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Rick Scott, Governor

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CONTRACT

**OPERATION AND MANAGEMENT OF GADSDEN CORRECTIONAL
FACILITY**

DMS-17/18-025

BETWEEN

THE STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

AND

MANAGEMENT & TRAINING CORPORATION

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This Contract is made and entered into on this 1st day of February, 2018, by and between THE STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES, BUREAU OF PRIVATE PRISON MONITORING (“Department”) and MANAGEMENT & TRAINING CORPORATION (“CONTRACTOR”), collectively referred to herein as the “Parties”.

WITNESSETH:

Whereas, the Department is authorized under Chapter 957, Florida Statutes, to enter into a contract with a private entity for the operation, maintenance, and management of a secure correctional facility; and,

Whereas, pursuant to and in compliance with Section 287.057(3)(a), Florida Statutes, it has been determined by the Secretary of the Department that there exists an immediate danger to the public health, safety, or welfare, requiring an emergency procurement to secure a contractor to operate, maintain, and manage the 1,250-bed adult female mixed (medium/minimum) security level correctional facility located in Gadsden County, Florida; and

Now, therefore, in consideration of the mutual agreements and obligations contained herein, the Parties agree as follows:

SECTION 1. DEFINITIONS

The following terms used in this Contract shall, unless the context indicates otherwise, have the meanings set forth below.

- 1.1 ACA:** American Correctional Association.
- 1.2 ACA STANDARDS:** The Standards for Adult Correctional Institutions (Fourth Edition, 2003) published by ACA (as heretofore supplemented and as same may be modified, updated, or supplemented in the future).
- 1.3 AUTHORIZED REPRESENTATIVE:** The person designated in writing to act for and on behalf of a party of this Contract, which designation has been furnished to the other party hereto. In the case of CONTRACTOR, the Authorized Representative shall be designated in writing by its President or any Vice President. The designation of CONTRACTOR’s initial Authorized Representative shall be delivered to the Department no later than the Effective Date of this Contract. CONTRACTOR’s Authorized Representative may designate other persons to assist such Authorized Representative in the performance of certain obligations required by this Contract. In the case of the Department, the Bureau Chief is hereby designated as its Authorized Representative. At any time, either party may designate any person as its Authorized Representative by delivering to the other party a written designation signed, if on behalf of CONTRACTOR by its President or Vice President, or if on behalf of the Department by the Bureau Chief. Such designations shall remain effective until new written instruments are filed with or actual notice is given to the other party that such designations have been revoked.
- 1.4 BREACH OF CONTRACT:** Any of the events or circumstances described in Section 10.
- 1.5 BUREAU:** The Florida Department of Management Services, Bureau of Private Prison Monitoring.

- 1.6 BUREAU CHIEF:** The Bureau Chief of the Florida Department of Management Services, Bureau of Private Prison Monitoring.
- 1.7 CONTRACT:** This Contract, together with all attachments, exhibits, amendments, and modifications entered into between the Department and CONTRACTOR.
- 1.8 CONTRACT ADMINISTRATOR:** The Department employee who is primarily responsible for maintaining the official contract file. As of the Effective Date of the Contract, the Contract Administrator is Ashley Bridges, 4050 Esplanade Way, Suite 335, Tallahassee, Florida 32399. The Department may appoint a different Contract Administrator, which shall not constitute an amendment to the Contract, by sending notice to CONTRACTOR.
- 1.9 CONTRACT DOCUMENTS:** Means this Contract, the Exhibits, the PUR7800, and CONTRACTOR's response, including all appendices and attachments, all of which documents are incorporated by reference as if fully set forth herein. Among the Contract Documents, the following order of authority shall apply: (i) this Contract with its Exhibits; (ii) the PUR7800; and (iii) the CONTRACTOR'S response.
- 1.10 CONTRACT MANAGER:** The Department employee who is primarily responsible for management and oversight of the Contract and evaluation of CONTRACTOR's performance of its duties and obligations pursuant to the terms of the Contract. The Contract Manager is currently the Bureau Chief. The Department may appoint a different Contract Manager, which shall not constitute an amendment to the Contract, by sending notice to CONTRACTOR. Any communication to the Department relating to the Contract shall be addressed to the Contract Manager.
- 1.11 CONTRACTOR:** The firm awarded this Contract to operate and manage the Facility. The CONTRACTOR for this Contract is Management & Training Corporation. The term CONTRACTOR shall include all employees, subcontractors, agents, volunteers, authorized representatives, or anyone acting on behalf of, in the interest of, or for, CONTRACTOR.
- 1.12 COURT ORDERS:** Any existing or future orders or judgments issued by a court of competent jurisdiction or any existing or future stipulations, agreements, or plans entered into in connection with litigation that are applicable to the operation, management, or maintenance of the Facility or related to the care and custody of inmates at the Facility.
- 1.13 DAY:** A calendar day.
- 1.14 DEPARTMENT OR DMS:** The Florida Department of Management Services.
- 1.15 EFFECTIVE DATE:** The date this Contract is made and entered as set forth at the beginning of this Contract. The Parties will use the time between the Effective Date and the Service Commencement Date in accordance with Section 3.
- 1.16 FACILITY:** The 1,250 bed adult female mixed (community, minimum and medium) custody secure correctional facility located in Gadsden County, Florida, and designed and constructed for the detention of female inmates for the Florida Department of Corrections. Further expansion of this Facility may be authorized by the Department.

In the event further expansion of the Facility occurs, per diem and other adjustments will be made upon mutual agreement of the Parties.

- 1.17 FACILITY MAINTENANCE MONITOR:** The employee(s) of the Department designated to monitor the maintenance and upkeep of the facility and physical plant for contract, code, rule and policy compliance and coordinates actions and communications between the FDC, the Department, and the Contractor.
- 1.18 FDC:** The Florida Department of Corrections.
- 1.19 FORCE MAJEURE:** Force majeure is an act or acts of nature (i.e., hurricane, tornado, earthquake, natural fire) or an act or acts of a person or people (i.e., riot, labor strike, act of terrorism, war, national emergency) that can be neither anticipated nor controlled by the parties, and which cause(s) and ordinarily excuse(s) the delay or failure in performance by one (1) or both parties of any of the terms and conditions of this Contract.
- 1.20 INMATE:** Any person assigned by FDC to be housed at the Facility.
- 1.21 INMATE DAY:** Each day, on which an inmate is housed at the Facility, including the first, but not the last day of incarceration as determined by the midnight count of each day.
- 1.22 LEASED FURNISHINGS AND EQUIPMENT:** The items of personal property as described in Section 4.2 leased to the Department pursuant to the terms and provisions of the Lease Purchase Agreement.
- 1.23 LEASE PURCHASE AGREEMENT:** the Amended and Restated Lease Agreement between the Department and the Florida Correctional Finance Corporation dated November 13, 2001 referenced in Section 11.5 with Option to Purchase funding mechanism employed to fund the Facility.
- 1.24 ON-SITE CONTRACT MONITOR:** The employee(s) of the Department designated to monitor the operation of the Facility for contract compliance and to coordinate actions and communications between the DMS and CONTRACTOR.
- 1.25 OSHA:** The Occupational Safety & Health Administration.
- 1.26 PER DIEM RATE:** The cost charged per inmate, per inmate day for the delivery of operation and management services at the Facility.
- 1.27 PRIVATELY OPERATED INSTITUTION INMATE WELFARE TRUST FUND (POIWF):** A trust fund account maintained by FDC that is required by Sections 944.72 and 945.215, Florida Statutes, and into which the net proceeds derived from operating inmate canteens, vending machines used primarily by inmates, receipts from telephone commissions, and similar sources shall be deposited monthly.
- 1.28 SEC:** The Securities and Exchange Commission
- 1.29 SERVICE COMMENCEMENT DATE:** The date on which CONTRACTOR shall begin providing operations and management services at the Facility. The Service Commencement Date shall be 12:01 a.m. on February 1, 2018.

- 1.30 STATE:** The State of Florida, including the Florida Department of Management Services or any other state government entity referenced therein. These terms may be used interchangeably.
- 1.31 SUBCONTRACT:** An agreement entered into by CONTRACTOR with any other person or entity to perform any performance obligation for CONTRACTOR specifically related to securing or fulfilling CONTRACTOR's obligations to the Department under the terms of this Contract.
- 1.32 SUBCONTRACTOR:** Any person or entity other than an employee of CONTRACTOR who performs or agrees to perform any of CONTRACTOR's obligations under the terms of this Contract.
- 1.33 TRANSFER AGREEMENT:** The Transfer Agreement between the Department, CONTRACTOR, and the FDC which establishes guidelines for transfer of inmates between the Facility and facilities operated by the FDC.
- 1.34 UNFORESEEN CIRCUMSTANCES:** Those acts or occurrences beyond the reasonable contemplation of the parties at the time of execution of this Contract that materially alter the financial conditions upon which this Contract is based.

SECTION 2. SCOPE OF WORK

The purpose of this Contract is to establish the terms and conditions under which CONTRACTOR shall operate and manage the Facility.

SECTION 3. TERM OF THE CONTRACT; TRANSITION PERIOD; REPRESENTATIONS

3.1 TERM.

This Contract shall commence at 12:01 a.m. on the Service Commencement Date and terminate on July 31, 2019 (i.e., eighteen (18) months after the Service Commencement Date), unless terminated earlier pursuant to Section 10 of this Contract or due to the successful completion of a solicitation. There will be no renewals.

3.2 COMMENCEMENT OF SERVICES.

CONTRACTOR'S obligation to provide services under this Contract, and the Department's obligation to pay for those services, shall begin on the Service Commencement Date.

3.3 TRANSITION PERIOD.

If CONTRACTOR is not the same company that currently operates and maintains the Facility, the following provisions shall apply:

- 3.3.1** Within three (3) days of the Effective Date, CONTRACTOR shall meet with the Department and the current operator of the Facility (the "Incumbent Provider") to develop and implement a plan to ensure an orderly and efficient transition from the Incumbent Provider to CONTRACTOR. During this transition period, CONTRACTOR shall have access to all necessary records, files and documents for the operation of the Facility, including but not limited to inmate records, maintenance records, and personnel files.

3.3.2 CONTRACTOR shall interview and provide first choice of employment to those existing employees and subcontractors at the Facility who would otherwise be displaced by this Contract. CONTRACTOR shall provide regular reports to the Department, not less than weekly, on the status of such interviews and the transition in general. If CONTRACTOR elects to not hire a displaced employee, CONTRACTOR shall identify in the report the name of the employee and the reasons for the decision not to hire.

3.4 REPRESENTATIONS OF THE DEPARTMENT.

The Department represents and warrants to and for the benefit of CONTRACTOR, with the intent that CONTRACTOR will rely thereon for purposes of entering into this Contract, as follows:

3.4.1 Authorization. This Contract has been duly authorized, executed, and delivered by the Department and, assuming due execution and delivery by the Department constitutes a legal, valid, and binding agreement enforceable against the Department in accordance with its terms, subject to Sections 3.4.3 and 10.9.1.

3.4.2 Disclosure. There is no material fact which materially and adversely affects or in the future will (so far as the Department can now reasonably foresee) materially and adversely affect the Department's ability to perform its obligations under this Contract which has not been accurately set forth in this Contract or otherwise accurately disclosed in writing to CONTRACTOR prior to the date hereof.

3.4.3 Statutory Contingency. The State's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Florida Legislature, pursuant to Section 287.0582, Florida Statutes; the State is not obligated for any payments that exceed the amount of the current annual appropriation, pursuant to Section 957.04(1)(h), Florida Statutes.

3.5 REPRESENTATIONS OF CONTRACTOR.

CONTRACTOR represents and warrants to and for the benefit of the Department, with the intent that the Department will rely thereon for purposes of entering into this Contract, as follows:

3.5.1 Organization and Qualification. CONTRACTOR has been duly incorporated and validly exists as a corporation in good standing under the laws in its jurisdiction of incorporation with power and authority to own its properties and conduct its business as presently conducted. CONTRACTOR is duly qualified to do business as a corporation in good standing in Florida. CONTRACTOR has the qualifications, experience, and management personnel necessary to carry out the terms of the contract.

3.5.2 Authorization. This Contract has been duly authorized, executed, and delivered by CONTRACTOR, and constitutes a legal, valid, and binding agreement enforceable against CONTRACTOR in accordance with its terms.

3.5.3 No Defaults under Contract. CONTRACTOR is not in default, nor is there any event in existence which, with notice or the passage of time or both, would constitute a default by CONTRACTOR, under any indenture, mortgage, deed of trust, lease, loan agreement, license, security agreement, contract, governmental license or permit, or other agreement or instrument to which it is a

party or by which any of its properties are bound and which default would materially and adversely affect CONTRACTOR's ability to perform its obligations under this Contract.

- 3.5.4** Compliance with Laws. Neither CONTRACTOR nor its officers and directors purporting to act on behalf of CONTRACTOR have been advised, and have no reason to believe, that CONTRACTOR or such officers and directors have not been conducting business in compliance with all applicable laws, rules, and regulations of the jurisdictions in which CONTRACTOR is conducting business including all safety laws and laws with respect to discrimination in hiring, promotion or pay of employees or other laws affecting employees generally, except where failure to be so in compliance would not materially and adversely affect CONTRACTOR's ability to perform its obligations under this Contract.
- 3.5.5** No Litigation. Except as previously disclosed in writing to the Department, there is not now pending nor, to the knowledge of CONTRACTOR, threatened, any action, suit, or proceeding to which CONTRACTOR is a party, before or by any court or governmental agency or body, which might result in any material adverse change in CONTRACTOR's ability to perform its obligations under this Contract, or any such action, suit, or proceeding related to environmental or civil rights matters: and no labor disturbance by the employees of CONTRACTOR exists or is imminent which might be expected to materially and adversely affect CONTRACTOR's ability to perform its obligations under this Contract.
- 3.5.6** Taxes. CONTRACTOR has filed all necessary federal, state, and foreign income and franchise tax returns and has paid all taxes as shown to be due thereon; CONTRACTOR has no knowledge of any tax deficiency which has been or might be asserted against CONTRACTOR which would materially and adversely affect CONTRACTOR's ability to perform its obligations under this Contract.
- 3.5.7** Financial Statements. CONTRACTOR has delivered, or will deliver, to the Department copies of the following financial statements with all sub schedules and footnotes: a balance sheet, profit and loss statement, and a change in financial position schedule for each of the prior three (3) years. Such financial statements fairly present the financial position of CONTRACTOR at the date shown and the results of its operations for the periods covered, and have been prepared in conformity with generally accepted accounting principles applied on a consistent basis, except as discussed in the notes to the financial statements.
- 3.5.8** No Adverse Change. Since the date of CONTRACTOR's most recent balance sheet provided to the Department, there has not been any material adverse change in CONTRACTOR's business or condition, nor has there been any change in the assets or liabilities or financial condition of CONTRACTOR from that reflected in such balance sheet which is material to CONTRACTOR's ability to perform its obligations under this Contract.
- 3.5.9** Disclosure. There is no material fact which materially and adversely affects or in the future will (so far as CONTRACTOR can now reasonably foresee) materially and adversely affect CONTRACTOR's ability to perform its obligations under this Contract which has not been accurately set forth in this Contract or otherwise accurately disclosed in writing to the Department prior to the date

hereof. Failure to disclose such material facts, as described above, is grounds for termination for false representation.

SECTION 4. POSSESSION OF THE FACILITY AND INVENTORY

- 4.1 POSSESSION OF FACILITY.** On the Service Commencement Date, the Department shall grant CONTRACTOR exclusive use, possession and control of the land and property comprising the Facility and its grounds, subject to terms of this Contract and to the right of the Department and other appropriate parties (including, but not limited to, OPPAGA, FDC, CMA, DOH, OSHA, DCF, Legislative staff) to enter and/or inspect the Facility, programs, health services, food services and its grounds pursuant to Section 5.53 and 11.27. The design of the Facility will be owned by the State of Florida.
- 4.2 POSSESSION OF LEASED FURNISHINGS AND EQUIPMENT.** On the Service Commencement Date, the Department will grant CONTRACTOR exclusive use and possession, subject to the terms of this Contract, of Leased Furnishings and Equipment. Items purchased with state funds are owned by the State of Florida and shall remain with the Facility in the event of termination or non-renewal of this Contract. All Leased Furnishings and Equipment are State property, except for CONTRACTOR Property as set forth under Contract Sections 4.2 and 4.5. CONTRACTOR will provide a list of all property and the designated ownership upon Service Commencement Date (See Exhibit A – Fixtures, Furnishings & Equipment Inventory).
- 4.3 INVENTORY.** As part of CONTRACTOR's initial responsibility, CONTRACTOR shall prepare and maintain a current inventory of Leased Furnishings and Equipment. Such inventory shall include the manufacturer, model number, serial number, monetary value (purchase cost), and assigned identification number. Leased Furnishings and Equipment shall remain part of the Facility and may not be removed from the Facility, without approval from the On-Site Contract Monitor. The Department shall be entitled to conduct an inventory of Leased Furnishings and Equipment prior to or within a reasonable time after the Service Commencement Date, and shall be entitled to conduct an inventory of Leased Furnishings and Equipment throughout the Term of this Agreement. CONTRACTOR shall cooperate with the Department in its conducting of all inventories of Leased Furnishings and Equipment. The inventory will be recorded on Exhibit A – Fixtures, Furnishings & Equipment Inventory. The inventory will indicate whether item was purchased with state funds and items designated as CONTRACTOR Property. The inventory will be made available to the On-Site Contract Monitor by printed or electronic means in an MS Office Excel format. The On-Site Contract Monitor will use the current inventory to conduct monthly reviews at the Facility. State-owned property will be designated with a sticker indicating it was purchased with state funds. All FF&E items purchased with POITWF will be inventoried and labeled as State property and also identified as "IWTF". CONTRACTOR will provide an inventory database which is to be supplemented with a bar coding system that can export or convert the data into an MS Excel format.
- 4.4 REPLACEMENT OF INVENTORY.** CONTRACTOR, subject only to the facility furnishings, fixtures, and equipment covered by the "Major Maintenance and Repair Reserve Fund" as described in Section 4.9, shall replace within sixty (60) days of the date of discovery of loss, theft, damage or inoperability beyond repair with equipment having like functional ability, life expectancy and quality; provided CONTRACTOR may be allowed more than sixty (60) days within reason and in accordance with Department policies if the replacement equipment has been ordered, but not delivered or installed through no fault of CONTRACTOR. Such replacement of State equipment shall be added

to the inventory and shall become the property of the State. CONTRACTOR shall update the inventory to reflect any replacement of furnishings, fixtures or equipment at the Facility within twenty (20) days. CONTRACTOR shall provide the On-Site Contract Monitor copies of all receipts showing purchase or lease costs for replaced items quarterly. Inoperable items replaced by CONTRACTOR shall be disposed of by CONTRACTOR with prior approval by the Department and in compliance the DMS's Property Asset Management (PAM) policy. Additional information on PAM is available at DMS's website.

4.5 CONTRACTOR PROPERTY. CONTRACTOR will provide such other machinery, equipment, fixtures and furnishings that (i) CONTRACTOR deems necessary for the operation, maintenance and administration of the Facility, (ii) are integral and related to the operation, maintenance, and administration of the Facility, or (iii) were offered as part CONTRACTOR'S response. Such machinery and equipment shall be included in the costs of the project and delivered prior to Service Commencement Date. Exhibit A – Fixtures, Furnishings & Equipment Inventory is a jointly prepared property inventory listing each item and noting the condition of each such item. Unless otherwise specified herein, all such furniture, fixtures and equipment shall be new when delivered to the Facility. Ownership of this property shall remain with CONTRACTOR and may be removed from the premises at any time by CONTRACTOR, provided that any damage to the Facility resulting from any removal pursuant to this Section shall be repaired by CONTRACTOR at the expense of CONTRACTOR. Any additional machinery, equipment, fixtures and furnishings purchased by CONTRACTOR during the term of this Contract may be purchased by the Department at the conclusion of the Contract at CONTRACTOR's cost, less depreciation. Documentation of costs shall be provided quarterly to the On-Site Contract Monitor.

4.6 SANITATION AND HYGIENE. CONTRACTOR shall provide an environmentally clean, healthy, and safe Facility for both employees and inmates. CONTRACTOR will be responsible for the following:

4.6.1 Sanitation and hygiene will be maintained at a minimum, at a level equivalent to the level of FDC facilities. All floors, including concrete shall be waxed or sealed and buffed. All areas of the Facility shall be maintained free of cobwebs or dust build-up, including ceiling and wall grills. Any dirt and/or dust-build up will not be accepted. The yards will be free of all trash. All kitchen equipment and utensils shall be free of grease build-up.

4.6.2 CONTRACTOR will inspect all areas of the Facility daily for cleanliness and shall provide documentation of such inspections to the On-Site Contract Monitor.

4.6.3 Lighting, ventilation and heating equipment shall be functioning at all times.

4.6.4 No fire, safety or health hazards shall exist.

4.6.5 All plumbing equipment, including toilets, sinks, and showers shall be operating properly at all times.

4.6.6 All hazardous chemicals shall be inventoried, stored and maintained in accordance with OSHA's policy and procedures. Inventories and inspection documentation shall be made available to the On-Site Contract Monitor as requested.

- 4.6.7** Food service areas shall be clean and in compliance with applicable state health regulations.
- 4.6.8** Lift station and sewage grinder pump shall be inspected no less than weekly and shall be kept free of bulk items (i.e. - sanitary items, t-shirts, etc.). Bulk, non-biological waste items shall be removed and properly disposed.
- 4.6.9** Copies of all inspection reports, including internal and reports from governing agencies, will be submitted to the On-Site Contract Monitor. Corrective Action Plans and a time-line for correction for non-compliance issues (whether found by internal or external agents) will be submitted to the external auditing agency pursuant to their timeline and to the On-Site Contract Monitor. If no timeline is established, the report will be submitted within twenty (20) days.

4.7 UTILITIES. CONTRACTOR shall be responsible for the timely payment of all utility bills for the Facility. Copies of utility bills shall be made available to the On-Site Contract Monitor upon request.

4.8 MAINTENANCE.

4.8.1 CONTRACTOR shall maintain the physical structure of the Facility and all tangible personal property contained therein, including Leased Furnishings and Equipment, in accordance with applicable FDC policy and procedure and Section 4.9 of this contract, including all maintenance related to structural conditions or defects as well as ordinary routine maintenance adhering to the manufacturer's recommended preventative maintenance schedule. CONTRACTOR will maintain, preserve and keep the Facility and the Leased Furnishings and Equipment in good repair, working order and condition, subject to normal wear and tear, and will promptly make or cause to be made all necessary and proper repairs, including those identified by self-monitoring, reviews of governing agencies, and the Department's inspections. All such replacements and renewals shall thereupon become part of the Facility. It is specifically understood and agreed that CONTRACTOR will develop and implement a preventive and routine maintenance plan and will keep maintenance records. The plan will be submitted to the Department for review. Acceptance of this plan shall be at the discretion of the Department and DMS reserves the right to make changes or additional scope to the plan. Copies of inspection reports, maintenance records and maintenance plans will be provided to the On-Site Contract Monitor in a report by the 15th of each month. During the term of this Contract, the Department shall have no responsibility, financial or otherwise, with respect to maintenance of the Facility other than that explicitly provided under Section 4.9. The responsibility for maintenance of the Facility shall be the sole responsibility of CONTRACTOR except as provided under Section 4.9.

4.8.2 The maintenance plan shall include the following:

- 4.8.2.1** Physical plant equipment preventive maintenance;
- 4.8.2.2** Structural and building envelope maintenance; and

4.8.2.3 Vehicle preventive maintenance programs.

4.9 MAJOR MAINTENANCE AND REPAIR RESERVE FUND. CONTRACTOR shall make and be responsible for all routine and necessary repairs of the Facility, and repairs/replacement of all Facility furnishings, fixtures, and equipment, so long as the cost associated with any maintenance, replacement, or repair is \$1,000 or less (per item, per occurrence). Requests for reimbursement for maintenance or repair costs in excess of \$1,000 shall be submitted to the Bureau Chief and, subject to the receipt of written approval from the Bureau Chief, the costs of such major maintenance or repairs shall be charged to the Major Maintenance and Repair Reserve Fund. On the first day of each month, the Department will deduct funds from the monthly invoice payment and transfer said amount to the Major Maintenance and Repair Reserve Fund for the Facility, in accordance with section 7 of this Contract. Any corrective action items identified in an unannounced Security Audit by the FDC will generally not be covered under this fund unless the Department grants a waiver. The Department shall be the owner of such fund, and CONTRACTOR shall have no rights, other than as set forth herein, in such fund or in any fund earnings. CONTRACTOR will follow the Department's Major Maintenance and Repair Reserve Fund policy for all requests for reimbursement.

4.10 ACCESS TO THE FACILITY. The On-Site Contract Monitor, Facility Maintenance Monitor, Contract Manager, all FDC representatives, or other designated representatives from the Department shall have full and immediate access at all times, with or without notice, to inmates and staff and to all areas of the Facility. Other Department employees and State officials on official business (including, but not limited to, the Governor's Office of Program, Policy and Government Accountability, Department of Health, Correctional Medical Authority, etc.), shall have full access to inmates, staff, and all areas of the Facility at all times, with or without notice. Representatives will not be unnecessarily detained at the front gate. CONTRACTOR shall not detain any designated representative(s) for any period of time in excess of the time necessary for parties to comply with existing security processes.

4.11 EXPANSION/RENOVATIONS. Subject to the prior written approval of the Department, which approval shall not unreasonably be withheld, CONTRACTOR shall have the authority to remodel the Facility or make substitutions, alterations, additions, modifications, and improvements to the Facility from time to time. Unless otherwise agreed in writing, all such remodeling, substitutions, alterations, additions, modifications, and improvements shall be paid by CONTRACTOR, and the same shall become part of the Facility. Minor alterations may be done at CONTRACTOR's expense without prior approval from the Department. Minor alterations will be defined as alterations costing less than \$25,000. For any work under this section, CONTRACTOR must use, and must document the use of, materials of equal or greater quality. Such documentation shall be provided to the On-Site Contract Monitor upon request. All alterations shall be documented on the Facility's inventory as necessary.

4.12 MATERIAL DAMAGE OR LOSS. Promptly after the occurrence of any damage to or loss at the Facility that materially affects the continued operation of the Facility; CONTRACTOR shall notify the Department of such loss or damage. The Department and CONTRACTOR shall jointly assess the nature and extent of such damage or loss and, as soon as practicable thereafter, determine whether it is practicable and desirable to rebuild, repair or restore such damage or loss. If the Department and CONTRACTOR determine that such rebuilding, repairing or restoring is practicable and desirable, CONTRACTOR shall forthwith proceed with such rebuilding, repair or restoration. Upon the completion thereof, such rebuilding, repair or restoration shall thereupon become part of the Facility. In such

case, any insurance proceeds received in respect to such damage or loss shall be used for payment of, or reimbursement for, the costs of such rebuilding, repairing or restoring. Insurance records, including proceeds and deductibles, shall be provided to the On-Site Contract Monitor upon request. In the event such insurance proceeds are not sufficient to pay in full the costs of such repair, rebuilding or restoration, CONTRACTOR is responsible for payments due in excess of insurance proceeds received. If the Department and CONTRACTOR determine, in writing, that repairing, rebuilding or restoration is not feasible or practical, and further agree, in writing, not to rebuild, repair or restore the Facility, then this Contract shall automatically terminate with respect to such Facility thirty (30) days after the date of such written agreement.

4.13 VEHICLES. CONTRACTOR shall purchase or lease and provide all vehicles required for the operation and management of the Facility. All such vehicles shall be owned by CONTRACTOR. CONTRACTOR shall have all vehicles properly insured for comprehensive, collision, property, medical, personal injury, theft and replacement damages. All maintenance plans and records, preventative maintenance, repair records, etc. shall be provided to the On-Site Contract Monitor upon request.

SECTION 5. OPERATION OF THE FACILITY

5.1 GENERAL DUTIES.

5.1.1 CONTRACTOR shall provide the operation and management services and shall operate, maintain, and manage the Facility in compliance with applicable federal and state constitutional requirements, laws, court orders, and FDC rules and procedures, whether now in effect or hereafter effected or implemented, and in accordance with the operational plan, the terms and conditions contained in the Contract, and any documents referenced therein. CONTRACTOR shall be in compliance with all applicable ACA Standards and requirements for adult correctional institutions, and shall maintain ACA accreditation. CONTRACTOR must submit a written request for a specific exemption from ACA Standards to the Contract Manager, who may, at his/her sole discretion, grant or deny the request. In the case of a conflict between any of the standards or requirements listed above, the more demanding standard or requirement will control.

5.1.2 Pursuant to Chapter 957.04(1)(e), Florida Statutes, CONTRACTOR may propose a waiver of a particular FDC rule or procedure that is inconsistent with the mission to establish and maintain cost-effectiveness at the Facility. Such proposals shall be submitted to the Contract Manager, who may, at his/her sole discretion, grant or deny such a waiver in writing to CONTRACTOR. All decisions by the Contract Manager under this section are final and not subject to appeal or challenge by CONTRACTOR in any civil or administrative forum, nor subject to any mediation or arbitration proceedings.

5.2 FISCAL OPERATIONS. CONTRACTOR shall comply with all of the following requirements concerning fiscal operations, including but not limited to, the proper maintenance of accounting records and the periodic report of financial data in accordance with all auditing requirements as generally specified in Sections 5.3 through 5.8.

5.3 MAINTENANCE AND OPERATION OF FUNDS. CONTRACTOR shall maintain operating its books and records in accordance with generally accepted accounting principles (GAAP) determined by the Governmental Accounting Standards Board, in reasonable detail to include, but not be limited to, groups of accounts for Facility

operations, health services, substance abuse programs, educational services, food services, security services, maintenance and administration.

