution is the attached Agreement between the Board of County Commissioners on behalf of the Tulsa County Sheriff's Office and the Institute of Police Technology and Management to provide professional and technical services as needed in conducting a training course entitled "*Field Training Officer*".

Respectfully submitted for your approval and execution.

MLB / skb

ORIGINAL: Michael Willis, County Clerk, for the March 4, 2019 agenda.



**Institute of Police Technology and Management**  
University of North Florida  
Jacksonville, Florida

**AGREEMENT**

Agreement between The University of North Florida Training and Service Institute, Inc., db/a the Institute of Police Technology and Management, Jacksonville, Florida and the Board of County Commissioners of Tulsa County on behalf of Tulsa County Sheriff's Office.

**FOR**

Providing professional, technical and other services needed in conducting a twenty (20) hour training course entitled "*Field Training Officer*" for a maximum of thirty (30) students.

It is agreed that the Institute of Police Technology and Management will provide the following at Tulsa:

1. One instructional program in "Field Training Officer"
2. To commence on July 22, 2019 and conclude on July 24, 2019.
3. Instructional materials prepared at the Institute of Police Technology and Management.
4. Trainee materials prepared for dissemination during the course.
5. An appropriate Certificate of Completion for each trainee satisfactorily completing the course.
6. Technical assistance required to prepare, conduct and evaluate the course.
7. Training aids and student reference materials.
8. Making all arrangements for obtaining instructors, preparation of the instructor activities and all other arrangements pertaining to instructor transportation and honoraria.



**Institute of Police Technology and Management**  
University of North Florida  
Jacksonville, Florida

The Tulsa County Sheriff's Office agrees to pay a total sum of nine thousand five hundred dollars (\$9,500) to the Institute of Police Technology and Management for conducting this course for a maximum of thirty (30) students. Payment in full will be made within 10 days following completion of the program. Course may be cancelled 30 days prior to start date with no penalty. A 10% cancellation fee will be charged any time thereafter.

It is further agreed that the Tulsa County Sheriff's Office will provide classroom facilities and have available the following audio-visual equipment:

1. Chalk Board/White Board
2. DVD player with monitor
3. LCD-PowerPoint projector

The nondiscrimination clause contained in Section 2#2, Executive Order 11245, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor; Veteran's Act 38 USC 4212, Section 503 - Rehabilitation Act of 1973, Title I of the Americans with Disabilities Act of 1990 42 USC 12101, and University regulation 1.0060R Sexual Misconduct, are incorporated herein.

This contractual agreement agreed to this 25 day of JANUARY, 2019

DS  
SCh

DocuSigned by:  
Shari A. Shuman

Shari Shuman, President  
The University of North Florida Training and Service Institute  
1 UNF Drive  
Jacksonville, Florida 32224-2645

Cameron Pucci  
Cameron Pucci, Director  
Institute of Police Technology and Management  
12000 Alumni Drive

Tulsa County Sheriff's Office  
By: [Signature]  
Printed Name: VEC R. E. GARDNER  
Title: SHERIFF

Tulsa County Board of Commissioners  
On Behalf of the Tulsa County Sheriff's Office

By: \_\_\_\_\_

Nolan M. Fildes II 2-26-19  
**APPROVED AS TO FORM**  
**ASSISTANT DISTRICT ATTORNEY**