5.4 OPERATION OF INMATE BANK. CONTRACTOR shall maintain Inmate Bank funds separate and apart from other funds and to abide by FDC rules and procedures as regarding the same.

5.5 OPERATION OF THE PRIVATELY OPERATED INSTITUTIONS INMATE WELFARE TRUST FUND (POIIWTF).

5.5.1 CONTRACTOR shall maintain the Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF) accounts in accordance with all applicable standards and FDC rules and procedures. Funds in the POIIWTF may be appropriated annually by the Legislature for the benefit and welfare of inmates incarcerated in privately operated correctional facilities. Funds will be distributed in accordance with Exhibit J POIIWTF Budget Summary which is inclusive of the following attachments A. POIIWTF Program Request and Narrative; B. Budget Instructions; and C. Budget Narrative. Services are strictly paid as cost reimbursement. No funds will be paid for services not provided.

5.5.2 By May 1st of each year, CONTRACTOR must submit an application for expenditures to be made from the trust fund for the next fiscal year to the Department for review. The Department shall not approve expenditures that exceed the appropriation amount for next fiscal year. The final appropriation amount is certified upon the execution of the General Appropriations Act for the next fiscal year.

5.5.3 In accordance with section 944.72(1), Florida Statutes, planned expenditures must cover expenses for the benefit and welfare of inmates at the Facility.

5.5.4 CONTRACTOR must compile a report that documents the actual receipts and expenditures from this trust fund for each current fiscal year, beginning July 1 and ending June 30th, and provide such to the Department. This report is due by July 31st each year for the previous fiscal year.

5.5.5 Expenditures for operational cost and fixed capital outlay made from the POIIWTF must meet the guidelines of Section 945.215, Florida Statutes, and applicable terms of this Contract. CONTRACTOR is responsible for contracting and overseeing the construction of fixed capital outlay projects authorized by the Legislature. All operations and fixed capital outlay projects and expenditures must be approved by the Department. Expenditures made from the POIIWTF shall not include items included in CONTRACTOR's response.

5.5.6 CONTRACTOR will send to the Department a monthly report by the 15th of each month, for the previous month's deposits and expenditures made to the POIIWTF (Commissary Account).

5.5.7 CONTRACTOR will send to the Department a monthly reimbursement request for approved program expenditures, conforming to the Department's procedure, by the 15th of each month, for the previous month's program expenditures.

5.6 AUDITING OF TRUST ACCOUNTS. CONTRACTOR shall develop and update as necessary, with the approval of the Department, administrative procedures to ensure proper accounting and internal control of the receipts and expenditures of the funds from the POIIWTF (Commissary Account) and Inmate Bank Fund. CONTRACTOR shall review such procedures yearly to ensure procedures remain current and timely. Documentation of this review and any recommendation for change shall be submitted to the On-Site Contract Monitor yearly. CONTRACTOR shall have an independent audit of the Inmate Bank Fund and POIIWTF (Commissary) fund, conducted on an annual basis (fiscal year), pursuant to GAAP, and the entire results of the audit will be submitted to the Department by October 1st.

5.7 FINANCIAL REPORTING. Audited annual financial statement, for the fiscal year of July 1st to June 30th and each fiscal year thereafter, prepared in accordance with GAAP and clearly distinguishing Inmate Bank and POIIWTF (Commissary) fund shall be filed not later than October 1st of each year.

5.7.1 Monthly statements shall also be prepared and delivered to the Bureau as follows:

5.7.1.1 Inmate Bank Fund: Monthly Inmate Bank fund statements, showing all activity, is due to the Department by the 15th of the month, for the previous month.

5.7.1.2 POIIWTF: Monthly POIIWTF (Commissary) Bank fund statements, showing all activity, is due to the Department by the 15th of the month, for the previous month.

5.8 SEC RECORDS. CONTRACTOR shall, within thirty (30) days of receipt, provide the Department with copies of all annual reports on Form 10 K, quarterly reports on Form 10 Q and reports on Form 8-K required to be filed by CONTRACTOR with the Securities and Exchange Commission. Prior to the execution of this Contract, CONTRACTOR shall provide the Department with its most recent Form 10-K and any Form 10-Qs or Form 8-Ks filed. If CONTRACTOR is not a public company required to submit reports to the SEC, CONTRACTOR shall provide the Department copies of its annual and quarterly financial statements within thirty (30) days of receipt and shall provide the Department with its most recent financial statements prior to the execution of this Contract.

5.9 AMERICAN CORRECTIONAL ASSOCIATION ACCREDITATION.

5.9.1 CONTRACTOR shall maintain ACA accreditation for the Facility pursuant to and in accordance with the terms of Section 957.04(1)(c), Florida Statutes. CONTRACTOR's failure to comply with this section will be considered a violation of the terms of this Contract, subjecting CONTRACTOR to an adjustment of compensation under Section 7.5 and/or the remedies set forth in Section 10.

5.9.2 CONTRACTOR is required to utilize all of FDC's rules, procedures and Health Service Bulletins ("HSB"). CONTRACTOR may request the Department authorize their policy in lieu of a FDC rule or procedure. Several of FDC's procedures are restricted due to the sensitive nature of security. The FDC periodically reviews its HSBs and Procedures. Some of the HSBs or Procedures may be eliminated or combined with others HSBs or

Procedures by the time the contract(s) for these facilities are executed. CONTRACTOR shall follow and comply with the most up to date HSBs or Procedures.

5.10 **OPERATIONS PLAN.** CONTRACTOR shall provide the Department, for the Department's written approval, an Operational Plan that covers the full range of Facility operations including, but not limited to, the following:

5.10.1 All aspects of Facility operations that affect the quality of life of the inmates, employees, and visitors. The following items should be considered when evaluating quality of life within the facility: inmate recreation program; recreation facilities; food quality, inmate food services standards; medical care; sanitation and hygiene practices; inmate exercise; access to mail, telephone and visitation; staff working conditions; and, inmate work assignments;

5.10.2 Procedures that will be utilized to facilitate monitoring of the Facility by CONTRACTOR's Authorized Representative or the Authorized Representative's designee on an annual basis;

5.10.3 Continuous self-monitoring by Facility staff (On-Site Contract Monitor will be given written copies of self-monitoring reports monthly). It is CONTRACTOR's responsibility to document self-monitoring activities under the Contract;

5.10.4 Procedures for assumption of operations by FDC in the event of CONTRACTOR's bankruptcy or inability to perform its duties hereunder;

5.10.5 An emergency procedures/security manual for confidential use by staff supervisors employed by CONTRACTOR;

5.10.6 Post Orders for all Facility security staff positions. All post orders must be submitted and approved by the Contract Manager. Post Orders will be reviewed yearly by CONTRACTOR. Documentation of this review and any prospective changes to the post orders will be submitted to the On-Site Contract Monitor who will forward the documentation for review and approval in writing to the Contract Manager;

5.10.7 Job descriptions for each position, including salary range, education and experience requirements, certification/licensure requirements, descriptions of job duties, and full-time or part-time designation. All job descriptions must be submitted and approved by the Contract Manager. Job descriptions will be reviewed yearly by CONTRACTOR. Documentation of this review and any prospective changes to the job description will be submitted to the On-Site Contract Monitor for review and approval in writing by the Contract Manager. Revisions must be approved prior to implementation. Exhibit B (to be provided by CONTRACTOR) of the Contract is a chart documenting all the positions, job codes and minimum/maximum salaries. This Exhibit must be updated as needed and approved by the Contract Manager. This Exhibit will be the basis of vacancy deduction amounts for invoicing purposes. All job announcements must be accompanied with the

corresponding job description approved by the Contract Manager prior to posting;

CONTRACTOR shall notify the Department in writing of desired changes in, or additions to, the Operational Plan with regard to CONTRACTOR's policies and procedures, emergency procedures/security manual, post orders, and job descriptions. No such changes shall be implemented prior to CONTRACTOR's receipt of written approval from the Contract Manager. The Contract Manager shall respond to a request for changes within thirty (30) days. A material breach of the Operational Plan shall be regarded as a material breach of this Agreement.

5.11 CLASSIFICATION AND ASSIGNMENT OF INMATES.

5.11.1 CONTRACTOR shall provide a classification program that is in accordance with all applicable standards and FDC procedures. CONTRACTOR shall provide suitable office space at the Facility for one (1) or more FDC classification officers as may be determined by the FDC to conduct classification services, subject to the Department's approval. CONTRACTOR may not make any change in an inmate's custody level, but may recommend custody level changes to FDC for approval.

5.11.2 Beginning on the Service Commencement Date, inmates will be assigned to the Facility by the FDC at a rate not to exceed capacity of the Facility in accordance with the following:

5.11.2.1 The inmates transferred by the FDC shall: represent a cross section of the inmate population; have completed the initial classification process at a FDC facility; be accompanied by all initial classification and subsequent reviews and other necessary documentation; be accompanied with a complete medical record, including chest X-ray; and be accompanied by documentation of the amount contained in the inmate's Commissary account with the funds to be forwarded by the FDC to the Facility within ten (10) days of receipt of the inmate, in compliance with Chapter 33, Florida Administrative Code.

5.11.2.2 If an inmate does not meet the qualifications or classification level necessary for assignment to the Facility and CONTRACTOR is aware of this before transport to the Facility, CONTRACTOR should provide notice to FDC before transport and request that the transfer be cancelled or diverted. If an inmate is found not to meet the qualifications or classification level necessary for classification to the Facility after transfer to the Facility, CONTRACTOR may request the transfer of unqualified or improperly classified inmates to a FDC facility pursuant to Sections 5.13 and 5.15.

5.12 ORIENTATION OF INMATES. CONTRACTOR shall conduct an orientation program for newly assigned inmates. This program shall meet minimum standards outlined in Chapter 33-601.100, Florida Administrative Code. CONTRACTOR will provide a copy of the orientation materials and associated forms the inmate is required to sign. The orientation materials will be reviewed annually and updated as needed by the CONTRACTOR. Documentation of the review will be provided

to the On-Site Contract Monitor no later than the 20th day of the month following the review. Changes to the orientation curriculum require written approval by the Contract Manager.

5.13 TRANSFER OF INMATES.

5.13.1 Certain circumstances may require an inmate's transfer out of the Facility. These circumstances include custody changes resulting from disciplinary infractions or other behavior in the Facility; medical and psychiatric transfers, as initiated by medical staff at the Facility; disciplinary transfers in accordance with CONTRACTOR's disciplinary procedures; emergency transfers that involve extreme circumstances not normally found at the Facility; administrative transfers used in witness protection cases; or to adjust operational capacities.

5.13.2 CONTRACTOR may be required to transport non-routine transfers such as emergency medical, emergency mental health, court orders, protective management, etc. Non-routine transports will be determined by the FDC by the nature of the request or its urgency. FDC shall have the final decision making authority relating to non-routine transports.

5.13.3 CONTRACTOR may request, in writing, that an inmate be transferred from the Facility. The Department, CONTRACTOR, and the FDC shall comply with the terms of a Transfer Agreement when transferring inmates between a correctional facility operated by the FDC and a private correctional facility. The Transfer Agreement (Exhibit C to this Contract) will be executed in conjunction with the execution of this Contract.

5.14 RELEASE OF INMATES. CONTRACTOR will release inmates in compliance with the FDC's rules and procedures pertaining to release as found in the requirements of Rules 33-601.501-503, Florida Administrative Code, which establishes the procedure to be followed in providing a discharge gratuity and travel to eligible inmates upon their release. CONTRACTOR shall follow procedures which are substantially identical to those in Rules 33-604.501-503, Florida Administrative Code, and make payment from its fund to eligible inmates. DMS, and/or the FDC shall not reimburse CONTRACTOR for discharge gratuity payments made. The funds for this should be incorporated into the Per Diem Rate. A monthly report to include the inmate released and the correspondent receipts for the discharge gratuity and travel payments shall be submitted to the On-Site Contract Monitor.

5.15 TRANSPORTATION OF INMATES. CONTRACTOR shall not be responsible for inmate transportation from the FDC to the Facility or from the Facility to the inmate's destination upon transfer except as provided for in Section 5.13. CONTRACTOR will be responsible for transporting inmates to the hospital or outside medical appointments, and will be responsible for discharge transportation in compliance with Rules 33-601.503 F.A.C., "Discharge Transportation".

5.16 INMATE DISCIPLINE. CONTRACTOR will develop a policy implementing a system of inmate rules and disciplinary procedures in compliance with the ACA Standards (FDC rules in particular), and FDC procedures. Penalties will be consistent with those imposed by the FDC. Disciplinary hearings will be conducted by CONTRACTOR's staff that will make recommendations to the FDC classification staff. The FDC's classifications staff shall either accept those

recommendations or prepare a written statement in which good cause for a rejection of those recommendations are established. In the event that a recommendation is rejected by the FDC's classification staff, CONTRACTOR shall have a right of administrative appeal to the Regional Director of Institutions for the region in which the Facility is located. The decision of the Regional Director of Institutions, in the event of any such administrative appeal, shall be final and not subject to appeal or challenge by CONTRACTOR in any civil or other administrative forum, nor subject to any mediation or arbitration proceedings. All inmate discipline policies shall be reviewed annually and updated as needed. Documentation of review will be provided annually to the On-Site Contract Monitor.

5.17 INMATE VISITATION.

5.17.1 CONTRACTOR shall provide all space, furniture, equipment, and supervision necessary to implement a visitation program in compliance with the ACA Standards. Contact visitation will be provided as determined by an inmate's custody level and disciplinary status.

5.17.2 CONTRACTOR will provide space, equipment and supervision necessary for inmate visiting with children.

5.17.3 CONTRACTOR's visitation policies shall consistent with those policies followed by the State's public prisons and will be reviewed annually and updated as needed. Documentation of the policies will be provided annually to the On-Site Contract Monitor. Changes to the policy require written permission by the Contract Manager prior to implementation.

5.17.4 The FDC has implemented an enhanced version of the Facility Access Secure Tracking (FAST) application statewide to control visitation to institutions. FAST uses hand geometry biometrics, photos and data to ensure proper visitor credentials. It consists of two (2) hand readers, a camera and a computer. CONTRACTOR shall implement and use the FAST system and will be responsible for all costs associated with it.

5.18 DRUG TESTING. CONTRACTOR shall conduct a random drug testing program consistent with FDC's policies and procedures. The FDC will provide a monthly list of inmates to be drug tested. The list will be randomly generated. Monthly reports must be submitted to the On-Site Contract Monitor regarding the testing results. Results will also be sent to the FDC within three days of receiving the test results. All inmate drug testing policies shall be reviewed annually and updated as needed. Documentation of review will be provided annually to the On-Site Contract Monitor. Changes to CONTRACTOR'S written drug testing policy require written permission by the Contract Manager.

5.19 INMATE MAIL AND TELEPHONE.

5.19.1 CONTRACTOR shall provide for mail and telephone services in compliance with the FDC Standards. The telephone services and rates provided at the Facility shall be identical to those provided at public state prisons in Florida. As required by Section 945.215, Florida Statutes, net receipts from telephone commissions shall be sent to the FDC and deposited monthly in the Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF). CONTRACTOR shall provide a monthly statement

to the On-Site Contract Monitor showing all deposits, withdrawals, and interest earned in the account. The telephone service provider for the Facility shall be responsible for the repair and maintenance of any equipment it installs and have phone calling rates consistent with FDC phone calling rates. However, CONTRACTOR shall take all reasonable precautions to prevent damage to the equipment. CONTRACTOR will provide computer hardware for administration of the inmate telephone system. The telephone system must allow for remote access to monitor inmate's telephone calls, including remote access by the FDC's Inspector General. CONTRACTOR shall comply with all state, federal and local laws, including the FDC's rules, policies and procedures regarding inmate access to telephones found in Chapter 33, Florida Administrative Code.

5.19.2 CONTRACTOR shall develop and update, as necessary, with the approval of the Department, administrative procedures to verify that: contracted telephone companies accurately record and report all telephone calls made by inmates incarcerated in the Facility; persons who accept collect calls from inmates are charged the contracted rate; and the funds are deposited into the telephone revenue account and transmitted monthly into the POIIWTF.

5.20 **USE OF FORCE.** CONTRACTOR will develop and implement use of force policies and procedures in compliance with FDC Procedure, Florida Statutes, and Florida Administrative Codes.

5.21 **INMATE PERSONAL PROPERTY.** CONTRACTOR shall handle and dispose of inmate property in compliance with FDC rules, procedures and other applicable standards provided in Chapter 33, Florida Administrative Code, and the United States Constitution. All inmate property policies shall be reviewed annually and updated as needed. Documentation of review will be provided annually to the On-Site Contract Monitor. Changes to the policy require written permission by the Contract Manager prior to implementation. A monthly report shall be submitted to the On-Site Contract Monitor regarding the property disposed of in compliance with the policy no later than the 20th of the following month.

5.22 **INMATE GRIEVANCE PROCEDURE.** CONTRACTOR will develop and implement an inmate grievance system that meets or exceeds the requirements of federal guidelines established under 42 U.S.C. § 1997e (2005) and FDC procedures. Monthly reports must be submitted to the Department regarding all inmate grievances no later than the 20th of the following month. All inmate grievance policies shall be reviewed annually and updated as needed. Documentation of review will be provided annually to the On-Site Contract Monitor. Changes to the policy require written permission by the Contract Manager prior to implementation.

5.23 **SENTENCE COMPUTATION.** CONTRACTOR shall provide the FDC with data and information relating to sentence computation. The decision with respect to sentence computation rests with the FDC. CONTRACTOR shall forward any court ordered sentence modifications (received via any source) to the Bureau of Sentence Structure and Population Management upon receipt.

5.24 **GAIN TIME, CHANGE OF CUSTODY AND FURLOUGHS.** CONTRACTOR will provide specific information to the FDC regarding the award or forfeiture of gain

time, change of custody or granting furloughs. The decision for such rests with the FDC.

5.25 SECURITY.

5.25.1 Execution of MOA. CONTRACTOR shall execute the attached Memorandum of Agreement (MOA) (Exhibit D-1) for emergency response assistance by FDC. Training costs and response costs incurred by FDC will be reimbursed by CONTRACTOR, as stated in the MOA.

5.25.2 Security Services. [REDACTED]

5.25.3 Security Operations Plan. [REDACTED]

5.25.4 Body Alarms. [REDACTED]

5.25.5 Emergency Plans. [REDACTED]

[REDACTED]

5.25.5.1 [REDACTED]

5.25.5.2 [REDACTED]

5.25.5.3 [REDACTED]

5.25.5.4 [REDACTED]

5.25.5.5 [REDACTED]

5.25.5.6 [REDACTED]

5.25.5.7 [REDACTED]

5.25.5.8 [REDACTED]

5.25.5.9 [REDACTED]

5.25.5.10 [REDACTED]

5.25.5.11 [REDACTED]

5.25.5.12 [REDACTED]

5.25.6 Emergency Squads. [REDACTED]

[REDACTED]

5.25.7 Security Staff Utilization. CONTRACTOR shall develop and implement policy and procedures for Security staff utilization that includes, but is not limited to the following:

5.25.7.1 [REDACTED]

5.25.7.2 [REDACTED]

[REDACTED]

5.25.7.3 [REDACTED]

5.25.7.4 [REDACTED]

5.25.7.5 [REDACTED]

5.25.7.6 [REDACTED]

5.25.7.7 [REDACTED]

5.26 FOOD SERVICE. CONTRACTOR will provide a food service program in compliance with the ACA Standards, and Section 957.04 (l)(f), Florida Statutes. CONTRACTOR is responsible for a variety of services, including a diet at least equal to those provided by the FDC in comparable facilities.

5.26.1 CONTRACTOR shall provide all food, staffing and supervision of preparation for the total delivery of food service at the Facility. CONTRACTOR shall provide a full service kitchen with separate dining areas for inmates and staff.

5.26.1.1 Master Menu:

5.26.1.1.1 The FDC has developed, and has in place, a four-week cycle Master Menu (see Exhibit E—FDC Menu) that shall be followed by CONTRACTOR to ensure inmates housed in the Facility receive the same

caloric and dietary requirements. CONTRACTOR shall serve two (2) hot meals per day in accordance with ACA Standards, with the exception of sack lunches or other special diets, as directed by medical staff, or the Warden in the case of an emergency.

5.26.1.1.2 CONTRACTOR may utilize an alternate master menu that differs from the FDC Master Menu, provided that the alternate menu complies with the same caloric and dietary requirements as the FDC Master Menu and is reviewed and certified by a registered dietician credentialed in the State of Florida.

5.26.1.1.3 If at any time the FDC Master Menu changes any nutritional, caloric and/or dietary requirements, the CONTRACTOR, if using an alternate master menu in accordance with Section 5.26.1.1.2., shall immediately update their master menu to reflect the FDC Master Menu changes. This update to the CONTRACTOR's master menu shall be reviewed and certified by a registered dietician credentialed in the State of Florida.

5.26.1.1.4 CONTRACTOR shall make provisions for providing sack lunches for inmate work crews in compliance with the applicable FDC rules or procedures.

5.26.1.2 Delivery of Food:

5.26.1.2.1 General Population: The delivery of food for the general population inmates may be provided in cafeteria style in the Facility's inmate dining room or by satellite seating. If CONTRACTOR opts to use satellite feeding, CONTRACTOR will ensure that the food received by the inmates is consistent in temperature, texture and condition with food that would be served in a dining room. Alternate methods may be proposed by CONTRACTOR subject to written approval by the Department. This will include blind feeding where the inmate serving the food is not able to see the inmate receiving the tray.

5.26.1.3 Staff/Employees/Official Visitors

5.26.1.3.1 CONTRACTOR shall provide separate dining room facilities for staff and employees and official visitors; however, the same food prepared for inmates shall be served to staff, employees, and official visitors. This requirement does not apply to inmate visitation participants.

5.26.1.3.2 Confinement/Infirmary Inmates who are housed in confinement or infirmaries shall be fed in the

confinement units or infirmary, whichever is appropriate.

5.26.1.3.3 Medical Diets: CONTRACTOR shall prepare all medical diets in accordance with the recipes and menus in the FDC's Modified Diets Component of the Master Menu and account for the number of inmates receiving such diet. CONTRACTOR shall provide the On-Site Contract Monitor with a monthly report of all inmates at the facility receiving a medical diet. Additional documentation may be required upon review of monthly report.

5.26.1.3.4 Religious Diets/Alternate Entrée: The Facility's Chaplain shall advise the institutional officials in charge of food services on all matters related to religious dietary requirements. Except in rare circumstances, requirements for religious diets are met by the Master Menu through the alternate entree program. A non-meat protein source is designated on each daily menu as an alternate to the main entree. Any inmate may choose between either the main entree or the alternate entree. CONTRACTOR shall provide the On-Site Contract Monitor with an updated list monthly of all inmates at the Facility receiving a religious diet. Additional documentation may be required upon review of the monthly report.

5.26.1.3.5 Records must be maintained indicating daily menus and number of meals served. Substitutions to the pre-approved menus must be clearly documented and CONTRACTOR must ensure that substitutions made are of equivalent nutritional and caloric value to the original item. These records may be reviewed by the On-Site Contract Monitor at his/her discretion.

5.26.1.3.6 CONTRACTOR shall develop a written policy and procedure for delivery of food in case of an emergency (examples: non-delivery of food, riots, natural disasters, man-made disasters, strikes, equipment failure). Emergency feeding policies and procedures must be reviewed annually with documentation of that review provided to the On-Site Contract Monitor. Any changes to the policy/procedure must be approved in writing by the Contract Manager prior to implementation.

5.26.1.3.7 CONTRACTOR shall develop and implement a written plan for sanitation and rodent control which includes all kitchen/dining space, appliances, supplies and equipment. Sanitation policies and procedures must be reviewed annually with documentation of that review provided to the On-Site

Contract Monitor. Any changes to the policy/procedure must be approved in writing by the Contract Manager prior to implementation.

5.26.1.3.8 CONTRACTOR shall develop a preventive maintenance schedule for the food service equipment, as applicable. All tools, knives and utensils must be locked in a controlled environment, inventoried, and signed in and out in accordance with the FDC's procedure. All policies will be reviewed annually and updated as needed. Documentation of review will be provided annually to the On-Site Contract Monitor. Changes to policy require written permission by the Contract Manager.

5.26.1.3.9 All foods and/or condiments of a high security risk shall be locked in a controlled environment in accordance with FDC Policies.

5.27 **INMATE COMMISSARY AND VENDING SERVICES.**

5.27.1 Inmates shall have access to a commissary for purchase of goods. CONTRACTOR will provide an inmate commissary and may provide for the placement in the Facility of one or more vending machines for use by the inmate's visitors and/or staff. Items for resale must be priced comparably with like items for retail sale at fair market prices. Items provided on the inmate's canteen menu that are also provided in the visitor and inmate's vending machines will have identical pricing. Receipts for these items must be provided upon request. Documentation of fair market pricing must be provided upon request. DMS encourages CONTRACTOR to utilize economies of scale where possible and permissible. Items sold in the Commissary should only be those items allowed in rule 33-602.201, F.A.C., Appendix 1 and only in the possession quantities specified. Additionally, due to frequent transfers of inmates between private and state-run facilities, the items sold such as clothing, shoes, etc. must be of similar value and appearance to those sold in state run commissaries. (See Exhibit F – Commissary Price List).

5.27.2 As required by Section 945.215, Florida Statutes, the net proceeds derived from operating inmate canteens, vending machines used primarily by inmates, receipts from telephone commissions, interest earned on the account, and similar sources shall be sent to the FDC and deposited monthly in the Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF). CONTRACTOR shall provide a monthly statement to the On-Site Contract Monitor to include all deposits, withdrawals, and interest earned in the account.

5.27.3 Funds necessary to purchase items for resale in the commissary and inmate vending machines shall be deposited into a local bank account established by CONTRACTOR and approved by the Department, hereinafter called the "Commissary Account".

5.27.4 CONTRACTOR shall make expenditures from the Commissary Account, to purchase items for resale in the commissary and for other items as contemplated in Section 945.215, Florida Statutes. CONTRACTOR shall provide a monthly

statement to the On-Site Contract Monitor to include all deposits, withdrawals, and interest earned.

5.27.5 With prior written approval by the Department, in conjunction with a fundraising program, the Contractor may provide food or beverage items that are not necessarily available in the commissary, canteen, or existing vending machines to inmates. The Contractor may sell such food or beverage items to inmates at no more than cost. Receipts reflecting the cost to the Contractor shall be maintained by the Contractor and provided to the Department upon request. The opportunity to receive or purchase food or beverage items shall be made available to inmates at a uniform price, regardless of whether an inmate has donated or pledged to donate to a charity. No inmate or inmate's friends or family shall be required to donate to a charity in order for the inmate to be permitted to receive or purchase the food or beverage items. No inmate or inmate's friends or family shall be permitted to pay more for the food or beverage than the cost to the Contractor. If the Contractor receives more than the cost of the item from an inmate or an inmate's friend or family, and under the circumstances it is impossible for the Contractor to refund the difference between the cost of the item and the payment received for the item, then the amount of the difference between the cost of the item and the payment received for the item shall be sent to the Florida Department of Corrections and deposited in the Privately Operated Institutions Inmate Welfare Trust Fund (POIWTF).

With prior written approval by the Department, in conjunction with a fundraising program, the Contractor may provide food or beverage items that are not necessarily available in the commissary, canteen, or existing vending machines to inmates. The Contractor may sell such food or beverage to inmates at no more than cost. Receipts reflecting the cost to the Contractor shall be maintained by the Contractor and provided to the Department upon request. The opportunity to receive or purchase food or beverage items shall be made available to inmates at a uniform price, regardless of whether an inmate has donated or pledged to donate to a charity. No inmate or inmate's friends or family shall be required to donate to a charity in order for the inmate to be permitted to receive or purchase the food or beverage items. No inmate shall be permitted to pay more for the food or beverage items than the cost to the Contractor.

5.28 HEALTH CARE SERVICES.

5.28.1 CONTRACTOR shall provide comprehensive and medically necessary medical, dental and mental healthcare services with related pharmacy services (including provision of pharmaceuticals) on a non-capitated basis to inmates in the Facility that meet or exceed the minimum requirements outlined in the Contract Documents. CONTRACTOR shall provide these services at the Facility as set forth in its response, attached as Exhibit H. This includes all healthcare treatment and related program support services. No deviations from the minimum service requirements shall be permitted. CONTRACTOR and the Department shall each act in good faith in the performance of all their respective contract duties and responsibilities. Access to and provision of all services outlined herein will be in accordance with minimum constitutionally adequate levels of healthcare regardless of place of assignment or disciplinary status. CONTRACTOR must be prepared to adhere to all FDC criteria, definitions and classifications regarding medical and psychological grades. CONTRACTOR

must be prepared to follow the most current version of FDC terminology, procedures and health services bulletins. FDC's Office of Health Services (OHS) will be provided an opportunity to comment and suggest recommended changes to CONTRACTOR'S Health Care Services Plan.

5.28.2 CONTRACTOR is required to provide comprehensive healthcare service coverage twenty four (24) hours a day seven (7) days a week at the Facility. CONTRACTOR is responsible for the provision of and costs for medical linens, infirmary care mattresses (including SOS mattresses) and other infirmary care and emergency room supplies, and both urgent and emergency medical transportation. (Note: Medical linens typically include sheets, pillow cases, cotton blankets, draw sheets, cloth bed pads, patient pajamas and/or gowns, turning pads, towels and wash cloths. Infirmary care mattresses and pillows typically have vinyl or plastic covers, and SOS mattresses are normally made from heavy duty plastic or vinyl which is seamless and resistant to being torn into strips. These differ from the inmate housing unit mattresses and pillows.)

5.28.3 CONTRACTOR shall utilize hospitals with a secure prison ward or provide sufficient security in accordance with FDC procedures addressing security coverage and requirements to ensure the safety of hospital staff and the public.

5.28.4 CONTRACTOR will provide medical, dental and mental health services in compliance with the ACA Standards that include the following:

5.28.4.1 Dental/Substance Abuse/Physical/Mental Health Services: CONTRACTOR shall provide all healthcare treatment and services in accordance with all applicable federal and state laws, rules and regulations, FDC rules, procedures, and Health Services' Bulletins (HSB's) applicable to the delivery of healthcare services in a correctional setting. In addition, CONTRACTOR shall meet all state and federal constitutional requirements, court orders, and applicable ACA Standards for Correctional healthcare (whether mandatory or non-mandatory). All such laws, rules and regulations, current and/or as revised, are incorporated herein by reference and made a part of this Contract. CONTRACTOR, the FDC, and the Department shall work cooperatively to ensure service delivery in complete compliance with all such requirements. CONTRACTOR shall stand in the place of the FDC for purposes of the referenced statutes. Accordingly, pursuant to Section 945.6031(2), Florida Statutes, the Facility shall be subject to comprehensive surveys by State of Florida Correctional Medical Authority (CMA) of the dental, physical, and mental health care systems at least triennially (at least once every three years). CONTRACTOR shall designate a Chief Health Officer (CHO) for the Facility who shall submit reports to the FDC (and the Assistant Secretary of the Office of Health Services, as required) for all clinical matters.

5.28.4.2 Each inmate will receive a periodic health assessment as required by Office of Health Services' Health Service Bulletins (HSBs). Each inmate shall receive a health appraisal prior to being placed in confinement. Sick call shall be performed daily Monday through Friday and for emergencies on Saturdays,

Sundays and Holidays. Inmates must be able to sign-up for sick call seven (7) days a week and the sick call sign-up form shall be triaged daily by healthcare staff. Inmates experiencing health care emergencies may request and shall receive emergency care at any time, if indicated, twenty-four (24) hours a day seven (7) days a week.

5.28.4.3 Inpatient hospitalization costs:

5.28.4.3.1 CONTRACTOR shall be responsible for all medical costs.

5.28.4.3.2 If, in the opinion of the on-site Chief Health Officer (“the CHO”), an inmate cannot be properly treated in the institution, the CHO shall refer the inmate to a medical facility that can provide the necessary treatment. CONTRACTOR shall be responsible for payment of all inpatient hospitalization costs.

5.28.4.3.3 CONTRACTOR shall be responsible for providing security for any inmate admitted to a hospital. CONTRACTOR shall notify the Department and the FDC as soon as possible (within two (2) hours) any time an inmate is admitted to a hospital. To assist Contractor in minimizing security costs, Contractor may utilize the services available at FDC's Reception and Medical Center (RMC) Hospital at Lake Butler, Florida in all appropriate cases contingent upon space availability.

5.28.4.3.4 All hospitals utilized by CONTRACTOR for the care of inmates shall be fully licensed and preferably accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHCO).

5.28.4.3.5 CONTRACTOR shall ensure that all CONTRACTOR's or subcontracted staff providing services under this Contract complies with prevailing ethical and professional standards, and the rules, procedures and regulations mentioned above. Should any of the above laws, standards, rules or regulations, FDC procedures, HSB's or directives change during the course of this Contract term, the updated version will take precedence. The Department shall provide CONTRACTOR with a copy of all FDC rules, department procedures, HSB's and directives. CONTRACTOR shall comply with all applicable continuing requirements as determined by the FDC's Assistant Secretary of Health Services-Administration for reports to and from the FDC and the Department, Correctional Medical Authority and the On-Site Contract Monitor. To the extent required as a business associate of the Department,

CONTRACTOR shall comply with the Health Insurance Portability and Accountability Act of 1996 (42 U. S. C. §1320d-8), and all applicable regulations promulgated thereunder.

5.28.4.3.6 CONTRACTOR will be required to maintain full accreditation by the American Correctional Association (ACA) for the healthcare operational areas in all institutions in which healthcare services are provided. Failure to maintain accreditation will be considered a violation of the terms of this Contract, subjecting CONTRACTOR to an adjustment of compensation under Section 7.5 and/or the remedies set forth in Section 10 of this Contract. CONTRACTOR shall ensure that all subcontractor agreements are approved by the Department's Contract Manager and contain provisions requiring the subcontractors to comply with all applicable terms and conditions of this Contract, including fingerprint and background screening. CONTRACTOR agrees to modify its service delivery, including addition or expansion of comprehensive healthcare services in order to meet or comply with changes required by operation of law or due to changes in practice standards such as ACA standards, regulations, or as a result of any legal settlement agreement involving delivery of healthcare to inmates or related consent order or change in the FDC or the Department's mission. CONTRACTOR shall ensure access to comprehensive healthcare services as required within the Scope of Service twenty-four (24) hours per day, seven (7) days a week, and three hundred sixty-five (365) days a year.

5.28.4.3.7 The Department shall not provide any administrative functions or office support for CONTRACTOR (e.g., clerical assistance, office supplies, copiers, fax machines and preparation of documents). CONTRACTOR shall provide, maintain and utilize appropriate health space, fixtures and other items for CONTRACTOR's use to ensure the efficient operation of the Contract. CONTRACTOR shall also provide or arrange for waste disposal services, including medical waste disposal. CONTRACTOR shall operate the space provided in an energy efficient manner.

5.28.4.3.8 All supplies required to provide healthcare services shall be provided by CONTRACTOR. CONTRACTOR will have at least a thirty (30) days' supply of medical supplies upon its assumption of responsibility for service implementation at the Facility. A physical inventory of all equipment and

medical supplies will also be conducted upon the expiration or termination of this Contract with appropriate credit payable to CONTRACTOR, in the event the Department chooses to purchase the existing supplies. The term "healthcare supplies" is defined as all healthcare equipment and commodity items with a unit cost of less than one thousand dollars (\$1,000).

5.28.4.3.9 CONTRACTOR shall utilize Department forms as specified to carry out the provisions of this Contract. The Department, in cooperation with the FDC, will provide an electronic copy of each form in a format that may be duplicated for use by CONTRACTOR. CONTRACTOR shall request prior approval from the Contract Manager should he/she wish to modify format or develop additional forms.

5.28.4.3.10 All FDC inmates, regardless of status, must have unimpeded access to healthcare services. CONTRACTOR's healthcare staff should ensure that inmates have access to a level of care commensurate with the severity of the presenting symptomatology. If the needed level of care is not available at the institution of residence, timely referral must be made to another institution in which the necessary care is available.

5.28.4.3.11 A standardized program of routine/comprehensive, urgent and emergency healthcare is to be available to all inmates. Emphasis shall be placed on preventative healthcare practices. All treatment will be rendered in accordance with the FDC's rules, policies, procedures and Health Services Bulletins. Healthcare will be provided at a minimum constitutionally adequate level of care. This means all necessary health care will be provided either routinely, urgently or emergently as dictated by the need to resolve the healthcare issue presenting itself.

5.28.4.4 Medical Services: CONTRACTOR shall be responsible for the following: all inmate medical costs for care provided at the Facility to include emergency outpatient care, pharmaceutical services, initial intake screening for medical, dental and mental health pre-existing conditions, substance abusers treatment, medically required eyeglasses, hearing aids, and dentures; regularly scheduled chronic illness clinics conducted under the direct supervision of the CHO for the following conditions: diabetes; respiratory; cardiovascular; seizure disorder; tuberculosis preventive therapy; general medicine; immunodeficiency; and hepatitis C; an infectious disease education program for inmates which will be consistent with the FDC's existing health education program for HIV and AIDS as

described in Section 945.35, Florida Statutes. CONTRACTOR must follow requirements outlined in Section 945.355, Florida Statutes. All medical contacts shall be documented on the Offender Based Information System. The On-Site Contract Monitor may request a report documenting all medical contacts. The potential percentage of each medical and psychological grade, and the percentage of inmates with special needs is outlined below:

Grade	Percent	Variance*	Inmates
M1 and M2	95.0%	2.0%	1,187
M3	5.0%	2.0%	63
S1 and S2	89.0%	5.0%	1,112
S3	11.0%	5.0%	138
Special Needs	7.0%	0.5%	88
Wheelchair	0.05%	0.05%	6

* Variance is defined as variance of the total population at the Facility.

5.28.4.5 Inmate Co-Payment CONTRACTOR shall be responsible for collecting a medical co-payment for each inmate-initiated, non-emergency visit to a health care provider as required by Section 945.6037, Florida Statutes. The fees collected will be retained by CONTRACTOR and the same amount will be deducted from the monthly management payment billing submitted by CONTRACTOR to the Department. All co-payments must be noted in the Offender Based Information System and accounted for in the medical record. A report of co-payments will be included with the monthly invoice. CONTRACTOR must include the cost of providing health care in its Per Diem Rate. This shall not include the revenue generated by the inmate co-payment.

5.28.4.6 Chief Health Officer (CHO): CONTRACTOR shall designate a CHO for the Facility who shall submit reports to the FDC (and the Assistant Secretary of the Office of Health Services, as required) for all clinical matters. The CHO shall serve as the medical authority and shall work as a team with CONTRACTOR’s administrative and clinical managers. Each CHO shall operate the clinical healthcare program in accordance with the standards set forth in this Contract, and all applicable State and Federal Laws, Rules and Regulations; FDC Rules, Policies and Procedures; FDC’s Office Health Services Bulletins; and ACA Standards, and shall adhere to any additions or changes thereto. The CHO shall plan, implement, direct and control all clinical aspects of the institutional healthcare program and shall have direct oversight of and shall monitor the performance of all healthcare personnel rendering direct patient care. The CHO shall also provide primary healthcare services on a routine basis and meet the same standards as other CHOs in the FDC. In addition, the person occupying this position must be licensed to practice medicine under Florida Statute Chapters

458 or 459 in the State of Florida “in good standing”, hold a current DEA Registration Number, and must have credentials that meet or exceed the requirements of Florida Law.

5.28.4.7 Health Education Program. CONTRACTOR shall implement within ninety (90) days of contract execution, subject to Department approval, an inmate health education program. To promote the health education process, informational programs shall be made available based on the requirements of Florida Statutes and assessed educational needs of the inmates. Selected topics for these programs may include but are not limited to:

- 5.28.4.7.1** Personal hygiene;
- 5.28.4.7.2** Nutrition;
- 5.28.4.7.3** Physical fitness;
- 5.28.4.7.4** Stress management;
- 5.28.4.7.5** Sexually transmitted diseases;
- 5.28.4.7.6** Chemical dependency;
- 5.28.4.7.7** Tuberculosis and other communicable diseases;
- 5.28.4.7.8** Effects of smoking;
- 5.28.4.7.9** HIV/AIDS;
- 5.28.4.7.10** Hypertension/Cardiac;
- 5.28.4.7.11** Epilepsy;
- 5.28.4.7.12** Diabetes;
- 5.28.4.7.13** Dermatology;
- 5.28.4.7.14** Rehabilitation; and
- 5.28.4.7.15** Prison Rape Elimination Act (PREA).
- 5.28.4.7.16** An infectious disease education program for inmates, which will be consistent with the FDC’s existing health education program for HIV and AIDS as described in Section 945.35, Florida Statutes.

5.28.4.8 Quality Management. CONTRACTOR shall establish and maintain a Clinical Quality Management program that maintains full compliance with the FDC’s rules and procedures and the FDC’s Office of Health Services Health Services Bulletins (HSB’s). All required program curriculum will be reviewed annually and updated as needed. Documentation of review will be provided annually to the On-Site Contract Monitor. Changes to plan require written permission by the Contract Manager. Program curriculum should include information on the following:

- 5.28.4.8.1** Quality Management
- 5.28.4.8.2** Infection Reporting to the Department of Health
- 5.28.4.8.3** Infection Control Program
- 5.28.4.8.4** Medical Peer Review Committees
- 5.28.4.8.5** Clinical Risk Management Program
- 5.28.4.8.6** Mortality Review Program

CONTRACTOR will also maintain full compliance with the policies and procedures pertaining to quality assurance and quality indicators that are established by the Office of Health Services.

5.28.4.9 Health Assessment at Intake: CONTRACTOR shall provide a proposal that ensures all inmates being admitted to the Facility are provided a comprehensive health assessment and orientation in accordance with FDC's guidelines. Upon arrival at the Facility, every inmate shall receive an intake physical examination in accordance with FDC Procedure 403.008 and an immediate healthcare screening by qualified healthcare nursing staff. The intake physical examination shall take place no later than seven (7) days after the inmate is received at the Facility. CONTRACTOR shall not be required to provide a health assessment for inmates admitted to the Facility from FDC's reception centers, as FDC will conduct and record this assessment. CONTRACTOR will review FDC's assessment, which is included in the medical record for such inmates.

Each intake examination shall include, at a minimum, the following: a complete history, physical exam, designated medical necessary lab work, and any specialty follow up exams deemed appropriate. The examining physician will also prescribe any needed or appropriate medications at this time.

Each inmate will receive a transfer screening on departure from and on arrival to the Facility as well as orientation to healthcare services when newly assigned at the Facility. The inmate's healthcare records shall be reviewed on arrival for medication, emergency or urgent medical needs or any specialty follow up scheduled. This would include placement in a chronic illness clinic status if required for preventative care.

The preliminary screening shall be documented in the inmate's case file and include the following:

Inquiry into:

1. Current illness
2. Communicable diseases
3. Alcohol/chemical abuse history
4. Medications currently being taken
5. Dental status
6. Chronic health problems

Observation of:

1. State of consciousness

2. Mental status
3. Appearance
4. Conduct
5. Bodily deformities and ease of movement
6. Signs of trauma, bruises, lesions, jaundice, rashes and infestations, and needle marks or other indications of drug abuse

Explanation of procedures for access to health and dental services shall be provided to inmates both orally and in writing via the Inmate Handbook. The handbook will be provided by the FDC, along with additional information necessary to inform the inmate about unique Facility operations.

HSB 15.03.13 defines the procedures for assigning a medical and a work grade to inmates utilizing a physical profiling system. Each inmate is assigned to an institution according to an overall functional capacity designation indicated by a numerical designation.

An overall medical grade assignment may be made at any time an inmate has an encounter with healthcare personnel if that encounter indicates a change. On those occasions when evaluation or re-evaluation of an inmate's medical grade is appropriate, changes may only be made by a clinician, or in the case of "S" category, by a psychiatrist or psychologist. Other mental health staff may recommend appropriate changes to the Chief Health Officer (CHO).

Anatomical defects or pathological conditions will not in themselves form the sole basis for recommending assignment or work limitations. While these conditions must be given consideration when accomplishing the designation functional capacity, prognosis and the possibility of further aggravation must be considered.

5.28.4.10 Referrals. CONTRACTOR shall be financially responsible for all costs associated with the care of an Inmate treated by any community provider or in any community provider facility.

5.28.4.11 Staffing of Health Care Professionals:

5.28.4.11.1 CONTRACTOR shall have direct oversight, be responsible for and monitor the performance of all healthcare staff whether providing direct healthcare or performing other duties in support of the Contract.

5.28.4.11.2 CONTRACTOR shall propose a plan to provide an adequate level of staffing for provision of the services outlined herein and shall ensure that staff providing services is appropriately trained and qualified and licensed, as appropriate. Staff shall provide professional healthcare coverage twenty-four (24) hours a day, seven (7) days a week for the institution.

5.28.4.11.3 CONTRACTOR shall distribute a written job description to each member of CONTRACTOR's health care staff that clearly delineates their assigned responsibilities. The job description shall be signed by the employee and supervisor and maintained in the on-site personnel file.

5.28.4.11.4 CONTRACTOR shall annually evaluate performance of healthcare staff to ensure adequate job performance in accordance with these job descriptions and other provisions of this Contract and such performance evaluations shall be maintained in the on-site personnel files. The On-Site Contract Monitor shall be advised of any CONTRACTOR's employee who receives a less than satisfactory evaluation.

5.28.4.11.5 CONTRACTOR shall maintain personnel files on all contract employees in the healthcare unit of the institution. The records shall be made available to the On-Site Contract Monitor, and the FDC's Assistant Secretary of the Office of Health Services or designee. These files shall include, but not be limited to, copies of current Florida licenses or proof of professional certification, and evaluation records and position responsibilities.

5.28.4.11.6 The final selection of all staff assigned to provide services under this Contract shall be subject to approval by the Department pursuant to Section 5.41.5.3. FDC employees terminated at any time by the FDC for cause may not be employed or provide services under the Contract.

5.28.4.11.7 CONTRACTOR shall provide a proposed staffing plan for the health-related Sections of this Contract, including the minimum key administrative staff positions.

5.28.4.11.8 CONTRACTOR shall employ only those persons having appropriate Florida licensure and certifications. Individuals in positions that require credentials (Physicians, Advanced Registered Nurse Practitioners (ARNPs) Psychologists, Psychological Specialists and any other position that requires

credentials), will be subject to a credentials review by the Department to ensure that the individual has the requisite training, experience and licensure or certification necessary to perform the duties assigned. The credentials process must meet or exceed the requirements of Florida Law. It is CONTRACTOR's responsibility to ascertain and comply with all state licensing and credentialing requirements. CONTRACTOR shall provide a certification statement on each individual to the Assistant Secretary of the FDC Office of Health Services certifying that the credentials of each individual have been reviewed and he/she is certified as qualified to perform the duties assigned.

5.28.4.11.9 Fingerprints shall be taken of each employee, and subcontractor providing services under this contract. The NCIC/FCIC background checks will be reviewed by Department staff. The final selection of all staff assigned to provide services under this Contract shall be subject to approval by the Department.

5.28.4.11.10 No personnel employed by this CONTRACTOR, or its subcontractors, may be a convicted felon or have relatives housed at the Facility. No personnel employed by this CONTRACTOR, or its subcontractors, who have relatives confined by or under supervision of the FDC may work at the Facility without the Department's written consent.

5.28.4.12 Medical Records:

5.28.4.12.1 CONTRACTOR shall ensure that all healthcare unit staff documents each healthcare encounter in the appropriate section of the Problem-Oriented Medical Record, utilizing the SOAPE format, including specific FDC approved forms as outlined in FDC's Rules, (Chapters 33-6, 33-19, Florida Administrative Code), pertinent Health Services' Bulletins, and Florida Statutes.

5.28.4.12.2 CONTRACTOR shall ensure that each health record, including the Medication Administration Record, is complete, accurate and contains sufficient documentation to warrant the treatment rendered and that each entry is made in a timely manner. This shall include requesting, and documenting the request for all available previous medical records and composing a medical history.

5.28.4.12.3 CONTRACTOR shall ensure that all medical record procedures concerning confidentiality are followed.

Medical records shall remain the property of the FDC and information contained in a medical record shall not be released to anyone who is not legally authorized to receive it.

5.28.4.12.4 CONTRACTOR shall ensure that each medical record complies with the Florida Statutes, FDC rules, Health Service Bulletins, the Health Record Manual, HIPAA, and other applicable laws and rules.

5.28.4.12.5 CONTRACTOR shall ensure that all logs required in medical areas are maintained in a complete, current and accurate condition. CONTRACTOR shall ensure that the weekly and monthly validations (signatures by the Chief Health Officer or CONTRACTOR's Designee) are accomplished prior to the fifth (5th) day of the following month.

5.28.4.13 Other General Health Service Requirements:

5.28.4.13.1 Routine transportation of inmates for medical visits, consultations, diagnostics studies and hospital admissions shall be the responsibility of CONTRACTOR.

5.28.4.13.2 CONTRACTOR's personnel shall establish regular meetings with representatives from the hospital and other providers to coordinate the referral of inmates. Policies and procedures shall be developed by CONTRACTOR regarding referral methods, scheduling, transportation, reporting of test results, medical records, acute care hospitalization and patient follow-up.

5.29 **PHYSICAL HEALTH SERVICES**

5.29.1 Chronic Illness Clinics:

5.29.1.1 Access to specialty care shall be provided through regularly scheduled chronic illness clinics and other specialty clinics as necessary, conducted under the direct supervision of the CHO as required by FDC Health Services Bulletin (HSB) 15.03.05, Chronic Illness Clinic.

5.29.1.2 These clinics are to be operated and care is to be provided in accordance with the Technical Instruction. Development of programs that incorporate best practices, prevention strategies, clinical-practice improvement, clinical interventions and protocols, outcomes research, information technology, and other tools is required. The State of Florida has a disease management initiative which has been designed to promote and measure: health outcomes, improved care, reduced inpatient hospitalization, reduced emergency room visits, reduced costs,

and better educated providers and patients. Since these outcomes are similarly desirous in the correctional healthcare system, CONTRACTOR shall develop, propose, and implement Disease Management programs as necessary in conjunction with the operation of chronic illness and specialty clinics. Disease Management programs shall be completed and implemented by the end of the sixth (6th) month of service delivery under this Contract.

5.29.1.3 CONTRACTOR may use, subject to availability and FDC agreement, specialty clinics at the Department's Regional Medical Center (RMC) in Lake Butler for all non-emergency cases requiring specialty consultation that are beyond institutional capability. If a specialty clinic is not available or cannot be scheduled at RMC within a time determined necessary by CONTRACTOR's CHO, alternative arrangement to obtain the services shall be made locally.

5.29.1.4 CONTRACTOR shall provide regularly scheduled chronic illness clinics conducted under the direct supervision of the CHO for the following conditions:

1. Diabetes;
2. Respiratory;
3. Cardiovascular;
4. Seizure disorder;
5. Tuberculosis preventive therapy;
6. General medicine;
7. Immunodeficiency; and
8. Hepatitis C.

5.29.2 Sick Calls. CONTRACTOR will provide a proposed plan to in coordinate and cooperate with the security personnel, to administer as much healthcare as is practical to inmates housed in the confinement. This includes Sick Call. The Facility will provide appropriate facilities at the respective housing unit. Sick call shall be provided in compliance with FDC Procedure 403.006.

5.29.3 Emergency Care Services:

5.29.3.1 Emergencies shall be taken to the nearest hospital (all hospitals shall provide emergency care). If an inmate needs to be transferred by air, CONTRACTOR shall use appropriate aviation assets. All ambulances utilized shall be equipped with life support systems and shall be operated by personnel trained in life support that are currently certified by the State of Florida. CONTRACTOR shall obtain documentation of State certification and keep it on file at the Facility. CONTRACTOR shall be responsible for the cost of all emergency air ambulance or land ambulance transportation.

5.29.3.2 The following service requirements shall be met to ensure that qualified emergency treatment is provided:

1. In-service education on first aid and emergency procedures.
2. Written policies and procedures concerning emergency transfer and transportation of inmates.
3. Arrangements for emergency 24 hour on-call physician coverage.
4. Coordination with security for arrangements when the emergency transfer of an inmate is indicated.
5. Cardiopulmonary Resuscitation (CPR) Basic Training for all Health Services staff and other designated departmental staff members.

5.29.4 HIV Testing. CONTRACTOR shall provide testing for HIV infection under the following conditions:

1. Upon request by the inmate;
2. When there is evidence that an inmate, while at the Facility, has engaged in high-risk behavior, as established in Section 945.35, Florida Statutes, for transmitting or contracting HIV;
3. If the inmate has a positive tuberculosis skin test or active TB; or
4. Any other condition deemed medically necessary by the appropriate medical practitioner.

5.29.5 Infection Control Program. CONTRACTOR shall provide for an Infection Control Program at the Facility. The program will include, but is not limited to, concurrent surveillance of patients and staff, prevention techniques, and treatment and reporting of infections in accordance with local and state laws.

5.29.6 Special Medical Programs. CONTRACTOR shall provide a "special medical program" for inmates who require close medical supervision including chronic and convalescent care. The plan of treatment shall include directions for health care staff and correctional staff regarding their roles in the care and supervision of the inmates. The special medical program shall service a broad range of health problems including but not limited to seizure disorders, diabetes, hypertension and AIDS.

5.29.7 Optical Services.

5.29.7.1 CONTRACTOR shall provide for Optical Services, including eye examinations, performed onsite or offsite and in accordance with ACA Standards and FDC Health Service Bulletins. A qualified optometrist shall examine inmates with specific complaints. Eyeglasses shall be provided at the inmate's expense unless clinically mandated by an ophthalmologist whereby CONTRACTOR is financially responsible.

5.29.7.2 Ophthalmic prosthetics clinically mandated by an Ophthalmologist and services (including prosthetics) necessary to the continued provision of needed healthcare for the inmate shall be the responsibility of CONTRACTOR. Non-clinically mandated ophthalmic prosthetics may be provided at the inmate's expense. Eyeglasses shall be obtained by CONTRACTOR, through PRIDE or as otherwise allowed pursuant to section 946.515(2) Florida Statutes.

5.29.8 Infirmiry Care and Hospitalization: CONTRACTOR shall provide Infirmiry care for inmates requiring skilled nursing care, chronic illness care, convalescent care, and all acute and chronic conditions which can be managed on-site which includes, but is not limited to the following:

5.29.8.1 24-hour coverage, supervised on-site by a Registered Nurse;

5.29.8.2 Daily infirmiry rounds by nursing staff;

5.29.8.3 24-hour Physician on-call coverage;

5.29.8.4 Physician shall conduct infirmiry rounds no less than one time per day, Monday through Friday.

5.29.8.5 In addition, CONTRACTOR shall develop a manual of nursing care procedures and ensure that a medical record is established for each patient. All infirmiry encounters by a health care provider shall be documented in the inmate's medical record.

5.29.8.6 If, in the opinion of the on-site CHO, the inmate cannot be properly treated at the Facility, the inmate shall be referred to a facility that can provide the necessary treatment.

5.29.8.7 Those inmates requiring care beyond the capability of the infirmiry shall be hospitalized at a licensed community facility. Routine admission from the Facility shall be made to a hospital.

5.29.8.8 Recommendations for hospitalization, with the exception of emergency situations, shall require review and approval by the on-site CHO. Hospital admissions that arise from emergency situations shall be reviewed by the on-site CHO within 48 hours of admission.

5.29.8.9 Treatment, care or medical procedures including, but not limited to, surgery or prosthetics, initiated at the Facility, shall be completed prior to the clearance of the inmate for transfer to another FDC facility, with the exception of emergency disciplinary or mental health transfers. Services may be provided at the receiving facility and billed to CONTRACTOR, or, with the approval of the FDC and the Department, the inmate may be returned to the sending facility.

5.29.8.10 CONTRACTOR shall be responsible for all levels of care, including Secondary or Tertiary level of care, for permanent inmates assigned to the Facility.

5.30 DENTAL HEALTH SERVICES.

5.30.1 CONTRACTOR will provide inmate dental health services to conform to the FDC's Dental Care Manual and the ACA Standards in accordance with:

5.30.1.1 Chapter 466, Florida Statutes

5.30.1.2 ACA Standards

5.30.1.3 American Dental Association Standards

5.30.1.4 Florida Board of Dentistry Rules

5.30.1.5 Center for Disease Control Standards

5.30.1.6 Occupational Safety and Health Administration Standards

5.30.2 CONTRACTOR shall provide emergency and comprehensive dental care, consistent with all applicable laws, rules, regulations and practicing standards. This includes reexamination, complete and partial dentures, crowns and bridges when indicated, operative, endodontic, periodontal and oral surgery. Prevention of dental diseases must be stressed along with oral hygiene education. CONTRACTOR shall have back-up coverage when the Facility's dentists are not available.

5.30.3 All Facility dentists shall be currently licensed in the State of Florida and be in good standing with the Florida Board of Dentistry. Copies of such licensure shall be maintained by the Facility.

5.30.4 If applicable, all dental prosthetics shall be provided by CONTRACTOR through PRIDE of Florida Dental Laboratory. Clinical oversight of the Facility's dentists shall be provided by the FDC's Office of Health Services' Director of Dentistry. **CONTRACTOR's** provision of dental services shall include the following components:

5.30.4.1 Initial intake screening within five (5) workdays of arrival; and

5.30.4.2 Development of a dental treatment plan that includes:

1. Prioritization of needs;
2. Counseling on oral hygiene;
3. Fillings, cleaning and prosthesis; and
4. Dentistry based on preventive care and complaint-oriented care.

5.31 **MENTAL HEALTH SERVICES.** CONTRACTOR shall provide for comprehensive mental healthcare services at the Facility as set forth in its response, attached as Exhibit H. Mental and health care services shall also comply with the ACA Standards. The provision of services shall include the following areas:

5.31.1 General:

5.31.1.1 All mental health care shall be provided in such a manner as to maintain the dignity of the inmate and afford him or her a reasonable degree of confidentiality. CONTRACTOR shall be responsible for the cost of laboratory expenses associated with the use of psychotropic medication. CONTRACTOR shall be responsible for the cost of psychotropic medication. CONTRACTOR will use only medications listed on the FDC's formulary, unless prior authorization is obtained by DMS through the FDC's Drug Exception Request process.

5.31.1.2 CONTRACTOR shall be financially responsible for the provision of mental healthcare services necessary to carry out the following service tasks:

5.31.1.2.1 Identification of those inmates experiencing disabling symptoms of adjustment, mental disorder and/or mental retardation impairing the inmate's ability to function adequately within the general inmate population.

5.31.1.2.2 Alleviation of disabling symptoms of mental disorders.

5.31.1.2.3 Assisting the inmate with mental disorder or mental retardation to maintain a level of personal and social functioning that will enable him/her to remain in or be returned to the general inmate population.

5.31.1.2.4 Provision of clinically necessary and appropriate mental health inpatient care.

5.31.2 Levels of Care.

5.31.2.1 Outpatient: This refers to services provided to an inmate housed outside of an inpatient mental health unit or admitted to an infirmary for mental health reasons as distinct from a more specialized inpatient unit. Outpatient mental healthcare services include, but are not limited to, individualized service planning, case management, group and/or individual counseling, periodic psychiatric monitoring and/or treatment as determined necessary, confinement mental status evaluations, emergency evaluations and staff referrals.

5.31.3 Infirmary Mental Health Care. This level of care must be provided and includes all behavioral and/or psychiatric emergencies such as management of the suicidal or decompensating inmate. Crisis management may require placement in an infirmary Isolation Management Room (IMR) or other specifically designated safe housing at a permanent institution for rapid assessment, close observation, and institutional based intervention. The lengths of stay in an IMR or alternative housing are specified in FDC's HSB 15.05.05 and FDC's Procedure 404.001 Suicide and Self-Injury Protection. The crisis may be appropriately managed at this level or may require referral and subsequent transfer to a Crisis Stabilization Unit (CSU). IMR's and Observation Cells, when indicated, are designed to provide a safe and appropriate setting for initial housing and observation of inmates who present impairment that cannot be managed on an outpatient basis.

5.31.4 Mental Health Requirements

5.31.4.1 All newly arriving inmates will receive a mental health screening including any medically necessary psychological testing, clinical interview, and/or mental health history psychiatric evaluation.

The FDC utilizes a health profiling system, which includes mental health classification. This profiling system assigns an S-grade to each inmate based on the assessed level of mental health care the inmate may require to function in various correctional settings. The S-grade is initially assigned at reception and represents the mental health professional's assessment regarding the inmate's potential or actual ability to adapt and adjust successfully to the prison environment.

5.31.4.2 Since the mental health program is designed to provide varying levels of care at different facilities, the assigned S-grade in part determines to which facility the offender may be transferred. Other determinants include the inmate's custody or security level, program needs, medical limitations, and potential for aggressive behavior.

5.31.4.3 The S-grade is assigned as follows:

S-1 = Inmate requires routine care or emergency care.

S-2 = Inmate needs ongoing services of outpatient psychology.

S-3= Inmate needs ongoing services of outpatient psychology and outpatient psychiatry. S-3 is also assigned routinely to an inmate who is determined to need psychotropic medication, even if the inmate may be exercising the right to refuse such medication.

S-4 = Inmate is assigned to a Transitional Care Unit (TCU) level of care.

S-5 = Inmate is assigned to a Crisis Stabilization Unit (CSU) level of care.

S-6 = Inmate is assigned to acute psychiatric inpatient care at the Corrections Mental Health Institution units (CMHI units).

S-9 = Inmate is in the reception process and is scheduled to be evaluated by a psychiatrist.

5.31.4.4 All newly arriving inmates must be oriented to mental health services at the Facility in accordance with HSB 15.05.18 Outpatient Mental Health Services and Procedure 403.008 Inmate Health Services Orientation.

5.31.4.5 Orientation consists of a written, easily understood explanation (available both in English and Spanish) and oral presentation of available services and instruction on accessing mental health services including consent or refusal of mental health services and confidentiality. Such orientation shall be documented on Form DC4-773 Inmate Health Education (see HSB 15.01.06). Such documentation may be included in a clinical encounter, if

such encounter was held, as in the case of S-2 level and above screening.

5.31.4.6 Mental health clinical staff will assess a newly arriving inmate who is classified as S-2 or S-3 within the time frame and guidelines specified in HSB 15.05.18 to assess current functioning and treatment needs.

5.31.4.7 A newly arriving inmate who is classified as S-3 shall be continued on any current psychotropic medication and will be assessed by a psychiatric provider prior to the expiration of the current psychotropic prescription, to assess the inmate's treatment needs. Medical staff shall ensure continuity of pharmacotherapy for any newly arriving S-3 inmate until such time as the inmate can be interviewed by a psychiatrist. If the inmate does not have a psychiatric evaluation completed within the FDC, or if psychotropic medication is initiated on an outpatient basis, the Form DC4-655 Psychiatric Evaluation shall be completed per HSB 15.05.19.

5.31.4.8 All S-2 and S-3 inmates must have a case manager assigned (with documentation in the health record) and must be interviewed within the time frames specified in HSB 15.05.18 by a psychologist, behavioral specialist (a master's or doctoral level mental health clinician who has full licensure, provisional licensure, or registered intern status as a mental health provider under Chapter 491, Florida Statutes, or has full or provisional licensure as a psychologist under Chapter 490, Florida Statutes), or RN Specialist. The interview will include a mental status examination and review of the status of problems that were the focus of attention prior to arrival. In the case of an inmate who is recently downgraded from an S-3 and above classification that is reassigned to an S-1 or S-2 institution, the inmate should be maintained as S-2 for a minimum period of two months and provided services accordingly.

5.31.4.9 Mental health sections of records for newly arriving inmates, whether received from a reception center or transferred from another institution, must be reviewed within eight (8) days of arrival by mental health service providers. The purposes of the record review are to:

1. Assess and prioritize treatment needs;
2. Review the health record of the new arrival within the time specified in HSB 15.05.19 to determine the suitability of the S-grade and to determine the inmate's evaluation and/or treatment needs; and
3. Document the record review as an incidental note, summarize the relevant history.

- 5.31.4.10** The conditions for inmate eligibility for ongoing mental health treatment and services are established in HSB 15.05.19. Ongoing mental healthcare (e.g., group and individual therapy, case management, and psychotropic medication) shall be reserved for inmates who have or are at significant risk for developing one or more of the clinical syndromes listed in HSB 15.05.19 (DSM IV-TR Axis I disorders, mental retardation, borderline personality disorder, and schizotypal personality disorder).
- 5.31.4.11** Case management services shall be provided to all S-2 and S-3 inmates who are receiving ongoing mental health services. Case management is used to describe a wide variety of actions that the case manager performs and should be identified on the Individualized Service Plan. Case Management is a service, not a treatment, for an identified problem. Case management services shall be provided in accordance with HSB 15.05.18. Inpatient case management services will be provided in accordance with HSB 15.05.05.
- 5.31.4.12** All inmates who are returned to the general population from isolation management, transitional care, or crisis stabilization shall receive case management and appropriate follow-up services in accordance with the individual assessment of clinical need.
- 5.31.4.13** Psychotherapy/counseling is considered an interactive intervention between the clinician and the patient. Individual and/or group therapy is provided according to the inmate's identified clinical needs. CONTRACTOR shall deliver therapy to best meet the inmates' identified clinical needs.
- 5.31.4.14** Express and informed consent means consent voluntarily given in writing after provision of a conscientious and sufficient explanation.
- 5.31.4.15** All inmates undergoing treatment and/or evaluation, including confinement assessments and new screenings, must have a valid Form DC4-663 Consent to Mental Health Evaluation or Treatment (see HSB 15.05.18) executed within the past year. Inmates shall be advised of the limits of confidentiality prior to receiving any mental health services. Consent for pharmacotherapy is described in HSB 15.05.19 and shall be routinely completed by psychiatry staff. Fully informed consent for pharmacological intervention must be obtained by the psychiatrist prior to the initiation of such intervention. When admitted to an IMR, TCU or CSU, a healthcare professional shall request that the inmate give written informed consent to treatment. The inmate may refuse to consent to treatment, however, the inmate cannot refuse placement.
- 5.31.4.16** All inmates presenting for mental health services shall be informed of their right to refuse such services, unless services

are to be delivered pursuant to a court order. If an inmate refuses treatment that is deemed necessary for his/her appropriate care and safety, such treatment may be provided without consent only under the following circumstances:

1. In an emergency situation in which there is immediate danger to the health and safety of the inmate or others. Emergency treatment may be provided at any major institution. Emergency Treatment Orders (ETO) shall be issued as indicated in HSB 15.05.19.
2. Ongoing involuntary treatment may only be provided when court ordered for inmate patients committed for treatment at a CMHI unit. The criteria for court petition for involuntary treatment at a CMHI unit are based on Section 945.43 Florida Statutes and Florida Administrative Code, Chapters 33-23 and 33-40.

5.31.4.17 When an inmate refuses mental healthcare services, such refusal shall be documented in the inmate health record. Refusals of mental health evaluation/treatment shall be documented on Form DC4-711A Refusal of Healthcare Services Affidavit. If the inmate refuses to sign Form DC4-711A, the form shall be completed and signed by the provider and another staff member who witnessed the refusal.

5.31.4.18 The limits of confidentiality are delineated on Form DC4-663 Consent to Mental Health Evaluation or Treatment. These limits must be explained to the inmate and the inmate must indicate informed consent by signing the DC4-663 prior to the provision of nonemergency mental health services.

5.31.4.19 Requests from outside organizations for mental health-related information about inmates will be referred to the appropriate Facility personnel. Release of any confidential health records must be accompanied by Form DC4-711B Consent for Inspection and/or Release of Confidential Information (signed by the inmate).

5.31.4.20 Psychological evaluations completed for the Florida Parole Commission also require a signed inmate consent.

5.31.4.21 Disclosures that are made by an inmate to a healthcare professional while receiving mental health services shall be considered confidential and privileged, except for the following:

1. Threats to physically harm self and others.
2. Threats to escape or otherwise disrupt or breach the security of the institution.

3. Information about an identifiable minor child or elderly/disabled person is the victim of physical or sexual abuse or neglect.

5.31.4.22 All information obtained by a mental healthcare provider shall retain its confidential status unless the inmate specifically consents to its disclosure by initialing the appropriate areas listed on the Form DC4-711B. (For example, if an inmate is undergoing a psychological evaluation for the Florida Parole Commission and is found to have a coexisting AIDS-related syndrome, be it related or not to his/her mental condition, no mention of his/her AIDS condition should be made in the psychological report unless the inmate expressly authorizes such disclosure to be made to the Florida Parole Commission by initialing B option on DC4-711B.)

5.31.4.23 Each inmate who receives ongoing mental health services shall have an Individualized Service Plan (ISP) developed in accordance with HSB 15.05.11 Planning and Implementation of Individualized Mental Health Services.

5.31.4.24 All non-psychiatric mental health services provided must be directly supervised by the Senior Psychologist who shall assume clinical responsibility and professional accountability for the services provided. In doing so, the Senior Psychologist shall review and approve reports and test protocols as well as intervention plans and strategies. Documentation of required review and approval shall take the form of cosigning all psychological reports, ISPs, treatment summaries, and referrals for psychiatric services and clinical consultations.

5.31.4.25 A minimum of one hour per week shall be devoted to direct face-to-face clinical supervision with each behavioral specialist and/or in accordance with guidelines of the Chapter 490 and 491 Boards.

5.31.4.26 All group treatments must have written descriptions that have been reviewed and approved by the Senior Psychologist. The group descriptions shall include purpose, participating inmates, goals, predominant therapeutic approach, curriculum outline, and inmate selection criteria. If the group has a waiting list, then the selection criteria must include means of prioritizing enrollment.

5.31.4.27 Mental health staff is required to track the stay of inmates in confinement so that each can be evaluated in accordance with HSB 15.05.09 and Procedure 403.003.

5.31.4.28 Mental health staff is required to perform rounds in each confinement unit on a weekly basis, to personally observe each inmate, and to inquire as to whether the inmate has any mental health-related problems. The observation and inquiry can be performed at the cell front, as the purpose of the encounter is not

to perform in-depth assessment, but rather to determine whether an appointment should be made to do so. If problems or concerns are cited by the inmate or observed by the clinician, then an appointment must be scheduled for timely follow-up.

5.31.4.29 Documentation for inmates in confinement settings shall be as follows:

5.31.4.30 Confinement assessments shall include a mental status examination and any other formal evaluation needed to determine the inmate's suitability for continued confinement. Because of confidentiality issues, psychiatric or psychological confinement assessments should not be conducted at the cell front.

5.31.4.31 Segregated inmates shall be evaluated as follows:

1. S-1 and S-2 inmates must be evaluated within 30 days after being placed in confinement and every 90 days thereafter.
2. S-3 inmates must be evaluated within five (5) days of being placed in confinement and every thirty (30) days thereafter. Since S-3 inmates are seen at least every thirty (30) days as part of the treatment plan, this evaluation can be done as part of the regular case management contact. Mental health staff should notify the classification supervisor of each inmate's mental condition as these confinement assessments are completed using Form DC4-528 Mental Status of Confinement Inmates. Notification shall indicate that the inmate is either unimpaired, receiving appropriate outpatient care, or has been referred for inpatient care. A copy of the completed DC4-528 shall be placed in the health record (Other Mental Health Related Correspondence sub-divider).

5.31.4.32 All facilities should use OBIS (MHS 51 Confinement Status Report) to track inmates in confinement. The OBIS printout indicates when all confinement reviews are to be scheduled and will indicate any discrepancies.

5.31.4.33 Every reasonable effort must be made to ensure that confined inmates receive all necessary and appropriate mental healthcare including evaluation, case management, individual therapy, group therapy, and psychotropic medication. Mental healthcare should be provided in the confinement interview room when possible.

5.31.4.34 CONTRACTOR will provide outpatient psychiatric consultation services in accordance with HSB 15.05.19. Outpatient psychiatric consultation for inmates assigned to S1/S2 institutions is obtained through transport versus transfer of the inmate to the nearest S-3 facility. The inmate is returned the

same day of the consult, unless the psychiatrist determines that immediate admission to inpatient care is indicated. The Regional Mental Health Consultant will designate the preferred consulting facility for each particular institution.

- 5.31.4.35** Outpatient psychiatric consultation may be requested by a physician or Senior Psychologist. The Senior Psychologist or physician, in that order of availability, must give prior approval of any psychiatric consultation that is recommended by a behavioral specialist.
- 5.31.4.36** Transfer criteria and procedures are fully described in Procedure 404.003 Mental Health Transfers. All transfers shall be coordinated with the FDC's OHS Transfer Coordinator in the Office of Health Services. Mental health transfers for inpatient care to TCUs, CSUs, and CMHI units shall be considered either routine, urgent, or emergent (based upon clinical assessment made by the referring mental health team). All TCU referrals are routine transfers while CSU referrals, by nature, will be considered as urgent or emergent. CMHI unit referrals are either routine or emergent.
- 5.31.4.37** During regular working hours, transfers shall be effected by completion of the E-Form DC4-656 Referral for Inpatient Mental Healthcare (the designated e-form shall be utilized) which shall be directed to the population management administrator and to the mental health transfer coordinator.
- 5.31.4.38** After regular working hours (and on weekends and holidays), transfers shall be effected by on-site medical staff who shall intervene to manage any mental health emergency according to the protocol established in Procedure 404.003.
- 5.31.4.39** Routine transfers to CMHI are initiated through a consensus reached by a CSU multidisciplinary service team which will request the institutional warden to file a petition with the court in the county where the inmate is housed.
- 5.31.4.40** Emergent transfers to CMHI units are indicated through consensus reached among the CSU multidisciplinary services team that a patient's condition has reached a level of care that cannot be provided at the institution and that only CMHI can provide the required level of care. The staff psychiatrist or the unit coordinator shall advise the warden who will need to give administrative approval of the emergency transfer request. Once warden approval is granted, CONTRACTOR shall contact the Regional Mental Health Consultant of that region who must give approval based on his/her appraisal of the inmate's clinical condition.
- 5.31.4.41** CONTRACTOR will provide self-harm prevention and mental health crisis services in accordance with Procedure 404.001.

- 5.31.4.42** CONTRACTOR staff shall be trained to recognize and immediately report warning signs for those inmates exhibiting self-injurious behavior and suicidal ideations. However, only mental health or medical staff will determine risk of self-injurious behavior, assign/discontinue suicide observation status, and make other decisions that significantly impact healthcare delivery, such as when to admit/discharge from a given level of care.
- 5.31.4.43** FDC policy allows for the use of time-out, seclusion, and/or therapeutic restraints with appropriate clinical justification to manage crises and prevent suicides. Usage shall be in accordance with appropriate laws and professional standards. The least restrictive alternative is to be used to help the inmate regain self control when such action can reasonably be expected to be effective. These procedures shall never be used as punishment, but rather to protect the emotional well being of the inmate as well as the safety of the inmate and others. Refer to HSB 15.05.10 Psychiatric Restraint.
- 5.31.4.44** Physical force may be used with a mentally disordered inmate only as a last resort when it reasonably appears that other less restrictive and intrusive alternatives are not feasible. Any use of force for the provision of mental health care must be in accordance with Procedure 602.002 Use of Force in Correctional Facilities, 602.003 Use of Electronic Immobilization Devices, Chemical Agents, Specialty Impact Munitions, Noise Flash Distraction Devices, Pepperball Launching System, and Firearms in Correctional Facilities, HSB 15.02.11 Application of Force for Medical or Mental Health Reasons and HSB/ 15.05.10 Psychiatric Restraint.
- 5.31.4.45** CONTRACTOR will provide sex offender screening and treatment services in accordance with HSB 15.05.03 Screening and Treatment for Sexual Disorder.
- 5.31.4.46** Mentally retarded inmates with minimal to mild impairment in ability to function within the general inmate population are assigned to institutions having impaired inmate services. Those with moderate impairment in functioning may be referred and assigned to a TCU.
- 5.31.4.47** Mental health staff shall keep track of all mentally retarded inmates so that continuity of care procedures can be undertaken at least 180 days before release (see HSB 15.05.18). Mental health services for inmates identified as mentally retarded will be provided in accordance with HSB 15.03.25., Impaired Inmate Services.
- 5.31.4.48** Inmates who reach end-of-sentence and who continue to suffer from a mental illness and present a danger to self or others may require inpatient care after release from the FDC. It may be

appropriate, therefore to initiate Baker Act (judicial commitment) proceedings prior to the inmate's release. Baker Act commitment proceedings may only be initiated at CMHI units or a CSU. Where appropriate, mental healthcare staff at other facilities shall immediately transfer patients who require inpatient care and are approaching end-of-sentence (EOS) to a CSU. The inpatient units shall pursue civil commitment to a mental health receiving facility in accordance with HSB 15.05.05. For emergent cases when the inmate patient may present a danger to self or others due to mental illness upon EOS and there is insufficient time for hospital commitment proceedings, the clinical staff shall initiate a 72 hour involuntary examination under the Baker Act. The inmate patient will be transported to the nearest Baker Act Receiving Facility for evaluation.

5.31.4.49 The required procedure to be followed by CONTRACTOR's staff in aftercare planning for mentally retarded inmates who will need outpatient care is as follows:

5.31.4.50 A continuity of care plan shall be developed for each mentally retarded inmate being released from the FDC. Mental health staff shall track (via OBIS) the expiration of sentence of such inmates so that aftercare planning can commence not later than one-hundred eighty (180) days prior to EOS. Inmates with mental retardation shall be provided outpatient follow-up through the Agency for Persons with Disabilities (APD). The case manager will initiate referral to the appropriate APD district program office at least one hundred fifty (150) days before EOS and provide the following:

1. Name of the inmate and the community where s/he intends to reside.
2. Inmate's expected date of release.
3. Qualifying disability pursuant to Chapter 393, Florida Statutes.

5.31.4.51 The case manager shall ensure that the inmate understands how to apply for services and assists him/her in applying.

5.31.4.52 The required procedure to be followed by CONTRACTOR's staff in aftercare planning for mentally disordered (versus mentally retarded) inmates who will need outpatient care is as follows:

1. Initiate an OBIS referral to the Department of Children and Families' Circuit Aftercare Coordinator to coordinate aftercare planning with the community mental health center that will provide services to the inmate after release.
2. Obtain a signed release of information form from the inmate to the Circuit Aftercare Coordinator and the appropriate community facility.

3. Document all contacts as incidental notes on the DC4-642, Chronological Record of Outpatient Mental Healthcare and file correspondence in the Other Mental Health Related Correspondence section of the health record.
4. Inform the inmate of his/her appointment verbally and in writing, and send a treatment summary to the community facility thirty (30) days prior to EOS. CONTRACTOR shall comply with all HSBs in providing aftercare planning for mentally disordered inmates.

5.31.4.53 Mental health staff is required to provide psychological evaluations for inmates referred by various program areas or by other correctional entities including the Florida Parole Commission and the Interstate Compact Office. The techniques used may vary depending on the nature of the evaluation and the referral question, but will generally require a record review and clinical interview (and may require psychological testing). Evaluations conducted for the Florida Parole Commission and the Interstate Compact Office must be reviewed by the Regional Mental Health Consultant and coordinated with designated Central Office Mental Health staff.

5.31.4.54 A request for input from the institutional chaplain regarding an inmate's upcoming marriage may be referred. Any input should be strictly limited to the referral question.

5.31.4.55 Neurological emergencies, namely epileptic seizures and acute headaches, are not to be handled by mental health services and will be referred to the institutional medical staff.

5.31.4.56 Hunger strikes shall first be handled as a medical concern (Procedure 403.009) for which mental health staff may be consulted. If requested, the inmates' Senior Psychologist or psychiatrist will evaluate and render an opinion on the inmate's mental health status.

5.31.4.57 The FDC utilizes a detailed record-keeping system to document delivery of services to inmates. Accurate and complete documentation will be expected of all mental health staff. This includes appropriate filing of all inmate records. Mental health records consist of the mental health section of the health record (green cover), the psychological record jacket (Form DC-761), and a computerized system which tracks inmate specific information including mental health services for all inmates statewide, the Offender Based Information System (OBIS). All mental health personnel shall attend a three (3) day course on utilization of OBIS. Failure to maintain OBIS accurately and promptly by not making all required entries will be considered non-compliance with contract terms and conditions for which breach may be declared.

- 5.31.4.58** For all appropriate mental healthcare provided, psychiatrists, psychologists, behavioral specialists, and nurses shall record all significant observations pertinent to inmate care and treatment at the time service is rendered. Chart entries are to reflect the Individualized Service Plan (ISP). An inmate's mental health record shall be reviewed each time s/he appears for a mental health encounter. The mental healthcare provider shall legibly document each entry using only a black ballpoint pen. The provider stamp shall be used following each entry. The provider stamp shall include the mental healthcare provider's name, title, and institutional identification.
- 5.31.4.59** Mental health programs in each institution shall maintain a set of logs. Details of the requirements for each log can be found in HSB 15.05.17. Logs may be maintained in written or electronic format. Failure to maintain logs as required will be considered non-compliance with contract terms and conditions for which breach may be declared.
- 5.31.4.60** There are a number of required forms that shall be utilized in delivery of mental health services at the institutions. Information regarding the types of forms and their location in the health record can be found in HSB 15.12.03. Thorough and concise documentation is an essential part of the clinical services provided to all inmates. All mental health providers shall become familiar with all forms including how to complete and to file the forms in the health record. Each entry must be legible and be dated, timed, signed, and stamped by the healthcare Provider.
- 5.31.4.61** Unless the inmate encounter is entered into OBIS by the practitioner during or immediately following the encounter, OBIS encounter forms shall be used to document all inmate encounters (and thus serve as a part of the record of care) and to track daily workload. Required OBIS entries are mandatory and must be made in a timely fashion.
- 5.31.4.62** All information entered into OBIS must correspond with the documentation recorded in the mental health record. Forms DC4-700M for Mental Health encounters and DC4-700B (male) and DC4-700C (female) for Medical encounters shall be used.
- 5.31.4.63** When an encounter form is used to document the inmate encounter, the information must be entered into OBIS within forty eight (48) hours of the inmate encounter. OBIS maintains numerous computer generated deficiency reports. CONTRACTOR shall run such reports at least weekly to identify any deficiencies in recording of information.
- 5.31.4.64** The Chronological Record of Healthcare (Form DC4-701) shall be used for documentation of outpatient medical care. "Seen in Mental Health" is usually the only entry documented on Form DC4-701 by mental health staff.

- 5.31.4.65** Every mental healthcare provider has the authority to identify and enter a mental health problem. The problem list (Form DC4-730) is to be updated on an ongoing basis as problems are identified. CONTRACTOR shall comply with HSB 15.05.11 in identifying and documenting problems. Problems that are resolved must be indicated on the problem list with date, signature, and stamp.
- 5.31.4.66** Any clinical contact with an inmate will require a progress note which shall be written in SOAP format on Form DC4-642 Chronological Record of Outpatient Mental Healthcare (sometimes referred to as mental health progress notes) and placed in the mental health section of the health record in reverse chronological order. Relevant clinical information stemming from other than a clinical encounter with the inmate, such as from contact with staff or significant others, shall be documented in an incidental note on Form DC4-642. The incidental note shall not be written in SOAP format. All progress notes whether incidental or SOAP must be dated, timed, signed, and stamped and, when indicated, cross-referenced to a specific problem from the Form DC4-730 Problem List.
- 5.31.4.67** All progress notes concerning outpatient mental healthcare, including incidental and SOAP notes, shall be made in the mental health section of the health record on Form DC4-642 Chronological Record of Outpatient Mental Healthcare.
- 5.31.4.68** Except for group therapy contacts, each clinical encounter shall be documented in SOAP format in the mental health section of the health record on Form DC4-642 Chronological Record of Outpatient Mental Healthcare as soon as possible, but not later than the date of the encounter. Group therapy contacts shall be documented with a SOAP note after the first group session, after the last group session, and on a monthly basis while the group is in progress. The monthly SOAP note shall include the ratio of attended versus scheduled sessions, the inmate's relative participation, and his/her progress toward ISP objectives. Documentation of relevant information from sources other than a clinical encounter shall be in the form of an incidental note, also on the DC4-642.
- 5.31.4.69** The psychological record (together with the health record) shall accompany the inmate upon transfer to another institution. Mental health support staff shall retrieve the inmate psychological record and place it in an envelope, which shall then be sealed and stamped "Confidential" (which indicates that the envelope contains sensitive mental health material).
- 5.31.4.70** When an inmate reaches their end-of-sentence (EOS), the psychological record shall accompany the rest of the inmate's FDC records to the FDC archives repository at Reception and Medical Center. The same procedure as for institutional transfer shall be followed: the envelope should clearly indicate inmate

name and number and that the information contained is confidential.

5.31.4.71 Staff shall routinely attempt to obtain records of past evaluation and treatment performed outside the Facility. Such attempts should be briefly documented as an incidental note, shall be filed under the Other Mental Health Related Correspondence sub-divider, and an incidental note must be written on the Form DC4-642 to document the date that each inmate request was received and answered.

5.31.4.72 Discontinuance of outpatient care (e.g., case management, psychotherapy, pharmacotherapy) because it is no longer clinically indicated shall be documented on the Form DC4-661 Outpatient Treatment Summary, which must be prepared within the time frame specified in HSB 15.05.11 and HSB 15.05.18. Inmate requests for mental health interviews shall be documented and filed. A stamped verification shall be placed on the Form DC4-642 by mental health support staff to document that the inmate request for interview was received, answered, and an appointment arranged.

5.31.4.73 Each documented contact in the mental health section made on the Form DC4-642 shall have a corresponding entry reading "Seen in Mental Health" on the Form DC4-701 located in the medical section of the healthcare record.

5.31.4.74 CONTRACTOR will use the FDC's existing information systems (the Offender Based Information System or OBIS) to collect, store and report on daily Mental Healthcare operations. This includes, but is not limited to entering data, monitoring reports and screens, and auditing data for accuracy to keep current the Offender Based Information System (OBIS) – Health Services (HS) component, plus any other FDC system or component developed for Health Services or any FDC system or component deemed necessary for Health Services operations. Updates in OBIS shall be entered and completed within five (5) business days of any encounter.

5.31.4.75 CONTRACTOR will make available appropriate personnel for training in the FDC's Office Health Services' component of the Offender Based Information System (OBIS-HS). Training will be provided by the FDC and will be conducted at a designated site. Personnel required to attend include the Data Entry Operators and any personnel entering or assessing data in the OBIS-HS system. CONTRACTOR is responsible for payment of travel expenses for its employees. CONTRACTOR shall ensure that all applicable employees complete this training within the first ninety (90) days of the Contract. CONTRACTOR shall be allowed an extension of time to complete the training if training is not provided by FDC within the ninety (90) day period. Arrangements for the training of new employees, as applicable, will be the responsibility of CONTRACTOR and may be arranged with

assistance from the Department. Failure of CONTRACTOR to provide sufficient personnel for training is not an acceptable reason for not maintaining OBIS information. CONTRACTOR will insure OBIS is utilized and maintained per HSB 15.06.04.

5.31.4.76 CONTRACTOR shall comply with applicable continuing requirements as determined by the FDC's Deputy Assistant Secretary of Health Services-Clinical for reports to and from the Department, Correctional Medical Authority and the On-Site Contract Monitor.

5.31.4.77 CONTRACTOR will provide a quarterly report listing all CONTRACTOR employed credentialed mental health providers to the On-Site Contract Monitor. This report will include the provider name, health care license type and status, job title, privileges granted, credentialing status, date started at the Facility and date no longer working at a Facility if CONTRACTOR terminated employment during the reporting period.

5.31.4.78 CONTRACTOR will self-monitor compliance with performance measures. CONTRACTOR shall provide one quarterly report indicating the compliance rates for each item. The report shall also note any steps taken to correct areas of service where the compliance rate falls below the threshold. This self-monitoring report will be due to the On-Site Contract Monitor no later than twenty-one (21) days after the end of each quarter.

5.31.4.79 The Department reserves the right to require additional reports, ad hoc reports, information pertaining to Contract compliance or other reports or information that may be required to respond to grievances, inquiries, complaints and other questions raised by inmates, citizens, or other parties.

5.31.4.80 CONTRACTOR shall submit the report or information in not less than seventy-two (72) hours after receipt of the request. When time is of the essence, CONTRACTOR will make every effort to answer the request as soon as possible so that the Department can respond to the authority or party making the request.

5.31.4.81 The Department and/or the FDC may utilize any or all of the following monitoring methodologies in monitoring CONTRACTOR's performance under the Contract and in determining compliance with contract terms and conditions:

1. Desk review of records related to service delivery maintained at the Facility serviced by the Contract (shall include any documents and databases pertaining to the contract and may be based on all documents and data or a sampling of same whether random or statistical);
2. On-site review of records maintained at CONTRACTOR's business location, if applicable;

3. Review of grievances filed by inmates regarding CONTRACTOR's service delivery; and
4. Review of monitoring, audits, investigations, reviews, evaluations, or other actions by external agencies (e.g., FDC, Correctional Medical Authority, American Correctional Association, Department of Health, etc.).

5.32 PHARMACY SERVICES

- 5.32.1** CONTRACTOR shall provide sufficient controls over both its contracted and employed physicians/psychiatrists to be able to ensure strict adherence to the FDC's drug formulary (See Exhibit G – FDC Formulary). Compliance with the FDC's Drug Exception Request (DER) policy is required prior to prescribing any non-formulary medications. Subsets or restricted use of the FDC's formulary that effectively limit, in any manner, the use of the FDC's formulary are prohibited. Additionally, all medications shall be prescribed appropriately as indicated in the current edition of Drug Facts and Comparisons and the most recent Physicians' Desk Reference. CONTRACTOR shall not prescribe non-therapeutic doses, or change, increase or decrease medication or dosages without providing ample time for the medication to take effect as provided for in the package insert. If this occurs, CONTRACTOR will be considered non-compliant with the provisions of care in the Contract. Should there be a requirement for use of a non-therapeutic dosage or the need to prematurely change medication or dosages, there must be appropriate clinical justification documented in the chart as well as adherence to the DER process to gain approval. Practitioners' prescribing practices will be tracked monthly and reported by CONTRACTOR. Prescribing practices will also be monitored for performance measure compliance.
- 5.32.2** CONTRACTOR shall provide Pharmacy Services and such services will be performed in strict compliance with applicable Florida Statutes, Florida Board of Pharmacy Rules, Federal Drug Enforcement Administration Rules, the FDC's policies and procedures and all other applicable rules and regulations referenced herein.
- 5.32.3** The Pharmacy shall be permitted to provide all pharmacy services for medication distribution at the Facility as required by Chapters 465 and 893, Florida Statutes. This may be effected by utilizing on-site pharmacies, mail order pharmacies or any pharmacy process meeting the requirements in this Section.
- 5.32.4** CONTRACTOR shall establish a Facility Pharmacy and Therapeutic Committee that shall make determinations regarding pharmacy services provided by CONTRACTOR.
- 5.32.5** CONTRACTOR shall provide coverage on-site or on-call by a licensed pharmacist 24 hours a day, 7 days a week. Each pharmacist performing services under the Contract shall be reachable by beeper or cell phone.
- 5.32.6** CONTRACTOR shall provide, furnish and supply pharmaceutical and drugs to the Facility utilizing a "unit dose" method of packaging. A unit dose system shall provide a method for the separation and identification of drugs for the individual resident or patient. Unit doses of medication to be administered by nursing staff

are to be provided in a patient specific format. A medicinal drug dispensed in a unit dose system by a pharmacist shall be accompanied by labeling. The requirement will be satisfied if, to the extent not included on the label, the unit dose system indicates clearly the name of the resident or patient, the prescription number or other means utilized for readily retrieving the medication order, the directions for use, and the prescriber's name.

- 5.32.7** CONTRACTOR may provide liquid psychotropic medications in unit doses, individually labeled, with manufacturer, lot number, expiration date and date packaged listed. If CONTRACTOR utilizes pill form psychotropic medications, the necessary precautions must be taken to prevent inmate "cheeking" or other means of retaining medications without ingestion.
- 5.32.8** CONTRACTOR shall strictly comply with the FDC's Formulary (Exhibit G) in all cases unless the FDC approves a medication exception request.
- 5.32.9** CONTRACTOR shall provide other medications in liquid unit dose properly labeled as specified by the CHO. CONTRACTOR shall provide injectable medications as required.
- 5.32.10** CONTRACTOR shall provide hypodermic supplies to include needles and syringes and disposal containers that are tamper proof and puncture resistant. CONTRACTOR shall be responsible for appropriate disposal and/or destruction of needles and syringes with documentation. The Department suggests consulting with county and state health officials for sharps/sharps container disposal policies and procedures.
- 5.32.11** In accordance with all governing FDC rules and regulations, CONTRACTOR shall provide and fill all prescriptions for inmates leaving on writ or discharge for a maximum of thirty (30) days or in sufficient quantity to complete the current prescription. In no event shall an inmate on maintenance medications be released or sent to another facility without at least seven (7) days supply of such medication. The medication should be provided to the transferring officer along with the transfer summary.
- 5.32.12** CONTRACTOR shall properly package all medications in light- and/or humidity- resistant containers as appropriate.
- 5.32.13** CONTRACTOR shall maintain copies of all prescriptions issued to inmates in a permanent file on-site for a period of three (3) years from the date of last entry in the profile record in compliance with Chapters 465.0155, 465.022 Florida Statute. This record may be a hard copy or a computerized form. Copies will be provided to the FDC upon request.
- 5.32.14** CONTRACTOR shall in compliance with 465.005, 465.0155, 465.022 F.S. record and maintain all transactions with the automated pharmacy in a readily retrievable manner. The record shall be available to an authorized agent of the Department of Health or the Board of Pharmacy. The record shall include:

5.32.14.1 Name or identification of the patient or resident.

5.32.14.2 Name, strength and dosage form of the drug product released.

- 5.32.14.3** Quantity of drug released.
- 5.32.14.4** Date and time of each release of a drug.
- 5.32.14.5** Name of provider pharmacy.
- 5.32.14.6** Prescription number or order number.
- 5.32.14.7** Name of prescribing practitioner.
- 5.32.14.8** Identity of the pharmacist who approved the prescription or order. (initials printed on the label)
- 5.32.14.9** Identity of the person to whom the drug was released.
- 5.32.15** CONTRACTOR shall maintain appropriate documentation including, but not limited to, inventory records, controlled drug perpetual inventory, patient profiles and cost data for financial records. All documentation shall be made available for review by the Warden and the FDC's Office of Health Services' Director of Pharmacy, or designated representatives of the Department.
- 5.32.16** CONTRACTOR shall package non-controlled, non-abusable medications in not more than a month's supply as directed by the Facility's CHO. If the quantity is larger than one-hundred and twenty (120) tablets, the supply shall be dispensed not to exceed one-hundred and twenty (120) tablets with appropriate refills.
- 5.32.17** CONTRACTOR shall document and maintain a medication administration record to include all information contained on the prescription label and the name of the practitioner who prescribed the medication.
- 5.32.18** CONTRACTOR shall perform in-service training for staff according to a schedule mutually agreed upon and approved by the FDC.
- 5.32.19** CONTRACTOR shall provide a licensed pharmacist to perform third party drug utilization reviews as requested by the FDC's Clinical Quality Management Committee.
- 5.32.20** CONTRACTOR shall provide a licensed consultant pharmacist to conduct monthly inspections of all facility areas where medications are maintained. Inspection shall include, but not be limited to, the expiration dates, storage and a periodic review of medication records. The consultant pharmacist's monthly inspection report shall be completed. One copy shall remain in the pharmacy and a second copy shall be sent to the FDC's Director of Pharmacy.
- 5.32.21** CONTRACTOR shall provide a Pharmacist to serve as chairperson of the Facility's Pharmacy and Therapeutics Committee and to consult on-site and by telephone with the CHO and staff as requested.

5.33 LABORATORY SERVICES

- 5.33.1** CONTRACTOR shall provide Laboratory Services for all medically necessary and appropriate diagnostic laboratory procedures in accordance with the requirements set forth below:
- 5.33.2** All STAT laboratory work shall be performed at a local hospital or accredited laboratory nearest the Facility. Results shall be telephoned immediately to the requesting physician and a written report shall follow within 24 hours.
- 5.33.3** Non-urgent laboratory services may be provided to the Facility by the FDC's laboratory services contracted provider or by CONTRACTOR under a written arrangement. The most cost-effective process may be utilized subject to prior Office of Health Services' approval. However, the subcontracted laboratory must be in compliance with all applicable requirements of Chapter 483, Florida Statutes, and the ACA Standards as described herein. If CONTRACTOR provides any in-house laboratory testing, it must also be in compliance with the appropriate provisions of Florida law. If only waived tests are conducted, CONTRACTOR must obtain a Certificate of Exemption from the Agency for Healthcare Administration.
- 5.33.4** Services shall include, but not be limited to:
- 5.33.4.1** Laboratory supplies and required equipment (i.e., centrifuges).
 - 5.33.4.2** Pick-up and delivery on a daily basis, or as needed Monday through Friday.
 - 5.33.4.3** Printer installed at the Facility, to provide test results (FACSIMILE NOT ACCEPTABLE).
 - 5.33.4.4** Immediate telephone contact with written reporting capability within 24 hours.
 - 5.33.5** CONTRACTOR will provide a physician/ARNP who shall check, initial and date all laboratory results within an appropriate time, not to exceed 24-hours (weekends excluded) to assess the follow-up care indicated and to screen for discrepancies between the clinical observations and the laboratory results. In the event that the laboratory report and the clinical condition of the patient do not appear to correlate, it shall be the responsibility of the physician to make a clinical assessment, and to provide appropriate follow-up, which shall include reordering of the lab tests.

5.34 RADIOLOGY SERVICES

- 5.34.1** CONTRACTOR shall provide Radiology Services for all medically necessary and appropriate diagnostic X-ray procedures. All services shall be provided in accordance with applicable state and local regulations for equipment and personnel licensure.
- 5.34.2** CONTRACTOR shall ensure that X-ray films are read by a radiologist. The radiologist shall call the Facility CHO/ARNP with any report requiring

immediate intervention. CONTRACTOR shall ensure that a written report, on the appropriate FDC form, is forwarded as required. All emergency X-rays that are required at times other than normal working hours shall be performed at a local facility. A physician shall review, initial and date all X-ray reports within a reasonable time.

5.35 INMATE PROGRAMMATIC SERVICES

5.35.1 CONTRACTOR shall provide programmatic services as set forth in its response (See Exhibit H). CONTRACTOR shall provide evidence-based programs that have the objective of reducing recidivism by assuring the successful reintegration of the inmates back into society upon release from incarceration. Such services shall be initiated upon the Service Commencement Date, that will be maintained continuously and will be certified by the appropriate governing agency(ies). Teachers' and instructors' credentials must meet or exceed all applicable requirements of Florida Law. The inmate participation requirements set forth in CONTRACTOR's proposal shall be reevaluated annually and adjusted as necessary by mutual agreement of the parties through an addendum to the Contract. Any reduction in inmate participation requirements shall be accompanied by a corresponding reduction of the Per Diem Rate.

5.35.2 All programs shall be evidence based and shown through current research to successfully reduce recidivism. Evidence-based interventions and practices have been independently evaluated using sound methodology, including, but not limited to, random assignment, use of control groups, valid and reliable measures, low attrition and appropriate analysis. Such studies should provide evidence of statistically significant positive effects of adequate effect size and duration for the intended population. In addition, there will be evidence that replication by different implementation teams at different sites is possible with the same positive outcomes. Some interventions and practices meet some, but not all of the above criteria, and pending further research, may be considered "promising". All programs should address specific issues, tasks and skills to be mastered at each stage, to include, but not be limited to, developing job skills, addressing educational deficiencies, addressing denial and to confront the consequences of their substance abuse; identifying self-defeating thoughts and patterns of behavior, learning coping and stress management skills, and developing and identification with a crime-free lifestyle; altering self-defeating thoughts and behavioral patterns, and acknowledging personal responsibilities. Reintegration involves programs targeted at providing inmates the tools to effectively reenter society and become productive members of our communities. Programming should involve a comprehensive case management approach, and assist offenders in a variety of needs. These needs can include drug treatment, vocational training, educational enhancement, and life skills. Many of the inmates sent to the facility will have a substance abuse history and a significant need for treatment. The

substance abuse programs offered by the vendor should be the equivalent to the programs offered by the FDC. Each inmate shall have a reentry plan to include a comprehensive assessment of the inmate's needs and how these needs will be met with the facilities programming. This plan will be kept in the inmate's file and reviewed twice yearly with the review documented.

5.35.2.1 CONTRACTOR shall deliver gender-responsive, trauma-informed care practices for female offender management and programming.

5.35.2.2 CONTRACTOR shall provide, upon request of the FDC, technical assistance to the FDC on the delivery of gender-responsive, trauma-informed care practices for female offenders.

5.35.3 In addition, CONTRACTOR may utilize volunteers for programs that will contribute to leisure time, religious educational programs, or that in CONTRACTOR's judgment may contribute to inmates' adjustment in the Facility or upon release. Volunteers shall be screened according to the established FDC policy. CONTRACTORS shall develop their own volunteer policy for review by the evaluation committee. All required plans will be reviewed annually and updated as needed. Documentation of review will be provided annually to the On-Site Contract Monitor. Changes to plan require written permission by the Contract Manager.

5.35.4 All inmate programs are subject to reporting requirements of the state and federal government. All programs must be offered on a continuous basis. Teacher/instructor ratios are to be in accordance with best practices to accomplish this goal, and once approved are subject to the vacant positions requirements of the Contract. CONTRACTOR shall propose, achieve and maintain performance measures and goals, for these programs as stated in the Contract and shall provide the Department with a monthly status report indicating whether the programs' goals have been met or the reason why the goals have not been met. This report shall include the number of GED certificates earned, number of vocational programs completed, number of reentry plans completed and reviewed, and/or other information as developed by the Department or the On-Site Contract Monitor.

5.35.5 Types of program services to be provided include, but are not limited to the following:

5.35.5.1 Education Programs in compliance with the ACA Standards shall be provided to the inmate population as follows:

Facility	Programming Requirements	Inmates	Percentage of 950 Inmates
Gadsden CF	Academic	238	25%
950 Inmates	Behavioral	247	26%
Adult Female	Vocational	114	12%
Medium, Minimum & Community (100%)	Substance Abuse	238	25%
	Total	837	88%

At all times during the course of the contract, CONTRACTOR agrees to maintain inmate participation in behavioral, academic, vocational, and substance abuse programs at the Facility at the participation percentage level identified above.

Education Programs shall be in compliance with the ACA Standards. "Participating" shall mean "the inmate is actively attending specified program." CONTRACTOR'S Programmatic Services Plan will include the proposed number of programming slots and whether a program will be offered on a full-time or part-time basis. For purposes of this Section 5.35.5.1., "full-time" shall mean four (4) to six (6) hours per day, and "part-time" shall mean one (1) to three (3) hours per day.

The current programming requirements are detailed in the table above, which have been based on the programming slots detailed in Exhibit M – Operating Per Diem Certification, with adjustments, and can be altered through a future contract amendment as required due to contract capacity changes.

If inmates in the facility cannot participate in the programs identified in this Section because they are not eligible, do not participate in such programs because they refuse to participate or do not complete the programs for which they are enrolled and have participated in, the CONTRACTOR shall provide this information to the On-Site Contract Monitor. With regard to inmate enrollment, participation, and completion in the programs at issue and the need to accurately account for inmate participation and completion in these programs, the Report will account for inmate program participation and completion and shall at a minimum provide information that includes the inmate's name, the inmate's DC Number, and a description of the ineligibility of the inmate to participate in or the inability to complete the program(s) or the facts surrounding the inmate's refusal to participate. Further, it is understood that inmates who are enrolled in and are actively attending a program may have occasional absences due to legitimate reasons including, but not limited to, health reasons, court appearances, recognized holidays, etc. Such absences shall be noted in the Report.

The information provided by the CONTRACTOR to the On-Site Contract Manager regarding inmate participation in and completion of these programs shall be provided in sufficient

detail to enable the Department to appropriately audit and monitor the CONTRACTOR's compliance with this provision.

Inmate eligibility to participate in such programs shall ultimately be determined by criteria established by DC.

5.35.5.2 Vocational Programs that are specialized to meet current needs of the Facility and or the DC. The vocational program will be designed to impart knowledge and develop skills that are essential for success in meeting the needs of the inmates, the Facility and/or the DC, with adequate experience to enable the inmate to obtain employment upon release. Actual work-based projects are to be included in the learning activities. Vocational programs must have specific performance measures: number enrolled, number participated, number completed, number certified, etc., with the goal of placing as many inmates as feasible in apprentice-type job programs to benefit the State and maintain security in the Facility. The custody level of the inmate is to be a consideration in establishing and assigning inmates to vocational programs. The program may include subcontractors to accomplish the program goals. Programs should be in areas recommended as a 'workforce need' as established by the Department of Labor or the Agency for Workforce Innovation. The DMS suggests that CONTRACTORS review DC's Career & Technical (CTE) Course List.

Vocational programs shall include one or more of the following subjects:

5.35.5.2.1 Commercial Driver's License (CDL);

5.35.5.2.2 Commercial Foods;

5.35.5.2.3 Culinary Arts;

5.35.5.2.4 Environmental Services;

5.35.5.2.5 Nursery Management;

5.35.5.2.6 PC Support; and

5.35.5.2.7 Tile Setting

5.35.5.2.8 Carpentry

5.35.5.2.9 Heating, Ventilation, Air Conditioning and Refrigeration (HVAC)

Additional subjects may be approved by the Department upon request and review.

Academic Programs shall include the following subjects:

- 5.35.5.2.9.1 Literacy;
- 5.35.5.2.9.2 Adult Basic Education I-IV;
- 5.35.5.2.9.3 Pre-GED;
- 5.35.5.2.9.4 GED classes; and
- 5.35.5.2.9.5 Post Secondary Programs

Additional subjects may be approved by the Department upon request and review.

- 5.35.5.3** Release Preparation or Pre-Release classes or seminars emphasizing resources in the community to aid in transition. These resources should include information on obtaining birth certificates, copies of social security cards, obtaining a driver's license or photo identification card, applying for food stamps, workforce services, child support issues, etc.
- 5.35.5.4** Intervention classes to offenders with violent histories at a minimum of two (2) times per year, and more often if the population turnover warrants. These classes may be included with Life Management skills classes. Cognitive behavior and self-help programs are encouraged.
- 5.35.5.5** Religious Services shall be made available to all inmates who wish to participate in accordance with the ACA Standards and the United States Constitution. Services may be provided by a Chaplain(s) hired by CONTRACTOR, or by qualified volunteers. If CONTRACTOR chooses to depend upon volunteer services and said services prove to be inadequate to meet the needs of the inmates as determined by the Department, then CONTRACTOR shall hire one or more Chaplains at no additional changes in the Per Diem Rate.
- 5.35.5.6** Organized weekly religious services shall be offered. Volunteers from the community may be utilized to assist in offering a variety of religious programs. Religious activities must be afforded in accordance with applicable federal and state laws. Pastoral qualifications of employees or volunteers in this program must meet the minimum qualifications required by the FDC.
- 5.35.5.7** Wellness Program which includes indoor and outdoor recreation and leisure time programs for the inmates in compliance with the applicable and corresponding Constitutional standards and the ACA Standards.
- 5.35.5.8** Substance Education and Treatment Program that (i) provides individual and group counseling for inmates, (ii) is a treatment program designed to reduce substance use and abuse, and (iii) is normed for the population of the Facility

5.35.5.9 Self Help Programs that provide individual and group counseling for inmates as set forth below and that comply with ACA Standards.

5.35.5.9.1 Alcoholics Anonymous

5.35.5.9.2 Narcotics Anonymous

5.35.5.9.3 Tobacco Cessation

5.35.5.10 Program Vacancies. It is understood and agreed that from time to time a vacancy may occur in a program slot required by this Section. For purposes of this Contract, a vacant slot occurs when the inmate assigned to the program has transferred, refused to participate, has deceased, or is reassigned to another program. A vacant slot also includes an inmate assigned to the program but due to his circumstances cannot benefit from the programming. Examples include providing transition services to an inmate serving a life sentence with no possibility of parole, or providing pharmacy technician training to an inmate with an extensive criminal history of drug abuse. A vacancy does not occur when an inmate is temporarily absent due to illness, classification appointments, or other temporary leave conditions. In the case of a vacancy, CONTRACTOR may arrange for the service to be provided to another inmate, so long as the service is provided to an inmate with standing to benefit from the program.

CONTRACTOR agrees to exercise due diligence to attempt to fill any vacant programming slots immediately upon the date which the slot becomes vacant. If CONTRACTOR anticipates a problem in filling a vacant slot, CONTRACTOR must request a waiver from the Department. The request shall be submitted to the Contract Manager through the Department's On-Site Contract Monitor. The Department shall respond to any such request within three (3) working days.

As long as CONTRACTOR has exercised and continues to exercise due diligence to fill a programming slot, the fact that the slot remains open shall not constitute an Event of Default, but if CONTRACTOR has less than the required number of inmates participating in programming for more than the thirty (30) day allowance, adjustments due to partial performance may be assessed pursuant to Section 7.5.3.

5.36 **PROGRAMMATIC SERVICES PLAN.**

5.36.1 All programs described in CONTRACTOR's Programmatic Services Plan must be offered on a continuous and continual basis. Teacher/instructor ratios are to be reasonable to accomplish the goal, and, once approved, are subject to the vacant positions requirements of the Contract. CONTRACTOR shall achieve and maintain performance measures for these programs indicating whether the programs' goals have been met and, if applicable, the reason why the goals have not been met. CONTRACTOR will

report the daily participation for all programs to the On-Site Contract Monitor on a weekly basis. CONTRACTOR shall retain the sign-in sheets for the attendance rosters in each program, and complete the documentation of hours and course completions in OBIS. All programs are subject to reporting requirements of the state and federal government.

5.36.2 Performance Measures and Deliverables. CONTRACTOR shall compile these reports semi-annually and forward them to the On-Site Contract Monitor no later than the first (1) day of the eighth (8th) month following each six-month reporting period. The measures and deliverables described below will be delivered to the On-Site Contract Monitor no later than April 1st and October 1st each year:

5.36.2.1 Individual Program Plans – Percentage completed on newly arriving inmates. The number of inmates arriving at the Facility within the six (6) month reporting period, divided by all inmates who have had an IPP completed.

5.36.2.2 Academic (As set forth in CONTRACTOR'S Response, Exhibit H. Examples include ABE, Pre-GED, and GED classes)

1. Percentage of inmates enrolled in GED class obtaining a GED certificate within six (6) months. The number of inmates obtaining GED certificates within six (6) months of enrolling in a Pre-GED and/or GED course, divided by all inmates who have enrolled in Pre-GED and GED classes.
2. Percent of inmates who successfully complete GED programs. The number of inmates completing GED courses divided by all inmates who have enrolled in GED classes.
3. Percentage of inmates passing the GED test. The number of inmates obtaining GED certificates divided by all inmates who have taken all subtests of the official GED exam.
4. Percent of inmates completing mandatory literacy programs (MLP) who score at or above 6th grade level on their next Test of Adult Basic Education (TABE). The MLP is a 150-hour program that is a legislative mandate for applicable offenders as outlined in F.S. 944.801(i). The highest priority for inmate participation is focused on youthful offenders and inmates nearing release. Inmates who completed the literacy program with at least a 6th grade level on TABE test divided by all inmates completing the literacy program during the time period.
5. Percent of inmates who successfully complete mandatory literacy programs. Number of inmates successfully completing literacy programs divided by all inmates enrolled in the literacy program during the time period.

6. Percent of inmates enrolled in academic programs that have an expected release date within five years. Number of inmates who are currently enrolled in academic programs and have an expected release date within five years divided by the total number of inmates enrolled in academic programs.

5.36.2.3 Vocational (As set forth in CONTRACTOR'S Response, Exhibit H. Examples include Commercial Vehicle Driving, HVAC, Personal Computer Support Services, Culinary Arts/Institutional Cooking, and Landscaping)

1. Percent of inmates who successfully complete vocational education programs at the highest level of certification available at the facility. Number of inmates successfully completing vocational programs divided by all inmates exiting vocational programming.
2. Average number of occupational completion points (or equivalent) earned by inmates enrolled in vocational programming. Completion points are established by the Department of Education for vocational programs. They are the generally accepted measures of a set of knowledge that a student should have obtained during the class. This measure is the number of completion points obtained divided by the number of inmates enrolled in vocational programming.
3. Percent of inmates enrolled in vocational programs that have an expected release date within three years. Number of inmates who are currently enrolled in vocational programs and have an expected release date within three (3) years divided by all inmates enrolled in vocational programs.

5.36.2.4 Substance Abuse (As set forth in CONTRACTOR'S Response, Exhibit H. Examples include Psycho-Educational Classes, Reactive and Preventive Counseling and Cognitive-Behavior Treatment)

1. At least ninety percent (90%) of inmates enrolled in substance abuse treatment programs will be assigned in accordance with the Priority Ranking Report and deemed to be most in need of treatment. Number of inmates assigned to substance abuse treatment and who were designated to be most in need of substance abuse treatment according to the Priority Ranking Reported divided by the total number of inmates assigned to the substance abuse treatment.
2. At least sixty percent (60%) of inmates enrolled in substance abuse treatment programs will successfully complete Drug Abuse Education/Treatment programs. Number of inmates assigned to drug abuse education/treatment who

successfully completed the program divided by the number of all inmates exiting drug abuse education/treatment programs. Inmates who are administratively transferred out of the Facility by the State shall be excluded from this calculation.

3. Percentage of random inmate drug tests that are negative for inmates in Drug Abuse Education/Treatment programs. Number of negative tests for inmates enrolled in substance abuse treatment programs divided by total number of tests for inmates enrolled in substance abuse treatment programs.
4. Percentage of random inmate drug tests that are negative for inmates not participating in Drug Abuse Education /Treatment programs. Number of negative tests for inmates not enrolled in substance abuse treatment programs divided by total number of tests for inmates not enrolled in substance abuse treatment programs.

5.36.2.5 Behavioral (As set forth in CONTRACTOR'S Response, Exhibit H. Examples include Transition, Life Skills, and Cognitive-Behavioral Programming)

1. Percentage of inmates receiving major disciplinary reports who have completed behavioral modification/intervention courses. Number of major disciplinary reports for inmates who have not completed behavioral programming divided by total number of major disciplinary reports.
2. Percentage of inmates with employment documents (social security card, birth certificate, state identification, etc.) prior to release. Number of released inmates who have employment documents divided by total number of released inmates.
3. Percentage of transition plans completed for inmates released from prison. Number of released inmates who have completed transition plans divided by total number of released inmates.
4. Percentage of release plans completed for inmates released from prison. Number of released inmates who have release plans divided by total number of released inmates.

5.37 INMATE LAUNDRY AND CLOTHING. CONTRACTOR will furnish uniforms, including shoes, for inmates that will be properly sized and fitted, climatically suitable, durable and presentable. CONTRACTOR will comply with FDC's Notice of Instruction 1-071 "Inmate Health and Comfort Items – Issuance." CONTRACTOR will provide laundry

services and clothing in compliance with the applicable and corresponding Constitutional standards and the ACA Standards to include, but not be limited to the following:

- 5.37.1 Regular changes of clothing;
- 5.37.2 Toothbrush & toothpaste;
- 5.37.3 Disposable razor (except where prohibited);
- 5.37.4 Bath soap;
- 5.37.5 Toilet paper;
- 5.37.6 Specialized clothing for inmates who are involved in activities such as food service, maintenance; and
- 5.37.7 Clean bedding and linen.

5.38 **INMATE COMPENSATION.** Some inmates employed in selected jobs are paid for their labor. Wages should be deposited to the inmate's account and a portion of earnings be returned to the State to offset part of the cost of incarceration. Distribution of inmate earnings will continue to accrue to either the inmate or the State and CONTRACTOR will have no claim to any part of inmates' earnings. CONTRACTOR shall comply with Florida Statutes regarding inmate earnings distribution.

5.39 **LIBRARY.**

5.39.1 CONTRACTOR shall provide an inmate law library in compliance with the Florida Administrative Code rule 33-501.301, FDC's Policy 501.301, and ACA Standards. The institution librarians shall conduct an annual inventory of their collections and report any missing items. This report will be submitted to the FDC's Library Services Administrator and the On-Site Contract Monitor. This yearly report for the law library will include a list of missing items and a list of items on the shelf that are not included on the inventory form. The yearly report is due by July 15th annually. The monthly law library report from the Facility shall include the number of library requests, number of requests completed, number of requests denied, number of library visits in confinement, days and hours the law library was open to inmate use, circulation of law library materials, volume of legal services provided to inmates, number of assigned inmate law clerks, and legal materials added to the law library collection during the month. Library reports will be submitted monthly to the On-Site Contract Monitor and the FDC per FDC Procedure 501.301. The Law Library at the Facility will be designated as a major collection. This report will be submitted by the tenth (10th) day of each calendar month for the previous month's activities. A "Law Library Report for Major and Minor Collections," DC5-147, and "Monthly Accession Report for Law Library Collections," DC5-145, will be used to submit the monthly report for the law library.

5.39.2 CONTRACTOR will provide a general library for inmate use. A monthly report in compliance with FDC policy 501.310 will be submitted monthly to the FDC's Library Services Administrator and the On-Site Contract Monitor. This report will include total operating time, circulation and usage by inmates and staff, educational/informational programming, and library collections. A

“General Library Report,” DC5-144, will be used to submit the monthly report of the general library usage.

5.40 **ACCESS TO COURTS.** CONTRACTOR shall provide inmates access to courts in compliance with the ACA Standards and the United States Constitution.

5.41 **STAFFING REQUIREMENTS.**

5.41.1 CONTRACTOR shall provide sufficient, qualified personnel to oversee and carry out the required operations of the Facility as specified by FDC’s policies and procedures and in accordance with ACA Standards. CONTRACTOR shall maintain a file containing job descriptions for each position contained within the staffing pattern. All security posts will have a post order with sufficient detail to ensure the security person filling the position can accomplish all tasks. Job descriptions will be reviewed annually. Documentation of review and any suggested revisions will be submitted to the On-Site Contract Monitor with all revisions being approved by the Contract Manager. CONTRACTOR will provide updated information on the Automated Training Management System (ATMS). All terminations for cause will have appropriate comments added to the termination reason in the ATMS Correctional officer certification standards are established by the Florida Department of Law Enforcement, which oversees several academies across the state. Please contact the appropriate academy for their costs and application process. For a list of certified criminal justice training facilities please see the following webpage: http://www.fdle.state.fl.us/cjst/Training_Resources/training_centers.html.

5.41.2 Equal Employment Opportunity: CONTRACTOR shall provide written procedures on equal opportunity practices relating to recruitment, examination, appointment, training, promotion, demotion, compensation, retention, discipline, separation, or other employment practices. Recruitment and selection shall be done without regard to age, race, color, sex, religious creed, national origin, political opinions, or affiliations, marital status or handicap, except when such requirement constitutes a bonafide occupational qualification necessary to perform the tasks associated with the position. CONTRACTOR is responsible for maintaining records as required by the federal Equal Opportunity Act.

5.41.3 Vacancies:

5.41.3.1 It is understood and agreed that from time to time a vacancy may occur in staff positions required by the staffing pattern. For purposes of this Contract, a vacant position is defined to occur when the employee assigned to that position has resigned, been terminated, or is reassigned to another position. A vacant position also includes a staff position that is filled with a person who does not possess the training, licensure or credentials required to perform the function. A vacancy does not occur when an employee is temporarily absent due to

vacation, sick leave, or other temporary leave condition such as training. A vacancy also does not occur when a non-inmate-contact position is filled with a person on FDLE temporary employment authorization. In the case of a vacancy, CONTRACTOR may arrange for the services to be provided by another appropriately qualified employee, subject to the overtime restrictions in Sections 5.25.7.6 and 6.3.4, so long as the service is actually provided on the shift or during the hours.

5.41.3.2 CONTRACTOR agrees to exercise due diligence to attempt to fill any vacant security or non-security positions within one hundred and eighty (180) days after the date upon which the position becomes vacant. During this term, there will no deductions for security positions as long as level I posts are filled daily. If CONTRACTOR anticipates a problem in filling a vacant position within the one hundred and eighty (180) day allowance, CONTRACTOR must request a waiver from the Department, to be reviewed on a case-by-case basis to fill a position with contracted staff. The request shall be submitted to the Contract Manager and the Department's On-Site Contract Monitor. The Department shall respond to any such request within three (3) working days. Positions not filled with permanent employees or contracted staff will incur vacancy deductions until the position is filled. A list of vacant positions along with position control documentation must be provided to the Department's On-Site Contract Monitor to be included on the monthly vacancy report submitted to the Department. Where contracted staff is utilized, CONTRACTOR must submit the invoice relative to payment for such contracted staff, reflecting dates of service and costs, to the Department's On-Site Contract Monitor along with the position control documentation. CONTRACTOR shall also submit documentation of any use of overtime to fill vacant positions after the specified times. The Department shall adjust the Management Payment under Section 7.1 accordingly. This adjustment shall not be considered or construed as a penalty or a form of damages, but as a withholding of payment for a service not provided.

5.41.3.3 As long as CONTRACTOR has exercised and continues to exercise due diligence to fill a position, the fact that the position remains vacant shall not constitute an Event of Default; but if CONTRACTOR has less than the required number of employees for more than the specified time, deductions for vacancies will be made from the monthly per diem paid by the Department using the three hundred and sixty-five (365) day method

inclusive of benefits, until such time as the position is filled permanently or with contracted staff.

5.41.3.4 These deductions will be based on the minimum salary level of the staff member's position as established in Exhibit B, to be provided by the CONTRACTOR. Exhibit B also includes all positions, corresponding job codes, minimum and maximum salary levels, level of education, and whether certification is required for the position.

5.41.3.5 The time taken by the Department to approve personnel to work under the Contract will not be included in deductions from the vacancy allowances. Currently, the turnaround time for receiving reports from FDLE is less than two (2) days. The Department's turnaround time depends on several factors. If the reports contain no negative information, CONTRACTOR will be notified the same day the report is read. However, if there is negative information, CONTRACTOR will be contacted the same day with a request for additional information. Time taken by the CONTRACTOR to obtain additional information in response to an FDLE report containing negative information will be included in deductions from the vacancy allowances. CONTRACTOR shall contact the applicant and request that this information be sent to CONTRACTOR. CONTRACTOR, in turn, can fax or email the requested documentation to the Department. Within one (1) to two (2) business days of receiving the documentation from CONTRACTOR, the Committee meets to decide employment eligibility and make a recommendation to the Contract Manager. CONTRACTOR will be notified the same day the Department makes its final determination by the Contract Manager.

5.41.4 Staff Health Requirements. CONTRACTOR shall have all staff tested annually for Tuberculosis, and inoculated for Hepatitis B per the FDC's Blood Borne Pathogens Manual and applicable ACA Standards.

5.41.5 Minimum Required Staffing Positions. As provided by ACA.

5.41.5.1 Staffing Qualifications. All required personnel documentation including certifications shall be maintained at the Facility. This documentation shall be made available to the On-Site Contract Monitor upon request.

5.41.5.2 Staff Conduct. CONTRACTOR shall ensure that all staff adheres to the following requirements for conduct:

5.41.5.2.1 CONTRACTOR or staff shall not display favoritism to or preferential treatment of,

one inmate or group of inmates over another.

5.41.5.2.2 CONTRACTOR or staff shall not display any favoritism or preferential treatment to family, friends of employees or inmate family members.

5.41.5.2.3 CONTRACTOR or staff shall not enter into any business relationship with inmates or their families (example – selling, buying or trading personal property), or personally employ them in any capacity.

5.41.5.2.4 Unless approved in writing by the Contract Manager, CONTRACTOR or staff shall have no outside contact (other than incidental contact) with an inmate residing or formerly residing at the Facility or their family or close associates, except for those activities which are approved as part of the Contract and part of the employee's job description. Any violation of this clause may be terms for dismissal.

5.41.5.2.5 CONTRACTOR or staff shall not engage in any conduct which is criminal in nature or which would bring discredit upon CONTRACTOR or the Department or the FDC. In providing services pursuant to this Contract, CONTRACTOR shall ensure that their employees avoid both misconduct and the appearance of misconduct. If an employee is arrested, CONTRACTOR will notify the On-Site Contract Monitor immediately. The employee will be responsible for providing the probable cause affidavit of the arrest to the Human Resource Personnel who will forward it to the On-Site Contract Monitor who will forward it to the Department. The Personnel Review Committee will meet within three (3) days to determine whether employee may continue reporting for duty at the Facility. During this time, the employee may not perform work under this Contract; provided, however, that employees with a misdemeanor arrest not involving violence may be permitted to work under the Contract pending the

Personnel Review Committee decision. The Department will make the final determination of whether employee will be permitted to continue to work under the Contract.

5.41.5.2.6 Any violation or attempted violation of the restrictions referred to in this Section regarding employee conduct shall be reported by phone and in writing to the Contract Manager and the Warden, including proposed corrective action to be taken by CONTRACTOR. Any failure to report a violation or take appropriate disciplinary action against the offending party or parties shall subject CONTRACTOR to appropriate action, up to and including termination of this Contract.

5.41.5.2.7 CONTRACTOR shall report any violations detailed above and any other incident requiring investigation by CONTRACTOR in writing to the Contract Manager within 24 hours of CONTRACTOR's knowledge of the incident.

5.41.5.2.8 CONTRACTOR shall provide their employees with a copy of these standards of employee conduct and document receipt of such notification in the employee's personnel file.

5.41.5.3 Criminal History Check:

5.41.5.3.1 In accordance with Section 110.1127, Florida Statutes "Each employing agency shall designate those employee positions that, because of the special trust or responsibility or sensitive location of those positions, require that persons occupying those positions be subject to a security background check, including fingerprinting, as a condition of employment." The operation of a correctional facility is a highly important and highly sensitive function of state government. The integrity, safety, and security of a correctional facility are dependent upon the integrity, responsibility, and reliability of its staff. Therefore, the DMS requires all

individuals seeking employment at private correctional facilities to submit fingerprints for a background investigation to be conducted to determine eligibility for employment. This will include all subcontractors working near inmates or on the compound in any capacity. Fees associated with the background checks will be CONTRACTOR's responsibility. Currently, the turnaround time for receiving reports from FDLE is less than two days. DMS' turnaround time depends on several factors. If the reports contain no history of criminal activity/arrests, the CONTRACTOR is notified the same day the report is reviewed. However, if there is a history of criminal activity/arrests, the Facility is contacted the same day with a request for additional information. The CONTRACTOR shall contact the applicant and request that this information be sent to the Facility. The CONTRACTOR, in turn, can fax, scan or email the requested documentation to the Department. Within one (1) to two (2) business days of receiving the documentation from the Facility, the Committee meets to decide employment eligibility and make a recommendation to the Contract Manager. CONTRACTOR will be notified the same day the Department makes its final determination by the Contract Manager.

5.41.5.3.2 As part of the pre-employment criminal history check, CONTRACTOR shall subject its officers, employees or agents, and any subcontractor or subcontracted staff performing operational and/or management services at the Facility, at CONTRACTOR's expense, to a Florida Department of Law Enforcement (FDLE) Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) criminal history check.

5.41.5.3.3 CONTRACTOR shall screen all potential employees through referral, employment and background checks prior to the individual providing services, care,

custody, control or supervision to inmates as directed by this Contract. This screening shall include but not be limited to employment history, academic/vocational achievement, references, organizational affiliations and any certifications or licensures. CONTRACTOR will not hire an employee who has close friends or family members under the care, custody or control of the FDC at the Facility without permission, in writing, by the Contract Manager.

5.41.5.3.4 CONTRACTOR shall require that all current, potential employees, and subcontractors provide the details of any and all criminal activity, including official court information, involving felonies or first degree misdemeanor charges to the Department. The employee must provide all court disposition documentation showing that all court obligations have been satisfied to the Department for employment eligibility determination. CONTRACTOR will not employ any person who has not been approved by the Department for employment. CONTRACTOR shall not assign or employ personnel to provide any services pursuant to this Contract who was convicted of a felony or first degree misdemeanor unless approved in writing by the Department.

5.41.5.3.5 CONTRACTOR shall ensure that the Department is provided the information needed to conduct the NCIC/FCIC criminal history check prior to any new CONTRACTOR or subcontractor staff being hired or assigned to work under the Contract. CONTRACTOR shall not offer employment to any individual or assign any individual to work in accordance with the Contract, who has not had an NCIC/FCIC criminal history check conducted and employment approved by the Department.

5.41.5.3.6 CONTRACTOR shall not hire any individual to provide services as described in this Contract who has been barred from any Department, FDC or other criminal justice facility.

CONTRACTOR shall not hire any employee who has been terminated from FDC for cause. CONTRACTOR shall immediately report to the Department any new arrest, criminal charges or convictions of any current officer, agent or employee performing services under the Contract and will prohibit that staff from working until cleared by the Department.

5.41.5.3.7 CONTRACTOR shall notify the Department immediately when an employee's resignation/termination is official for maintenance of active criminal history and personnel files. CONTRACTOR shall send an e-mail that includes to the employee's first and last name, last day worked and explicit direction to delete the employee's fingerprints from the FALCON system to the Department's Criminal History Administrator.

5.42 **RECORDS AND DOCUMENTATION.**

5.42.1 Records Maintenance CONTRACTOR will provide a records and reporting system both manual and computerized, for Facility operations that includes the list below and is compatible with that used by the FDC. Further, CONTRACTOR's system will be in compliance with federal, state, and local laws governing confidentiality and will identify and limit those persons who have control or access. The system will provide for the following:

5.42.1.1 Provision of all reports and records necessary for monitoring of any court-ordered compliance.

5.42.1.2 Maintenance of an individual custody record on each inmate that includes, but is not limited to, personal data, personal inventory receipts, disciplinary action reports, incident reports, release information, reentry plan, classification and counseling records, dental, psychiatric and medical records;

5.42.1.3 Signed release of information forms;

5.42.1.4 Appropriate transfer documentation as to legal authority to accept the inmate;

5.42.1.5 Referrals to other agencies;

5.42.1.6 Confidentiality and safeguarding of case records to ensure against unauthorized and improper disclosure;

5.42.1.7 Maintenance of records and reports; and

5.42.1.8 The retention and storage of logs and records in a manner consistent with FDC policy and Florida law.

5.42.2 Management Information System:

5.42.2.1 CONTRACTOR shall install a fully compatible electronic data processing (EDP) System to Access the Florida Offender Based Management Information System (OBIS) for information purposes with regard to inmate transfer, inmate financial records, and classification and health services. CONTRACTOR will provide a system necessary to meet their own internal needs to include, but not limited to, general office automation and access to any unique "corporate" systems beyond office automation. CONTRACTOR will provide network connections to these systems as well as the Internet. A server, printers, workstations, switches and WAN/LAN wiring are the responsibility of CONTRACTOR. CONTRACTOR will provide the On-Site Contract Monitor with access to personnel systems to ensure contract compliance.

5.42.2.2 Workstations must conform to Department standards such as Windows XP SP2, MS Office 2007, IE 7, viral protection software and 3270 emulation. CONTRACTOR employees can connect to the FDC's Offender Based Information System (OBIS) through the workstations once approved by the FDC's Bureau of Technology Services. The FDC will supply a router to CONTRACTOR's corporate office that will facilitate a VPN connection to OBIS. Approved CONTRACTOR employees will be granted restricted access to OBIS through the Department's security management system and access request process. CONTRACTOR will purchase the VPN connection from Florida's Department of Management Services. CONTRACTOR will provide the On-Site Contract Monitor with a computer and workstation.

5.43 **GENERAL REPORTING REQUIREMENTS.** CONTRACTOR shall provide to the On-Site Contract Monitor samples of new or revised reporting requirements it utilizes in the performance of its obligation under the Contract.

5.44 **ON-SITE CONTRACT MONITOR.** The On-Site Contract Monitor or the Department designee will be the official liaison between the Department and CONTRACTOR. All official communications shall take place between the On-Site Contract Monitor and CONTRACTOR, unless the Department directs otherwise. All other communication between the Department's employees and

CONTRACTOR shall be managed according to policies adopted by both parties. CONTRACTOR shall make work space available at the Facility to the On-Site Contract Monitor, which must be approved by the Contract Manager.

5.45 MONITORING AND EVALUATION.

5.45.1 Contract Monitoring/Performance Evaluation Monitoring

5.45.1.1 At its discretion, the Department will monitor CONTRACTOR's performance to ensure compliance in accordance with all contract provisions, DMS's instructions, and all applicable standards, including, but not limited to ACA Standards, Florida Administrative Code, DMS and FDC guidelines, specifications of the Contract, Court Orders and Decrees. FDC will also provide audits and reviews and will have the same access as DMS employees.

5.45.1.2 The On-Site Contract Monitor or designated representatives or employees of the Department shall conduct inspections as deemed necessary. The Department shall have the right, unless otherwise proscribed by law, to prompt access to examine and receive copies, if requested, of all records of CONTRACTOR relating to the Facility, including without limitation, all financial books and records, maintenance records, employee records, and inmate records generated by CONTRACTOR and its subcontractors, or independent contractors, in connection with the performance of the Contract; provided, however, such access does not include CONTRACTOR's non-public or proprietary information, including financial records that are not related to Contract compliance.

5.45.1.3 The Department will use the Private Prison Program Accountability Management System (PPPAMS) tool.

5.45.1.4 The Department's monitoring activities shall include review of subcontracts as previously described herein. The On-Site Contract Monitor shall provide CONTRACTOR, in writing, the results of monitoring/inspection activities conducted. If CONTRACTOR's noncompliance issues are noted during a monitoring activity, each shall be specifically identified and corrective action shall be recommended with a time frame specified to achieve compliance.

5.45.1.5 The cost of the On-Site Contract Monitor will be a deduction from the monthly management payment to CONTRACTOR. The actual cost for such deductions will be based upon the appropriated rate, salary and expense dollars for the function.

5.45.1.6 Pursuant to F.S. 957.04(1)(a)3.g. Additional deductions will be made for any ad valorem taxes or payment in lieu of such taxes that may become due on the Facility pursuant to judicial determination or legislative mandate.

5.45.1.7 The Department's On-Site Contract Monitor or designated Department staff will perform monitoring during the term of the Contract, but not less than once a year to ensure Contract compliance. Monitoring shall include periodic review of compliance with Contract performance, including but not limited to, review of the following:

5.45.1.7.1 Security

5.45.1.7.2 Inmate Management and Control

5.45.1.7.3 Inmate Programs and Services

5.45.1.7.4 Facility Safety and Sanitation

5.45.1.7.5 Administration

5.45.1.7.6 Food Service

5.45.1.7.7 Personnel Practices and Training

5.45.1.7.8 Inmate Health Services

5.45.1.7.9 Inmate Discipline

5.45.1.7.10 Fiscal Accountability

5.45.1.8 In addition to monitoring the performance of CONTRACTOR's operations, the Facility may be compared to the performance of the State in operating like facilities. CONTRACTOR shall supply all data related to performance of the Contract necessary to conduct such evaluations, excluding any data protected by law. In evaluating CONTRACTOR's performance, the Department shall consider the specific areas identified above. The information provided will be in a form and format compatible with the Private Prison Monitoring System and at this time the Private Prison Accounting Management Systems (PPAMS).

5.45.2 Self-Monitoring. CONTRACTOR shall designate an employee as the staff member responsible for continuous self-monitoring of the Facility, for both Facility-level and corporate-level monitoring. CONTRACTOR shall designate an employee as the staff member responsible for continuous self-monitoring of the Facility. CONTRACTOR shall provide the results and/or documentation of

all the self-monitoring to the On-Site Contract Monitor no later than the 20th day of the following calendar month.

5.46 **INMATE REINTEGRATION PROGRAM.** CONTRACTOR will provide an Inmate Reintegration Program which provides for the following:

5.46.1 Treatment Program Counseling which will provide individual and group counseling for inmates which will comply with the ACA Standards and includes mental health care and crisis intervention services, adjunct community resource assistance as needed, specific therapy groups as determined by inmate needs and which may change over time, and a substance abuse program which is more fully described in Sections 5.28.4, 5.35.2 and 5.36.2.

5.46.2 Volunteer Programs which will include clearly specified lines of authority, responsibility and accountability for the volunteer services program; recruitment, screening and selection of volunteers; and volunteer orientation and training.

5.46.3 Education Programs in compliance with the Department of Education, FDC and DMS policy, and ACA Standards.

5.46.4 Inmate Work Programs in compliance with the FDC and DMS policy, and ACA Standards. All inmates will be required to keep their living areas clean. Work opportunities will be available in the food service, laundry, maintenance shop, warehouse, and utility squads. The FDC will be responsible for approving gain time credit for labor performed. CONTRACTOR will be required to submit an annual report documenting the number of persons who have satisfactorily completed each of the academic education, vocational education, and substance abuse components, required to be delivered per the terms of the Contract Documents. Included in this annual report shall be an update of the career outlook analysis, concerning information as required in the Contract, including: type of jobs the vocational training prepares the inmates for; estimated job growth, both in the State of Florida and in the fields of training being offered; salary range of the jobs available; and qualifications necessary for the jobs.

5.47 **RECREATION.** CONTRACTOR will provide indoor and outdoor recreation and leisure time programs as specified in its response for the inmates in compliance with the ACA Standards.

5.48 **SAFETY AND EMERGENCY PROCEDURES.** CONTRACTOR will operate and maintain the Facility in compliance with applicable federal, state and local safety and fire codes and in accordance with the ACA Standards and FDC Policy.

5.49 **PRISON RAPE ELIMINATION ACT (PREA).** CONTRACTOR must comply with the Prison Rape Elimination Act of 2003, 42 U.S.C. §§ 15601-15609, Public Law 108-79-September 4, 2003. Further, CONTRACTOR must comply with FDC Procedure 108.010 and all other Florida laws and policies implementing PREA.

5.50 **INCIDENT REPORTING.**

5.50.1 CONTRACTOR will follow the policies and procedures established by the FDC and the Department in the reporting of incidents occurring at the Facility, including FDC Procedure 602.008 – Incident Reports - Institutions. The On-Site Contract Monitor shall be notified within 24 hours of CONTRACTOR discovering any incident occurring at the Facility.

5.50.2 Incidents that must be reported in compliance with this Section shall include any serious or unusual incident that (i) involves the Facility, staff, inmates, volunteers, visitors, or members of the general public, and (ii) disrupts or has the potential to disrupt the normal operations of the Facility. The term “incident” may include an accident involving possible injury to a person or damage to equipment, a suspicious action or occurrence, or other circumstance which could impact the operation of the Facility.

5.50.3 Any investigation undertaken by CONTRACTOR’s inspector into rule or statutory violations by staff or inmates at the Facility shall be completed and disciplinary action, if any, taken no later than ninety (90) days from the date the allegation of wrongdoing was first reported. This deadline shall be extended to the extent a delay is caused by circumstances outside the CONTRACTOR’s control. For purposes of this provision, disciplinary action as it relates to employees includes administrative leave pending the outcome of any related external investigation or criminal or civil legal proceeding.

5.51 **RULES AND REGULATIONS.**

5.51.1 CONTRACTOR shall agree to comply with all state and federal constitutional requirements, laws, Court Orders, and ACA Standards (whether mandatory or non-mandatory), the FDC’s rules, policies and procedures (unless in contravention with corresponding ACA standards), and any federal, state, local law or regulation or court order applicable to the FDC. CONTRACTOR shall demonstrate knowledge of and compliance with all rules and regulations mentioned above, including ACA Standards.

5.51.2 The Facility and services provided must meet all applicable local, state and federal ordinances, laws, rules and regulations governing the operation of a state correctional facility. In addition, CONTRACTOR agrees to adhere to all standards applicable to the operation and management of the Facility. Such adherence shall include, but not be limited to all applicable FDC and DMS Administrative Rules and, Procedures and FDC Health Service Bulletins that pertain to the care, custody and control of inmates. CONTRACTOR is responsible for being familiar with and obtaining copies of current versions of such standards, manuals, procedures, etc. and any subsequent revisions and/or addenda thereto. Should local, state, federal or program requirements change during the course of the Contract, the updated regulations and requirements

will take precedence. The laws, rules and regulations referenced in the Contract Documents are incorporated herein by reference and made a part of hereof. Any changes in the scope of service required to ensure continued compliance with State or Federal laws, statutes or regulations, or Department or FDC policy or regulations will be made in accordance with Section 7.4.

5.51.3 The Department reserves the exclusive right to make certain determinations regarding the service requirements outlined in this Contract. The absence of the Department setting forth a specific reservation of rights does not mean that any provision regarding the services to be performed under this Contract are subject to mutual agreement. The Department reserves the right to make any and all determinations exclusively which it deems is necessary to protect the best interests of the State of Florida and the health, safety and welfare of the inmates and of the general public which are served by the Department, either directly or indirectly, through these services.

5.51.4 The specific rules, procedures and regulations identified below or elsewhere in this Section are not listed to the exclusion of any other rules, procedures and regulations required throughout the Contract Documents. The Department will monitor CONTRACTOR to ensure compliance with all rules, regulations and requirements contained herein.

5.52 **CONTRACT COMMUNICATIONS.** Contract communications will be in three forms: routine, informal and formal. For the purposes of this Contract, the following definitions shall apply:

5.52.1 **Routine** All normal written communications generated by either party relating to performance of the scope of services. Routine communications must be acknowledged or answered within thirty (30) calendar days of receipt.

5.52.2 **Informal** Special written communications deemed necessary based upon either contract compliance or quality of service issues. Informal contract communications must be acknowledged or responded to within fifteen (15) calendar days of receipt.

5.52.3 **Formal** The same as informal but more limited in nature and usually reserved for significant issues such as breach of contract, failure to provide satisfactory performance, changes in compensation pursuant to Section 7.5, or termination or any other remedial action taken under the Contract. Formal communications shall also include requests for changes in the scope of service and billing adjustments. Formal contract communications must be acknowledged upon receipt and responded to within seven (7) days of receipt.

5.52.4 **CONTRACTOR** shall respond to Informal and Formal communications in the same format or medium as the originating communication. All written communications (fax, e-mail, letter) shall

include signature and, where appropriate, a follow-up hard copy by mail. The only personnel authorized to use formal contract communications are the Department Contract Manager, Contract Administrator, and CONTRACTOR's President (or equivalent title) or their designee. Designees or other persons authorized to utilize formal contract communications must be agreed upon by both parties and identified in writing within ten (10) days of execution of the Contract. Notification of any subsequent changes must be provided in writing prior to issuance of any formal communication from the changed designee or authorized representative.

5.52.5 If there is an urgent administrative problem, the Department shall make contact with CONTRACTOR and CONTRACTOR shall orally respond to the Contract Manager within two (2) hours. If a non urgent administrative problem occurs, the Department shall make contact with CONTRACTOR and CONTRACTOR shall orally respond to the Contract Manager within forty eight (48) hours. CONTRACTOR or designee at the facility shall respond to inquiries from the Department by providing the necessary information or records that the Department deems necessary to respond to inquiries, complaints or grievances from or about inmates within three (3) working days of receipt of the request. The On-Site Contract Monitor and the FDC shall be copied on all such correspondence.

5.53 **RIGHTS, DUTIES, AND RESPONSIBILITIES RELATED TO FDC'S OFFICE OF THE INSPECTOR GENERAL, ACCESS, COOPERATION, INVESTIGATION, AUDIT, REVIEW, OR INSPECTION.**

5.53.1 CONTRACTOR shall permit full and immediate access to the FDC's Office of the Inspector General ("OIG") at all times, with or without notice, to all inmates, staff, volunteers, physical areas of the correctional facility, and any conveyance that transports inmates. CONTRACTOR shall not deny, delay, obstruct, or otherwise restrict OIG access to any inmate, staff, volunteer, physical area of the correctional facility, or any conveyance that transports inmates.

5.53.2 CONTRACTOR shall permit the OIG to consult and confer with any inmate, staff, or volunteer privately and without molestation. CONTRACTOR shall refrain from taking any retaliatory action against any inmate, staff, or volunteer as a result of the inmate, staff, or volunteer's consultation or conference with the OIG.

5.53.3 CONTRACTOR shall permit online and onsite visits by the OIG during any administrative or criminal investigation, audit, review, or inspection conducted by the OIG or by the OIG in conjunction with any local, state, or federal law enforcement agency or authority. Online and onsite access includes, but is not limited to, physical and virtual access to any and all mainframes, servers, clients, network devices, intrusion prevention systems, and external and internal security scans of these resources.

- 5.53.4** CONTRACTOR shall provide to the OIG any and all operating system logs generated by mainframes, servers, clients, and network devices, as requested.
- 5.53.5** CONTRACTOR shall direct all staff and volunteers to fully cooperate with the OIG in the process of an audit, investigation, review, or inspection. CONTRACTOR shall facilitate full cooperation from all contractors, subcontractors, independent contractors, and vendors with the OIG in the process of an audit, investigation, review, or inspection.
- 5.53.6** CONTRACTOR shall inform, in writing, the OIG of the name and location and assignment of any employee or volunteer arrested, charged, or indicted for a criminal offense no later than 48 business hours after the CONTRACTOR becomes aware of the arrest, charge, or indictment. CONTRACTOR shall inform, in writing, the OIG if the arrested, charged, or indicted employee is also employed with the FDC or any other local, state, or federal law enforcement or correctional agency.
- 5.53.7** When an allegation pursuant to a violation of law, rule, or procedure is sustained as a result of an OIG investigation, the disciplining authority, regardless of the disciplinary decision, will report the corrective action or disposition on the DC1-811 to the OIG no later than thirty (30) days after receipt, unless an extension is authorized by the Inspector General or her/his designee.
- 5.53.8** CONTRACTOR shall adhere to all applicable provisions of FDC Procedure 108.003: Investigative Process.
- 5.53.9** CONTRACTOR shall make sufficient office space available for use by the OIG that allows for confidential business to be conducted. CONTRACTOR shall provide necessary support related to the office space, including, but not limited to, computer, telephone, and internet access. CONTRACTOR shall ensure that any office space dedicated to the OIG is secure and unable to be accessed or occupied by any inmate or staff member without prior permission of the OIG.

SECTION 6. EMPLOYEES

- 6.1 INDEPENDENT CONTRACTOR.** With respect to the performance of the services set out herein, CONTRACTOR is and shall continue to be an independent contractor and, subject to the terms of this Contract, shall have the sole right to manage, control, operate, and direct the performance of the details of its duties under this Contract. CONTRACTOR's agents and employees shall not accrue from the State, the Department, or the FDC any leave, retirement, insurance, bonding or any other benefit afforded to the employees of the State, the Department, or the FDC as a result of this Contract. CONTRACTOR, its agents, and employees shall not be considered agents or employees of the State, the Department, or the FDC.

6.2 SUBCONTRACTORS.

6.2.1 CONTRACTOR may subcontract for the performance of any of its responsibilities to provide services pursuant to this Contract, provided the Department reviews all procedural, and operational and fixed capital outlay project plans and provides written approval, which approval may not be unreasonably withheld. CONTRACTOR shall competitively procure all subcontracts with the intention to maximize competition and ensure the greatest savings possible for the state unless exempted by the Contract Manager based on a reasonable business case which may include the existence of a national vendor contract or an emergency. All subcontractors must be registered and authorized to conduct business in the state of Florida. CONTRACTOR shall furnish to the Department's On-Site Contract Monitor copies of all subcontracts, without regard to amount of annual payments. Any arrangement by CONTRACTOR with an affiliate or member company to provide services to the Facility shall be subject to the subcontractor provisions of this Section. No contractual relationship shall exist between the Department and any subcontractor and the Department shall accept no responsibility whatsoever for the conduct, actions, or omissions of any subcontractor selected by CONTRACTOR. CONTRACTOR shall be responsible for the management of the subcontractor in the performance of their work. A subcontractor may not work directly with the Department in any manner and shall not be included in contract negotiations, renewals, audits or any other discussions except at the request of the Department.

6.2.2 The Department encourages minority and women-owned business (MWBE) and service-disabled veteran business enterprise (SDVBE) participation in all its Contracts. CONTRACTOR agrees to (i) reasonably consider such business enterprises the awarding of subcontracts, (ii) comply with all controlling laws and regulations respecting the participation of such business enterprises in the provision of the contracted services, and (iii) reasonably cooperate in any studies or surveys as may be conducted by the State to determine the extent of the CONTRACTOR'S compliance with this Section.

6.3 PERSONNEL.

6.3.1 CONTRACTOR shall at all times provide sufficient trained staff to provide for and maintain the security, control, custody, and supervision of inmates of the Facility in compliance with applicable court orders, the ACA Standards, and this Contract.

CONTRACTOR will provide an organization chart to include all positions within the facility, indicating which positions are certified, critical complement and mission critical.

- 6.3.2** CONTRACTOR will provide the Department with a finalized staffing pattern prior to the Service Commencement Date. Positions will be staffed with qualified employees in accordance with the staffing pattern attached hereto in Exhibit I, to be provided by the CONTRACTOR. CONTRACTOR's staffing pattern must be submitted and approved by the Contract Manager prior to the Service Commencement Date. Any modifications to the position requirements or the staffing pattern must be approved in writing by the Contract Manager. All name changes will be sent to the On-Site Contract Monitor and noted on the Position Control Logs monthly. Exhibit B, to be provided by the CONTRACTOR includes all positions, job codes and the minimum and maximum salary for each position. This document will be used for imposing the vacancy deductions and must be updated regularly; however, all changes must be agreed to by the Bureau Chief in writing.
- 6.3.3** Sufficient certified security staff shall be employed at all times to assure that all positions identified as critical complement on the approved staffing pattern, are manned for each shift, unless a departure from the staffing pattern has been approved in writing by the Contract Manager. Critical positions shall not be filled with Temporary Employment Authorizations (TEAs). CONTRACTOR shall be required to fill critical complement positions by using overtime or other qualified staff members to ensure that the staffing levels do not decrease below the established critical complement. The approved staffing pattern is attached in Exhibit I and herein incorporated by reference. CONTRACTOR will provide a finalized chart for each shift indicating critical complement and positions required to be filled. CONTRACTOR shall be required to provide a bi-weekly report to the On-Site Contract Monitor of the number of hours each certified officer and TEA worked during the pay period. The report will also indicate which officers are considered part-time.
- 6.3.4** Part-time correctional officers may be used as long as they are fully trained and licensed. The use of part-time correctional officers will be limited to a maximum of 48 hours per officer per week, and a total not to exceed 1440 hours per week for the Facility. The use of part-time staff in management positions is forbidden. Full-time correctional officers shall each be limited to no more than 48 hours of overtime in any two-week period. The Department reserves the right to authorize exceptions to this Section.

6.3.5 CONTRACTOR shall conduct monthly random drug testing to include anabolic steroid and drug testing of five percent (5%) of all certified staff, subject to Florida Administrative Code and Florida Statutes. CONTRACTOR shall provide the plan for conducting these tests to the On-Site Contract Monitor prior to the Service Commencement Date. Monthly reports must be submitted to the On-Site Contract Monitor. Each report will indicate which officers were tested, date tested, the result, and how the random five percent (5%) sample was selected.

6.3.6 The employment of unauthorized aliens by CONTRACTOR or any subcontractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the CONTRACTOR or subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Contract.

6.4 TRAINING. CONTRACTOR will provide training programs in compliance with the ACA Standards, Chapter 943 and Section 957.05, Florida Statutes, the Florida Department of Law Enforcement, Division of Training, and Chapter 33, Florida Administrative Code. CONTRACTOR will provide a monthly report detailing training provided to personnel. The training curriculum must be approved by an appropriate oversight governing body. The report will include, but not be limited to, course title, the number of training hours, the employee's name and position, whether training is required, and the instructor's name and contact information.

6.5 CJIS Security Policy. The Criminal Justice Information Services (CJIS) Security Policy requires Private Contractor User Agreements to incorporate the CJIS Security Addendum approved by the Director of the FBI (action for the U.S. Attorney General), as referenced in Title 28 CFR 20.33(a)(7).

A Security Addendum required by Title 28, Code of Federal Regulations Part 2, is attached hereto as Exhibit K.

The Bureau is not recognized as a criminal justice agency to provide criminal justice oversight to ensure compliance with the Security Addendum.

The Gadsden County Sheriff's office (GCSO) agrees to provide the required criminal justice oversight as required by the FBI for compliance with the Security Addendum. A copy of the signed agreement between the Contractor and GCSO regarding criminal justice oversight is attached hereto as Exhibit L.

SECTION 7. COMPENSATIONS AND ADJUSTMENTS

7.1 MANAGEMENT PAYMENT. This payment reflects operating costs and does not include debt service numbers. Compensation will be based on two (2) Per Diem

Rates: the first rate is based on 90% occupancy and the second rate is based on the number of inmates exceeding the 90% occupancy.

7.1.1 The Department will compensate CONTRACTOR at the following Per Diem Rates (inmate, per day) for the term of the contract.

7.1.1.1 \$47.36 times the minimum occupancy of ninety percent (90%)

7.1.1.2 \$3.99 for each inmate over the minimum occupancy rate of ninety percent (90%);

7.1.1.3 \$43.02 blended Per Diem.

7.1.1.4 Minus monthly deductions for:

7.1.1.4.1 The Major Maintenance and Repair Reserve Fund set forth in Section 4.9, in the monthly amount of \$15,833.00.

7.1.1.4.2 The On-Site Contract Monitor set forth in Section 5.44, in the monthly amount of \$4,753.00.

7.1.1.4.3 Any property taxes or payments in lieu of taxes (PILOT) that may become due on the Facility pursuant to judicial determination or legislative mandate.

7.1.1.4.4 Fees collected from the medical co-payment for each inmate-initiated, non-emergency visit to the health care provider as required by Section 945.6037, Florida Statutes.

7.1.2 Regardless of the number of inmates incarcerated at the Facility, CONTRACTOR is guaranteed an amount equal to ninety percent (90%) contracted capacity (as set forth in Section 1.16) times the ninety percent (90%) Per Diem Rate subject to legislative appropriations. This guarantee may be subject to the following: adjustments to compensation as set forth in Section 7.5; deductions due to position vacancies as set forth in Section 5.41; deductions due to program vacancies as set forth in Section 5.35; deductions for reimbursement of the On-Site Contract Monitor as set forth above; deductions for the maintenance reserve as set forth in Section 4.9; ad valorem taxes and/or PILOT payments required to be paid by CONTRACTOR by judicial determination or legislative mandate, as set forth in Section 11.7; and any other deduction or charge permitted in this Contract.

7.2 INVOICES.

7.2.1 CONTRACTOR shall submit monthly invoices within ten (10) working days of the month end, in a format acceptable to the accounting department of the FDC, to the attention of the Department's Contract Manager. Invoices shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. The invoice will reflect the prison population for each day, midnight count, times the per diem minus adjustments allowed in the Contract. The invoice will reflect a separate per diem for programs provided by CONTRACTOR. The FDC will verify the daily inmate population count. If there is a discrepancy between CONTRACTOR's and the FDC's counts, the FDC's count will be used in calculating the per diem payment. Invoices will be adjusted as specified in the Contract.

7.2.2 CONTRACTOR will provide required documentation for the invoice to the On-Site Contract Monitor each month when the invoice is submitted to the Department's Contract Manager. The Department's On-Site Contract Monitor or his/her successor shall be responsible for enforcing performance of the Contract terms and conditions and he/she shall serve as liaison between CONTRACTOR and the Department and shall approve all invoices for payment pursuant to Chapter 215, Florida Statutes.

7.2.3 Submit to:
Bureau Chief
Bureau of Finance and Accounting
Florida Department of Corrections
501 South Calhoun Street
Tallahassee, Florida 32399-2500

AND

Bureau Chief
Bureau of Private Prison Monitoring
Florida Department of Management Services
4050 Esplanade Way, Suite 380
Tallahassee, Florida 32399-0950

7.3 INTEREST PENALTIES.

7.3.1 Payment shall be made in accordance with Sections 215.422 and 55.03, Florida Statutes, which state CONTRACTOR's rights and the Department's responsibilities concerning interest penalties and time limits for payment of invoices. CONTRACTOR and subcontractors providing goods and services to an agency should be aware of the following time frames. Upon receipt, an agency has five (5) working days to inspect and approve the goods and services, unless the bid specifications, purchase order or contract specifies otherwise. An agency has twenty (20) days to deliver a request for payment (voucher) to the Department of Banking and Finance. The twenty (20) days are measured from the latter of the

date the invoice is received or the goods or services are received, inspected and approved.

7.3.2 If a payment is not available within forty (40) days, a separate interest penalty, established annually by the Chief Financial Officer pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to CONTRACTOR. The interest rate for calendar year 2010 is 0.0001644 percent per day (8.0% per annum). The interest penalty provision applies after a thirty-five (35) day time period to health care providers, as defined by rule. Interest penalties of less than one (1) dollar will not be enforced unless CONTRACTOR requests payment. Invoices which are returned to CONTRACTOR due to CONTRACTOR's preparation errors will result in a delay in the payment. The applicable time period does not commence until a properly completed invoice is received by the Department.

7.3.3 A contractor Ombudsman has been established within the Department of Banking and Finance. The duties of this individual include acting as an advocate for contractors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Ombudsman may be contacted at (850) 410-9724 or by calling the State Comptroller's Hotline at (800)848-3792.

7.4 ADJUSTMENTS DUE TO CHANGES IN STANDARDS OR UNFORESEEN CIRCUMSTANCES.

The Department recognizes that CONTRACTOR has entered into this Contract based upon the ACA Standards, FDC or DMS policies, procedures, rules, bulletins, technical instructions and laws in effect as of the Effective Date. If there are changes in these standards or Unforeseen Circumstances which change the scope of services to be furnished pursuant to this Contract and increase or decrease the cost of managing the Facility, CONTRACTOR will provide the Department written notice and documentation supporting an adjustment to compensation. The Department will review and not unreasonably deny the adjustment to compensation. The Department may adjust the total compensation paid CONTRACTOR so that CONTRACTOR may be paid compensation equal to the amount required to the change in CONTRACTOR's cost of managing the Facility because of the change in scope of services, retroactive to the effective date of such cost changes. Since requests for appropriated funds are based on costs as provided in the Contract Documents, any adjustment to compensation to cover changes in the ACA Standards or Unforeseen Circumstances which changes the scope of services, shall be subject to adequacy of appropriated funds, sufficient to cover the compensation change.

7.5 ADJUSTMENTS DUE TO PARTIAL PERFORMANCE.

The Per Diem payment set forth in Section 7.1 assumes the services required under this Contract are fully performed. If the services are not fully performed, the Department will be entitled to an adjustment to compensation, as set forth below, to be credited against CONTRACTOR'S monthly invoice. The credits are a reasonable approximation of the contract price allocable to those services. The credits are not intended to be a penalty on the Service Provider and the Department may waive the credits in a particular case if the Department determines in its discretion that the credits are not warranted. For services to be performed on a constant or daily basis, the credits will be due for each day the service was not fully performed. For services

to be performed on a less regular basis (e.g., a monthly report), the credits will be due for each time the service was not fully performed. These credits shall be in addition to, and shall not constitute a waiver of, the Department's right to pursue any remedies or other damages under Section 10 of this Contract. Prior to exercising its rights under this Section 7.5, the Department will communicate in writing to CONTRACTOR the reasons why the credit is due and give CONTRACTOR at least twenty (20) days to correct the non-performance and submit an action plan for avoiding future non-performances. This opportunity to avoid the credit adjustment by correcting the non-performance and submitting an action plan shall not apply in the event of successive or repeated non-performances of the same nature. With the execution of Contract DMS-17/18-025, the contract performance warning, actions plans, and credits prior to February 1, 2018 will not be part of the reference period. The credits are as follows:

7.5.1 Service Area One: Security and control, ACA Accreditation, Health Services, Use of Force, Escapes, Contract Monitoring.

7.5.1.1 Failure to Provide Services - \$5,000

7.5.1.2 Failure to Document - \$1,000

7.5.1.3 Failure to Report - \$2,500

7.5.1.4 Failure to Comply with Other Applicable Requirements - \$1,500

7.5.2 Service Area Two: Sanitation and Hygiene, Food Service, Mail, Religion, Access to Court, Inmate Discipline, Grievance, Visitation, Records and Reports, Employee Qualifications and Training.

7.5.2.1 Failure to Provide Services - \$2,500

7.5.2.2 Failure to Document - \$750

7.5.2.3 Failure to Report - \$1,000

7.5.2.4 Failure to Comply with Other Applicable Requirements - \$1,000

7.5.3 Service Area Three: Operating Standards, Transportation, Maintenance, Repairs and Replacements, Inmate Work, Academic & Vocational Training, Sentence Computation Data, Classification and Case Management, Commissary, Policies/Procedures/Post Orders, Inmate Management Fund/Bank Accounts.

7.5.3.1 Failure to Provide Services - \$2,500

7.5.3.2 Failure to Document - \$750

7.5.3.3 Failure to Report - \$1,000

7.5.4 Service Area Four: Laundry and Inmate Clothing, Telecommunications, Supplies/Perishables, Recreation

7.5.4.1 Failure to Provide Services - \$1,500

7.5.4.2 Failure to Document - \$500

7.5.4.3 Failure to Report - \$1,000

7.5.4.4 Failure to Comply with Other Applicable Requirements - \$1,000

7.6 SUPPLEMENTAL COMPENSATION. In the event that, pursuant to Section 4.11, CONTRACTOR proposes to expand the capacity of the Facility and the Department approves such a proposal, then CONTRACTOR shall be eligible for supplemental compensation for any inmates housed in the Facility in excess of the original capacity. The per inmate per day rate of any such supplemental compensation will be an amount mutually agreed upon by the Department and CONTRACTOR, and shall not be greater than the maximum allowable pursuant to Section 957.07, Florida Statutes, and shall be subject to legislative appropriation.

7.7 APPROPRIATION CONTINGENCY. The State's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Florida Legislature, pursuant to Section 287.0582, Florida Statutes; the State is not obligated for any payments that exceed the amount of the current appropriation, pursuant to Section 957.04(1)(h), (2)(d), Florida Statutes.

SECTION 8. INDEMNIFICATION AND INSURANCE

8.1 INDEMNIFICATION.

8.1.1 CONTRACTOR hereby assumes entire responsibility and liability, including civil rights liability, for any and all damages or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether employees of CONTRACTOR or otherwise, and to all property caused by, resulting from, arising out of or occurring in connection with any action of CONTRACTOR (including its officers, directors, employees, subcontractors, or agents) in performance of the duties of this Contract. If any claims for such damage or injury (including death resulting therefrom) be made or asserted, whether or not such claims are based upon CONTRACTOR's (including its officers, directors, employees, subcontractors, or agents) active or passive negligence or participation in the wrong or upon any alleged breach of any statutory duty or obligation on the part of the above parties, CONTRACTOR agrees to indemnify, defend and hold harmless, the State and the Department, its officers, agents, servants and employees from and against any and all such claims, and further from and against any and all loss, cost expense, liability, damage or injury, including legal fees and disbursements, that the State, its officers, agents, servants or employees may directly or indirectly sustain, suffer, or incur as a result, and CONTRACTOR agrees to and does hereby assume, on behalf of the State, its officers, agents, servants and employees, the defense of any action at law or in

equity which may be brought against the State, its contractors (if any), its officers, agents, servants or employees, arising by reason of such claims and to pay on behalf of the State, its officers, agents, servants and employees, upon demand of either of them, the amount of any judgment that may be entered against them, individually, jointly or severally, its officers, agents, servants or employees in any such action.

8.1.2 As part of CONTRACTOR's assumption of all responsibility and liability for any and all damage or injury as detailed above, CONTRACTOR further agrees to hold harmless, defend and indemnify the State for any loss, expense, recovery or settlement, including counsel fees and costs of defense, which arise from any demand, claim (whether frivolous or not) or suit which may be asserted or brought against the State or CONTRACTOR as a result of any injury or damage to any person or persons (including death) or property (i) allegedly caused by, resulting from, arising out of, or occurring in connection with the furnishing of any goods, equipment or services or the performance or preparation for performance of any of the work or any duties of CONTRACTOR hereunder, or incidental or pertaining thereto, and (ii) whether or not such injury or damage is due to or chargeable to the CONTRACTOR or subcontractor under a contract for which the goods or services herein ordered are required, including, but not limited to, any claim based on liability without fault for injury caused by defective goods supplied by CONTRACTOR. CONTRACTOR also agrees to assume responsibility for, hold harmless, defend and/or indemnify the State for payment of any expenses, costs (including delay costs), direct and consequential damages, penalties, taxes or assessments (including punitive damages), including counsel fees and costs of defense, which may be imposed or incurred (a) under any Federal, State, or local law, ordinance or regulation upon or with respect to any compensation of any person employed by CONTRACTOR, and (b) under any Federal, State, or local law, ordinance or regulation upon or with respect to discrimination in employment against any individual employed by CONTRACTOR on the basis of race, color, religion, sex, or national origin, and (c) under any Federal, State, or local law, ordinance or regulation upon or with respect to any compensation of any person for claims or civil actions alleging deprivation of right, privilege or immunity secured by the United States Constitution and laws pursuant to 42 USC Section 1983 or similar statutes as well as claims for attorneys fees brought pursuant to 42 USC Section 1988 or similar statutes.

8.2 LEGAL PROCEEDINGS. CONTRACTOR shall not be responsible for defending any post-conviction action, including appeals and writs of habeas corpus by any inmate challenging the underlying judgment of conviction or the administration of the sentence imposed.

8.3 INSURANCE.

8.3.1 CONTRACTOR is responsible for obtaining and maintaining adequate insurance coverage as required herein. CONTRACTOR

shall obtain and provide proof of general liability insurance coverage (broad form coverage) which shall specifically include fire, and legal liability in an amount not less than two million dollars (\$2,000,000) for each occurrence within a yearly aggregate of at least ten million dollars (\$10,000,000), and civil rights claims in an amount not less than two million dollars (\$2,000,000) for each occurrence within a yearly aggregate of at least five million dollars (\$5,000,000). The State of Florida and its respective agencies shall be included as additional insureds under the policy of general liability insurance coverage issued to CONTRACTOR. Coverage for civil rights liability may be issued under a separate policy but shall also include the State and its agencies as additional insureds. Vehicle liability coverage for all vehicles used by CONTRACTOR shall be provided in an amount of not less than two million dollars (\$2,000,000) per occurrence. Coverage shall also specifically be provided to protect against employee dishonesty in an amount of not less than fifty thousand dollars (\$50,000).

- 8.3.2** CONTRACTOR shall obtain and provide proof of workers' compensation insurance coverage (including employer liability) in the amount and manner required by Florida law for all employees of CONTRACTOR.
- 8.3.3** CONTRACTOR shall obtain and/or provide proof of professional liability insurance coverage, including medical malpractice liability and errors and omissions coverage, to cover all professional services to be provided by CONTRACTOR to the State under this Contract. The amount of coverage obtained shall be two million dollars (\$2,000,000) per occurrence with a five million dollar (\$5,000,000) yearly aggregate. If occurrence coverage is not available, claims-made coverage with three (3) year tail coverage shall be provided for the same amounts and aggregate as detailed above.
- 8.3.4** CONTRACTOR shall take out and maintain during the life of this Contract an Umbrella Liability Policy for limits in excess of the primary liability policy. Such policy shall be a following form policy in the amount of ten million dollars (\$10,000,000) per occurrence and thirty-five million dollars (\$35,000,000) yearly aggregate limit. Layer coverage may satisfy those totals.
- 8.3.5** CONTRACTOR shall obtain and provide proof of contractual liability insurance coverage to cover all liability assumed by CONTRACTOR under this Contract and for which CONTRACTOR may be liable to the State under the indemnification provisions of this Contract (intermediate form coverage). Such coverage may be provided by separate coverage or as an additional endorsement to a general liability policy, but shall be in the same amounts and limits of coverage as that required for general liability coverage.
- 8.3.6** CONTRACTOR shall obtain and provide proof of boiler and machinery coverage ("comprehensive" coverage) in the amounts of one million dollars (\$1,000,000) per occurrence to cover all loss

arising from the operation of boilers and machinery including loss to other property and losses due to business interruption.

- 8.3.7** CONTRACTOR shall obtain and provide proof of premises liability insurance (which should be included in any general liability coverage) and property coverage (fire and extended coverage) for the full value of the buildings, structures or other facilities operated by CONTRACTOR and its subcontractors and all movable contents which value can never be less than the then remaining balance owed under the Lease Purchase Agreement. The State and its respective agencies shall be included as additional insureds under this policy.
- 8.3.8** CONTRACTOR shall obtain and maintain environmental impairment liability coverage for liability resulting from sudden, accidental or gradual pollution arising from operations conducted by the insured, covering damage for bodily injury and property damage in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) yearly aggregate limit. The State and its respective agencies shall be included as additional insureds under this policy.
- 8.3.9** CONTRACTOR shall take out and maintain during the life of this Contract, automobile liability coverage for owned, hired and non-owned vehicles, and equipment. The policy shall have combined single limits, per occurrence, for bodily injury and property damage of not less than one million dollars (\$1,000,000).
- 8.3.10** CONTRACTOR shall require each of its subcontractors to secure and maintain during the term of this Contract (or for such lesser amount of time if the subcontractor is involved less than the full term of this Contract), the insurance coverage set forth in subparagraphs 8.3.1, 8.3.2, and 8.3.9, except that CONTRACTOR shall also be an additional insured for the general liability insurance. Such coverage may be reduced or waived when approved in writing by the Contract Manager with the consent of the Department because certain subcontractors have potentially less exposure than other subcontractors depending on the nature of their work under this Contract. In no event may the subcontractor self-insure unless the Department provides prior written consent.
- 8.3.11** All insurance coverage shall be obtained by CONTRACTOR through an insurance agent licensed in the State of Florida and such coverage shall be provided by an insurance company licensed to issue such coverage in the State of Florida. No "self-insurance" coverage shall be acceptable unless CONTRACTOR is licensed or authorized to self-insure for a particular coverage in the State of Florida, or is an insured member of a self-insurance group that is licensed to self-insure in Florida. All policies shall include a provision requiring at least thirty (30) days' prior written notice of cancellation to the State.

- 8.3.12** All insurance coverage required to be obtained by CONTRACTOR shall continue in full force and effect during the term of the Contract. No contract shall be entered into between CONTRACTOR and Department unless insurance coverage binders are received by the date scheduled for the execution of the Contract. Proof of insurance policies must be delivered prior to the date on which the services of CONTRACTOR shall commence.
- 8.3.13** All insurance coverage is to be provided by insurance carriers admitted to do business in Florida and coverage issued by surplus lines companies shall not be acceptable with the exception of civil rights liability coverage. All insurance carriers shall be, at the minimum, rated "A VII" by A.M. Best or an equivalent rating by a similar insurance rating service.
- 8.3.14** CONTRACTOR may choose the amount of deductible for any of the insurance coverage required above to be obtained by CONTRACTOR, but in no event shall such deductible for each occurrence exceed three percent (3%) of the required yearly aggregate limit of coverage.
- 8.3.15** CONTRACTOR is responsible for first dollar defense coverage. All general liability and professional liability policies shall provide defense in addition to the policy limits.
- 8.3.16** The limits required herein are the minimum acceptable. However, these limits are not to be construed as being the maximum CONTRACTOR may wish to purchase for their own benefit.
- 8.3.17** As respects to the total limits of liability required, any combination of primary and/or umbrella coverage may satisfy those totals. However, if an umbrella is used, coverage must be at least as broad as the primary coverage.

8.4 CERTIFICATE OF INSURANCE AND CANCELLATION. During the performance of the management services hereunder, CONTRACTOR shall maintain the plan of insurance and submit a Certificate of Insurance to the Department for the mutual protection and benefit of it and the Department, naming the Department as co-insured and entitled to all notices issued under the policy, to cover claims that may arise out of or result from CONTRACTOR's operation and management services hereunder, whether same be by CONTRACTOR or a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The Department shall be notified at least thirty (30) days in advance of cancellation, non-renewal or adverse change in the coverage. New Certificates of Insurance are to be provided to the Department at least fifteen (15) days after receipt by CONTRACTOR.

8.5 DEFENSE/IMMUNITY. By entering into the Contract, neither the State, DMS, the FDC nor CONTRACTOR waives any immunity defense which may be extended to them by operation of law including limitation of damages; excepting only that CONTRACTOR may not assert the defense of sovereign immunity.

8.6 NOTICE OF CLAIMS. Within five (5) calendar days after receipt by the Department, or of any agent, employee or officer thereof of a summons in any action, or within five (5) calendar days of receipt by the Department, or of any agent, employee or officer thereof, of notice of claim, the Department, or any agent, employee or officer, shall notify CONTRACTOR in writing of the commencement thereof. The notice requirement is intended to ensure that CONTRACTOR's defense of the claim is not harmed by failure to comply with the notice requirements. Failure to comply with the notice requirements may result in CONTRACTOR's refusal to indemnify the Department, or any agent, employee or officer, but only if such failure to notify results in a prejudice to CONTRACTOR, the Department, or any agent, employee or officer. CONTRACTOR will provide the Department similar notice of claims.

8.7 PRIOR OCCURRENCES. Unless otherwise agreed in writing, CONTRACTOR shall not be responsible for any losses or costs resulting from inmate litigation pending at the Effective Date of this Contract or for lawsuits based on acts or omissions occurring prior to the Effective Date of the Contract. CONTRACTOR agrees to cooperate with the State in the defense of these suits. The Department recognizes that any settlement or judgment in such cases may lead to a request that the compensation be increased pursuant to Section 7.4. This section shall not be construed as a waiver for any terms and conditions of contract DMS-09/10-055 Gadsden Operations and Management, which was the prior Contract between the Department and CONTRACTOR for the operations and maintenance of Gadsden Correctional Facility.

8.8 WAIVER. No waiver of any breach of any of the terms or conditions of the Contract shall be held to be a waiver of any other or subsequent breach; nor shall any waiver be valid or binding unless the same shall be in writing and signed by the party alleged to have granted the waiver.

8.9 PERFORMANCE BOND. CONTRACTOR shall not be required to provide a performance bond.

SECTION 9. CERTAIN PROHIBITIONS

CONTRACTOR acknowledges the provisions of Section 957.06, Florida Statutes, which states that a contract entered into under this chapter does not authorize, allow, or imply a delegation of authority to CONTRACTOR to:

9.1 Choose the facility to which an inmate is initially assigned or subsequently transferred. CONTRACTOR may request, in writing, that an inmate be transferred to a facility operated by the FDC. The Department, CONTRACTOR, and a representative of the FDC shall develop and implement, maintain, and comply with the Transfer Agreement (Exhibit C) for transferring inmates between a correctional facility operated by the FDC and a privately operated correctional facility.

9.2 Develop or adopt disciplinary rules or penalties that differ from the disciplinary rules and penalties that apply to inmates housed in correctional facilities operated by the FDC.

9.3 Make a final determination on a disciplinary action that affects the liberty of an inmate. CONTRACTOR may remove an inmate from the general prison population

during an emergency, before final resolution of a disciplinary hearing, or in response to an inmate's request for assigned housing in protective custody.

- 9.4 Make a decision that affects the sentence imposed upon or the time served by an inmate, including a decision to award, deny, or forfeit gain-time.
- 9.5 Make recommendations to the Parole Commission with respect to the denial or granting of parole, control release, conditional release, or conditional medical release. However, CONTRACTOR may submit written reports to the Parole Commission and must respond to a written request by the Parole Commission for information.
- 9.6 Develop and implement requirements that inmates engage in any type of work, except to the extent that those requirements are accepted by the Department.
- 9.7 Determine inmate eligibility for any form of conditional, temporary, or permanent release from a correctional facility.

SECTION 10. DEFAULT AND TERMINATION PROVISIONS

10.1 **Department Breach.** Each of the following may constitute a Breach of Contract on the part of the Department:

10.1.1 After appropriation of adequate funds by the State, failure by the Department to make payments to CONTRACTOR under the guidelines of Section 215.422, Florida Statutes.

10.1.2 The persistent or repeated failure or refusal by the Department to substantially fulfill any of its obligations under this Contract; unless: such failure or refusal is caused by a Force Majeure event or is otherwise excused under this Contract; such failure or refusal is permitted in writing by CONTRACTOR in advance; or, such failure or refusal is directly caused by CONTRACTOR's breach.

10.2 **CONTRACTOR BREACH.** Each of the following shall constitute a Breach of Contract on the part of CONTRACTOR:

10.2.1 A material failure to keep, observe, perform, meet, or comply with any covenant, agreement, term, or provision of this Contract to be kept, observed, met, performed, or complied with by CONTRACTOR hereunder.

10.2.2 A material failure to meet or comply with any court order, ACA Standards, or federal or state requirement of law.

10.2.3 A failure to maintain ACA accreditation in accordance with Section 5.9;

10.2.4 CONTRACTOR (i) admits in writing its inability to pay its debts; (ii) makes a general assignment for the benefit of creditors; (iii) suffers a decree or order appointing a receiver or trustee for all or substantially all of its property to be entered and, if entered without

its consent, not to be stayed or discharged within sixty (60) days; (iv) suffers proceedings under any law relating to bankruptcy, insolvency, or the reorganization or relief of debtors to be instituted by or against it and, if contested by it, not to be dismissed or stayed within sixty (60) days; or (v) suffers any judgment, writ of attachment or execution, or any similar process to be issued or levied against a substantial part of its property which is not released, stayed, bonded, or vacated within sixty (60) days after issue or levy; or

10.2.5 Any other action by CONTRACTOR which would be considered a breach of this Contract at common law.

10.3 **NOTICE OF BREACH.** No remedial action may be taken under this Contract unless and until the party asserting a breach specifies, in writing to the party against whom the breach is asserted, that a breach or breaches exist(s) which, unless corrected or cured within a time period specified in the notice, will result in the taking of such action.

10.4 **TIME TO CURE.** Except in cases where immediate compliance is required under Section 10.7, the non-breaching party will provide the other party an opportunity to cure each Breach of Contract that is capable of being cured. The cure period will extend at least twenty (20) days from the date the Notice of Breach is received. In the event CONTRACTOR reasonably believes that a Breach of Contract cannot be cured within the time period specified in the notice, and that such Breach of Contract can be cured through a diligent, on-going, and conscientious effort on the part of CONTRACTOR within a reasonable period not to exceed a total of sixty (60) days, unless extended by the Department, then CONTRACTOR may, within the specified cure period, submit a plan for curing the Breach of Contract to the Department Chief. Such plan shall show in detail by what means CONTRACTOR proposes to cure the Breach of Contract. Upon receipt of any such plan for curing a Breach of Contract, the Department shall promptly review such plan and, at its discretion, may allow, or disallow, CONTRACTOR to pursue such plan for curing the Breach of Contract. In accordance with Section 957.14, Florida Statutes, and notwithstanding anything in this Contract to the contrary, the Department will not terminate this Contract unless CONTRACTOR has had at least sixty (60) workdays to correct the Breach of Contract.

10.5 **REMEDY OF THE DEPARTMENT.** Upon the occurrence of a Breach of Contract by CONTRACTOR, and subject to the notice and cure provisions in this Contract, the Department shall have the right to adjust CONTRACTOR'S compensation as set forth in Section 7.5 and pursue any other remedy it may have at law or in equity, including, but not limited to, (i) reducing its claim to a judgment and seeking all damages for such breach; (ii) taking action to cure the Breach of Contract, in which case the Department Chief may offset against any payments owed to CONTRACTOR all reasonable costs incurred by the Department in connection with its efforts to cure such Breach of Contract; (iii) terminating the Contract and removing CONTRACTOR as the operator of the Facility and offsetting against any payments owed to CONTRACTOR by the Department of all reasonable costs incurred by the Department to cure the

Breach of Contract, including attorneys' fee. In the event of a termination of this Contract due to a Breach of Contract under Section 10.2, the Department shall have no further obligations to CONTRACTOR after CONTRACTOR's removal; CONTRACTOR agrees to comply with Sections 11.3 and 11.4 with respect to the transition to new management. In the event of any remedy pursuant to this Section, CONTRACTOR shall have the right to appeal to the Department, and during any such appeal, the remedies pursuant to this paragraph shall be tolled. In the event of a termination for cause, CONTRACTOR'S liability shall include, but not limited to, any costs associated with the transportation of Inmates, any expenses incurred by the Department or any other agency to staff the Facility, and any expenses incurred by the Department or any other agency to operate the Facility which exceed the amount the Department would have paid the CONTRACTOR under this Contract.

10.6 **REMEDY OF THE CONTRACTOR.** Upon an alleged Breach of Contract by the Department, and subject to the notice and cure provisions of this Contract, CONTRACTOR's sole remedy shall be to terminate this Contract. Upon such termination, CONTRACTOR shall be entitled to receive from the Department payment for all services satisfactorily furnished under this Contract up to and including the date of termination.

10.7 **IMMEDIATE COMPLIANCE.** Notwithstanding anything in this Contract to the contrary, if the Secretary of the Department reasonably determines that CONTRACTOR'S noncompliance with a term of condition of this Contract may adversely affect the security of the Facility or present a hazard to the safety or health of Inmates or other individuals, CONTRACTOR shall be notified and directed to immediately correct the non-compliance.

Upon receipt of such notice, CONTRACTOR shall immediately advise the Department of a proposed corrective action. If the Department accepts the proposed corrective action, CONTRACTOR shall immediately implement said corrective action. If the Department rejects the proposed corrective action or if CONTRACTOR fails to advise the Department immediately of its proposed corrective action, the Department shall specify the corrective action that CONTRACTOR must immediately implement.

In the event CONTRACTOR disagrees with the Department's determination of non-compliance or designated corrective action, a request for reconsideration may be submitted in writing to the Department. In no event shall the corrective action be delayed pending appeal.

10.8 **FORCE MAJEURE.** The failure of performance of any of the terms and conditions of this Contract by either party due to Force Majeure shall not constitute a Breach of Contract under this Contract.

10.9 **TERMINATION.**

10.9.1 Termination for Non-Appropriation. If at any time during the term of this Contract, including any renewal period, the Legislature reduces appropriations to the Department or the Department's legally available funds are otherwise inadequate to fully fund the Contract, the parties agree to collaborate in good faith in accommodating

such funding shortfalls in a manner least disruptive to current operations. If necessary, the parties agree to engage in good faith negotiations to amend this Contract to achieve commensurate reduction in services corresponding to any proposed or necessary per Diem reduction. If accommodations or negotiations become irreconcilably untenable to the parties, the Department may exercise its no-fault termination rights under this Contract.

10.9.2 Termination for Cause. In the event the Department is entitled to terminate this Contract due to a Breach of Contract by CONTRACTOR, the Department may terminate this Contract immediately or in stages. Following notice of termination, in coordination with the FDC, the Department may coordinate the placement of FDC supervisors or employees in the Facility and be allowed to direct activities and operations in the Facility. The termination notice may specify either that the termination is to be effective immediately, on a date certain in the future, or that CONTRACTOR shall cease operations under the Contract in stages.

10.9.3 Partial Takeovers Without Cause. The Department may, at its convenience and without cause, exercise a partial takeover of any service which CONTRACTOR is obligated to perform under this Contract, including but not limited to, any service which is the subject of a subcontract between the CONTRACTOR and a third party (hereinafter referred to as "Partial Takeover"). A Partial Takeover shall not be deemed a Breach of Contract by either party. CONTRACTOR shall be given at least thirty (30) days prior written notice of a Partial Takeover with said notice to specify the area(s) of service the Department will assume, the date of assumption, and, if possible, the accompanying adjustment in compensation under the Contract as described below.

A Partial Takeover shall not alter in any way CONTRACTOR'S other obligations under this Contract. If a Partial Takeover substantially undermines the benefit of the bargain to CONTRACTOR, CONTRACTOR may elect to terminate this Contract for convenience, in which case the parties shall agree on a date of termination that will allow for an orderly and efficient transition to the Department or another vendor. The Department will work cooperatively with CONTRACTOR in the Partial Takeover of any services provided by a subcontractor in order to minimize prejudice to CONTRACTOR.

In the event of a Partial Takeover, the Department may withhold from payments due CONTRACTOR the amount of CONTRACTOR'S estimated cost savings resulting from not having to deliver the full services. CONTRACTOR will supply the Department with information to demonstrate its cost of providing the services taken over. CONTRACTOR shall have no other right to recover from the Department any actual, general, special,

incidental, consequential, or any other damages whatsoever of any description or amount resulting from the Partial Takeover.

10.9.4 Other Rights to Assume Temporary Control of Facility. The Department also reserves the right to temporarily assume or coordinate with FDC to assume control of the Facility during a natural disaster, riot or disturbance within the Facility, or under other conditions that present a serious threat to the safety, health or security of the Inmates, employees, or the public. This right to assume control shall create no obligation on the part of the Department to assume control in any particular case.

10.9.5 Termination for Convenience. The Department may terminate this Contract for convenience by giving CONTRACTOR at least one hundred and twenty (120) days written notice. CONTRACTOR shall be paid through the date of cancellation but shall not be entitled to recover any cancellation charges or lost profits.

10.10 LIMITATION OF LIABILITY.

10.10.1 For all claims against CONTRACTOR under this Contract, regardless of the basis on which the claim is made, CONTRACTOR'S liability shall be limited shall be limited to (i) the amount payable for such claims under any insurance policy required under Section 8.3 of this Contract; plus (ii) two times the amount CONTRACTOR has invoiced the Department for services under this Contract. This limitation shall not apply to claims arising under the indemnity provisions of this Contract.

10.10.2 Unless otherwise specifically enumerated in this Contract, no party shall be liable to another for special, indirect, punitive, or consequential damages, including lost data or records (unless the Contract requires CONTRACTOR to back-up data or records), even if the party has been advised that such damages are possible. No party shall be liable for lost profits, lost revenue, or lost institutional operating savings. The Department may, in addition to other remedies available to them at law or equity and upon notice to CONTRACTOR, retain such monies from amounts due Contractor as may be necessary to satisfy any claim for damages, price adjustments, penalties, costs and the like asserted by or against them. The State may set off any liability or other obligation of CONTRACTOR or its affiliates to the State against any payments due CONTRACTOR under any contract with the State.

SECTION 11. MISCELLANEOUS PROVISIONS

11.1 BOOKS AND RECORDS. CONTRACTOR shall keep, at the Facility, proper and complete, books, records, and accounts with respect to the Facility and all subcontractors thereof; and shall permit the On-Site Contract Monitor, the Department and the State, or its respective designees, to inspect the same at all reasonable times and to make and take away copies thereof, pursuant to Chapter 119, Florida Statutes. If

there is trade secret information that CONTRACTOR does not want disclosed during a public records request, it is CONTRACTOR's responsibility to provide an additional copy of the information with the trade secret information redacted.

11.2 MAINTENANCE OF CORPORATE EXISTENCE AND BUSINESS.

CONTRACTOR shall at all times maintain its corporate existence and authority to transact business and good standing in its jurisdiction of incorporation and the State of Florida. CONTRACTOR shall maintain all licenses, permits, and franchises necessary for its businesses where the failure to so maintain might have a material adverse effect on CONTRACTOR's ability to perform its obligations under this Contract. CONTRACTOR will provide this information to the Department, the On-Site Contract Monitor, or other authorized personnel as requested.

11.3 TRANSITION SERVICES.

11.3.1 In connection with any termination, expiration, Partial Takeover, or assumption of temporary control under Section 10 of this Contract, CONTRACTOR agrees to work with the Department and/or the FDC under the Department and/or the FDC management supervision for a period of at least ninety (90) days to ensure an orderly and efficient transition from CONTRACTOR's management to the Department and/or the FDC management (or management by a third party) of the Facility. During this transition period, CONTRACTOR will transfer all necessary records, files and documents for the operation of the Facility, including but not limited to inmate records, maintenance records, and personnel files.

11.3.2 Transition services rendered before the termination date shall be provided by CONTRACTOR without any additional compensation. After the termination date, the price for transition services shall be negotiated between the parties at the time such services are requested. In no event will the price for transition services exceed the rates CONTRACTOR typically charges governmental clients for similar services. Notwithstanding anything to the contrary herein, if the Department terminates this Contract because of a breach by CONTRACTOR which is not timely cured, the transition services shall be provided at no cost to the Department.

11.3.3 CONTRACTOR will not prevent the employment of any person working at the Facility to continue working at the Facility upon the termination or expiration of this Contract.

11.4 TRANSITION PLAN. The parties will begin working cooperatively on a detailed transition plan immediately upon the Effective Date of this Contract. The transition plan shall be substantially completed by the Service Commencement Date and will be finalized within six months thereafter. The transition plan shall address all foreseeable scenarios in which services under this Contract would be transitioned to the Department, FDC, or an outside vendor. The transition plan will be

reviewed and updated by the parties as and when the Department deems appropriate.

11.5 TAXES, LIENS, AND ASSESSMENTS.

11.5.1 CONTRACTOR shall: (i) pay, or make provision for payment of, all lawful taxes and assessments levied or assessed by the federal, state or any local government on the Facility or any machinery, equipment or other property installed or located on the Facility by CONTRACTOR therein or thereon, or upon the Florida Correctional Finance Corporation with respect to the Facility or any part thereof, including any taxes levied upon or with respect to the income or revenues of the Florida Correctional Finance Corporation from the Facility, or upon any payments pursuant to the Lease Purchase Agreement; (ii) not create or suffer to be created any lien or charge upon the Facility or any part thereof; (iii) pay or cause to be discharged or make adequate provision to satisfy and discharge, within sixty (60) days after the same shall come into force, any lien or charge upon the Facility or any part thereof and all lawful claims or demand for labor, materials, supplies or other charges which, if unpaid, might be or become a lien upon the Facility or any part thereof, except permitted encumbrances, as defined in the Lease Purchase Agreement with respect to the Facility entered into by and between the Department and the Florida Correctional Finance Corporation; (iv) pay all utility charges, including "service charges", incurred or imposed with respect to the Facility; and (v) pay all State Fire Marshall fees imposed with respect to the Facility.

11.5.2 The parties hereto acknowledge that the housing of state prisoners is a governmental function, albeit a function that can be contracted for with a private business. In addition, the parties hereto acknowledge that the use of a Lease Purchase Agreement utilizing tax-exempt financing for the construction of the Facility does not alter the nature of the use of the Facility. To that end, in the event that a local jurisdiction attempts to assess ad valorem taxes on the Facility, CONTRACTOR agrees to provide any necessary assistance, support, and expenditure of legal resources (including a pro rata share of all attorneys' fees and costs) in order to fully participate in and support any efforts by the State to defend the sovereign immunity from such taxation enjoyed by the Facility as State property, pursuant to *Barnett v. Department of Management Services*, 931 So. 2d 121 (Fla. 1st DCA 2006). DMS will pay 50% of all such attorneys' fees and costs. CONTRACTOR agrees to pay a pro rata share of the remaining 50% of attorneys' fees and costs, based on the proportion of the private prison facilities CONTRACTOR operates under contract with DMS to all private prison facilities under contract with DMS.

11.5.3 In the event that either a judicial determination or a State legislative mandate explicitly subjects the Facility to ad valorem taxation or requires payment in lieu of taxes (PILOT), the amount of any such annual ad valorem tax or PILOT payment shall be deducted on a

pro-rated monthly basis from CONTRACTOR's monthly compensation.

- 11.6** **PRISON REHABILITATIVE INDUSTRIES AND DIVERSIFIED ENTERPRISES, INC. (PRIDE).** Section 946.515(2), F.S. requires the following statement to be included in the solicitation: "It is expressly understood and agreed that any articles which are the subject of, or required to carry out, the Contract shall be purchased from the corporation identified under Chapter 946 of the Florida Statutes (PRIDE) in the same manner and under the same procedures set forth in Sections 946.515(2) and (4) of the Florida Statutes; and for purposes of the Contract the person, firm, or other business entity carrying out the provisions of the Contract shall be deemed to be substituted for the agency insofar as dealings with such corporation are concerned." Additional information about PRIDE and the products it offers is available at <http://www.pridefl.com>.
- 11.7** **PRODUCTS AVAILABLE FROM THE BLIND OR OTHER HANDICAPPED.** Section 413.036(3), F.S. requires the following statement to be included in the solicitation: "It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this contract shall be purchased from a nonprofit agency for the Blind or for the Severely Handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in Sections 413.036(1) and (2), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the State agency insofar as dealings with such qualified nonprofit agency are concerned." Additional information about the designated nonprofit agency and the products it offers is available at <http://www.respectofflorida.org>.
- 11.8** **LOBBYING AND INTEGRITY.** CONTRACTOR shall ensure compliance with Section 11.062, F.S. and Section 216.347, F.S. CONTRACTOR shall not, in connection with this or any other agreement with the State, directly or indirectly (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (2), "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. Upon request of the Department's Inspector General, or other authorized State official, CONTRACTOR shall provide any type of information the Inspector General deems relevant to CONTRACTOR's integrity or responsibility. Such information may include, but shall not be limited to, CONTRACTOR'S business or financial records, documents, or files of any type or form that refer to or relate to the Contract. CONTRACTOR shall retain such records for the longer of (1) three years after the expiration of the Contract or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at: <http://dlis.dos.state.fl.us/barm/genschedules/gensched.htm>).

CONTRACTOR agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of CONTRACTOR'S compliance with the terms of this or any other agreement between CONTRACTOR and the State which results in the suspension or debarment of CONTRACTOR. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. CONTRACTOR shall not be responsible for any costs of investigations that do not result in CONTRACTOR's suspension or debarment.

11.9 **COPIES OF DOCUMENTS.** Prior to the execution of this Contract and on an on-going basis, CONTRACTOR shall timely provide to the Department copies of the following documents:

11.9.1 All original and renewed insurance certificates clearly indicating compliance with Section 8.3.

11.9.2 Tax receipts or other appropriate documentation indicating CONTRACTOR's payments to the taxing authorities to indicate compliance with Section 11.7.

11.10 **REIMBURSABLE EXPENSES.** In the event that CONTRACTOR fails to comply with Sections 11.1, 11.3 and 11.8, CONTRACTOR shall pay actual expenses for the Department to employ an agent or for a Department employee to visit the offices of CONTRACTOR or the CONTRACTOR's parent corporation to make and take away copies of the documents necessary to comply with Sections 11.1, 11.3 and 11.8.

11.11 **INVALIDITY AND SEVERABILITY.** In the event that any provision of this Contract shall be held to be invalid, such provision shall be null and void. The validity of the remaining provisions of the Contract shall not in any way be affected thereby.

11.12 **COUNTERPARTS.** This Contract maybe executed in multiple counterparts, each of which shall be deemed to be an original and all of which shall constitute one contract, notwithstanding that all parties are not signatories to the original or the same counterpart, or that signature pages from different counterparts are combined, and the signature of any party to any counterpart shall be deemed to be a signature to and may be appended to any other counterpart.

11.13 **INTERPRETATION.** The headings contained in this Contract are for reference purposes only and shall not affect the meaning or interpretation of this Contract.

11.14 **TERMINOLOGY AND DEFINITIONS.** All personal pronouns used in this Contract, whether used in the masculine, feminine, or gender-neutral, shall include all other genders; the singular shall include the plural; and the plural shall include the singular.

- 11.15** **VENUE.** The Contract shall be interpreted under the laws of the State of Florida and Leon County Circuit Court shall be the venue in the event any action is filed on the Contract.
- 11.16** **ENTIRE AGREEMENT; AMENDMENTS.** The Contract Documents contain all the terms and conditions agreed upon by the parties hereto. No oral agreements or representations shall be valid or binding upon either party. The Contract Documents shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto.
- 11.17** **THIRD PARTY RIGHTS.** The provisions of this Contract are for the sole benefit of the parties hereto and shall not be construed as conferring any rights on any other person.
- 11.18** **BINDING NATURE.** This Contract shall not be binding upon the parties until it is approved and executed by both parties.
- 11.19** **INTERPRETATION.** This Contract shall not be interpreted or construed against the drafting party.
- 11.20** **PROHIBITION AGAINST ASSIGNMENT.** The Department has entered into this Contract with CONTRACTOR based on, among other considerations, its assessment of the qualifications and experience of CONTRACTOR, the management talent of key employees of CONTRACTOR, and the organizational structure CONTRACTOR has caused to be created. Consequently, there shall be no assignment or transfer of the interest of CONTRACTOR, whether in whole or in part, absent the prior written consent of the Department. Further, CONTRACTOR shall notify the Department in writing as soon as is practical following (a) a merger with or an acquisition by any corporation, partnership, person, or other entity; (b) the acquisition by or purchase of more than ten percent (10%) of the outstanding shares of CONTRACTOR by any corporation, partnership, person, or other entity; and (c) a change in the senior management of CONTRACTOR, senior management including its President, Chief Executive Officer, and the membership of its Board of Directors. If, in the reasonable judgment of the Department, any such event is determined to be likely to have a material and adverse effect on the ability of CONTRACTOR to fully comply with all of the terms and conditions of this Contract, the Department reserves the right to terminate the Contract without liability or penalty to the Department.
- 11.21** **ACCESS TO RECORDS.** The Department may unilaterally cancel this Contract for refusal by CONTRACTOR to allow public access to all documents, papers, letters, or other material originated or received by CONTRACTOR in conjunction with the Contract, subject to the provisions of Section 119, Florida Statutes.

- 11.22** **NOTICES.** All notices shall be sent certified mail; return receipt requested to:

Department:
Bureau Chief
Bureau of Private Prison Monitoring
Florida Department of Management Services
4050 Esplanade Way
Tallahassee, Florida 32399-0950

CONTRACTOR:
Scott Marquardt, President
Management & Training Corporation
500 N. Marketplace Dr.
Centerville, UT 84014

- 11.23** **Intellectual Property.** The Parties do not anticipate that any Intellectual Property will be developed as a result of this Contract. However, any Intellectual Property developed as a result of this Contract will belong to and be the sole property of the state. This provision will survive the termination or expiration of this Contract.

- 11.24** **Public Records.** The Department may unilaterally cancel this Contract for refusal by the CONTRACTOR to comply with this section by not allowing public access to all documents, papers, letters or other material made or received by the CONTRACTOR in conjunction with the Contract, unless the records are exempt from section 24(a) of Article I of the State Constitution and section 119.07(1), F.S.

Solely for the purposes of this section the contract manager is the agency custodian of public records, unless another is designated per (e), below.

If, under a resulting contract or purchase order, the CONTRACTOR is providing services and is acting on behalf of a public agency, as provided by section 119.0701, Florida Statutes. The CONTRACTOR shall:

(a) Keep and maintain public records required by the public agency to perform the service;

(b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within reasonable time and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure are not disclosed except as authorized by law for the duration of the contract term and following the completion of the contract if the CONTRACTOR does not transfer the records to the public agency;

(d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the CONTRACTOR or keep and maintain

public records required by the public agency to perform the service. If the CONTRACTOR transfers all public records to the public agency upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency; and

(e) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE TELEPHONE NUMBER, EMAIL ADDRESS AND MAILING ADDRESS PROVIDED IN THE RESULTING CONTRACT OR PURCHASE ORDER.

11.25 Employment Eligibility Verification. Contractor agrees that it will enroll and participate in the Employment Eligibility Verification program ("E-Verify Program") administered by the U.S. Department of Homeland Security ("DHS"), under the terms provided in the "Memorandum of Understanding" with DHS governing the program.. Contractor further agrees to provide the Florida Department of management Services (the "Agency"), within thirty days of the effective date of this Agreement, documentation of such enrollment in the form of a copy of the "Edit Company Profile" page in E-verify, which contains proof of enrollment in the E-Verify Program. (This page can be accessed from the "Edit Company Profile" link on th left navigation menu of the E-Verify employer's homepage.)

Contractor further agrees that it will require each subcontractor that performs work under this Agreement to enroll and participate in the E-Verify program within ninety (90) days of the effective date of this Agreement or within ninety days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency and other authorized state officials upon request.

Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify Program, including participation by its subcontractors as provided above, and to make such records available to the Agency and other authorized state officials.

Compliance with the term of this Employment Eligibility Verification provision (including compliance with the terms of the "Memorandum of Understanding" with DHS) is hereby made an express condition of this Agreement.

- 11.26 Contractor Certification.** If the Contract exceeds \$1,000,000.00 in total, not including renewal years, Contractor certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List created pursuant to sections 215.473, F.S. and 215.4725 F.S, respectively. Pursuant to section 287.135(5), F.S., and 287.135(3), F.S., Contractor agrees the Department may immediately terminate the Contract for cause if the Contractor is found to have submitted a false certification or if Contractor is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel during the term of the Contract.
- 11.27 Cooperation with the Inspector General.** Pursuant to section 20.055(5), Florida Statutes, contractor and any subcontractors understand and will comply with their duty to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

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IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be executed by their undersigned officials as duly authorized. This Contract is not valid and binding until signed and dated by the Parties.

DEPARTMENT OF MANAGEMENT SERVICES

Signature:



David Zeckman, Chief of Staff

Date:

January 31, 2018

MANAGEMENT & TRAINING CORPORATION

Signature:



Print Name:

Sergio Molina

Title:

Sr. VP, Business Development & Administration

Date:

01/30/2018

DMS-17/18-025
Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
A Dorm CLOSET											
DMS	BUFFER / POLISHER MACHINE	1	750.00	750.00	53945	C205PX-TP	pacific	DMS01139		GOOD	FL Asset Num: 9553
DMS	FILE CABINET	1	349.00	349.00	NONE	NONE	NONE	DMS01141		FAIR	FL Asset Num: 16
A Dorm Office											
DMS	DESK CHAIR - Blue	1	95.37	95.37	CORNH	NONE	HON	DMS01129		GOOD	FL Asset Num: 1764 (WAS 2376)
A Dorm Office #1											
DMS	BLACK ROLLING CHAIR	1					STAPLES	DMS00348	07/19/2017	New	REPLACED DMS01352
DMS	WOOD FILE CABINET	1	140.00	140.00	NONE	NONE	NONE	DMS01133		FAIR	FL Asset Num: 33
DMS	Office Desk	1	400.00	400.00	NONE	NONE	NONE	DMS01134		GOOD	FL Asset Num: 32
A Dorm Office #3											
DMS	BLACK ROLLING CHAIR	1					STAPLES	DMS00347	07/18/2017	New	REPLACED DMS01319
DMS	PRINTER	1	245.00	245.00	PHGFG63398	LASERJET M401DNE	HP	DMS03017	12/05/2012	New	replaces DMS00882 IP Address: 10.250.3.15 CS-Added Cost 10.6.15
IWTF	Office Desk	1	400.00	400.00	NONE	NONE	NONE	IWTF01002		FAIR	FL Asset Num: TF0067
A Dorm QD 1											
DMS	Dayroom Chairs	12	97.00	1,164.00	NONE	NONE	NONE	DMS01136		FAIR	FL Asset Num: NONE
DMS	Television, 32" LCD	1	180.00	180.00	C12X322BCL 4750	X322BVHD	SCEPTRE	DMS01357	05/18/2012	GOOD	REPLACES DMS01339 Inventory Reconciliation in Progress
A Dorm QD 2											
DMS	T.V.	1	129.99	129.99	G19C322BKN1525	X32	SCEPTRE	DMS00322	07/27/2016	New	REPLACE DMS01364

DMS-17/18-025
Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Dayroom Chairs	12	97.00	1,164.00	none	NONE	NONE	DMS01137		FAIR	FL Asset Num: NONE
A Dorm QD 3											
DMS	Dayroom Chairs	11	97.00	1,067.00	NONE	NONE	NONE	DMS01131		FAIR	FL Asset Num: NONE
IWTF	DVD PLAYER	1	27.00	27.00	U52082871	MDV2100/F7	MAGNAVOX	IWTF00843	04/08/2011	GOOD	REPLACES IWTF00763
IWTF	T.V.	1	129.99	129.99	G19C322BKN1492	X32	SCEPTRE	IWTF01316	07/27/2016	New	REPLACE IWTF01250
A Dorm QD 4											
DMS	T.V.	1	129.99	129.99	G19C322BKN1545	X32	SCEPTRE	DMS00323	07/27/2016	New	REPLACE DMS01132
ADMIN Arsenal											
DMS	CABINET	1						DMS00352		New	REPLACED DMS01125
DMS	File Cabinet 3 drawer	1	349.00	349.00	NONE	NONE	NONE	DMS01122		POOR	FL Asset Num: 1008
DMS	Storage Cabinet	1	249.00	249.00	NONE	NONE	STEELCASE	DMS01125		GOOD	FL Asset Num: 1012
DMS	Flammable Cabinet	1	785.00	785.00	NONE	NONE	Justrite	DMS01126		GOOD	FL Asset Num: 1005
DMS	Small Flammable Cabinet	1	150.00	150.00	NONE	NONE	Justrite	DMS01128		GOOD	FL Asset Num: 1781
DMS	9MM PISTOL	1	696.64	696.64	HUS1081	M&P	SMITH & WESSON	MTC01601		New	
ADMIN BREAKROOM											
DMS	Computer Desk	1	250.00	250.00	CYH3D5	AM3036	HON	DMS01080		GOOD	FL Asset Num: 835
ADMIN CONF RM											
DMS	High back office chair, black	1	79.99	79.99	none	none	none	DMS00247	02/21/2012	GOOD	REPLACING DMS00552 -adc
DMS	High back office chair, black	1	79.99	79.99	none	none	none	DMS00248	02/21/2011	GOOD	REPLACING DMS01048
DMS	TABLE (CONFERENCE) LG	1	645.00	645.00	NONE	NONE	NONE	DMS01028		GOOD	FL Asset Num: 1423
DMS	Office Chair BLACK wheeled	1	197.00	197.00	NONE	NONE	CORPORATE EXPRESS	TMPDMS50		FAIR	FL Asset Num: 1422

DMS-17/18-025
Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
ADMIN Finance Mgr Office											
DMS	UPS	1	84.43	84.43	4B1411P55564	BE550G	APC	DMS00284	11/03/2012	Good	REPLACING DMS01101 M.H.
DMS	PRINTER	1	472.94	472.94	CNHC65S2SR	1320	HP	DMS01003	11/27/2011	GOOD	FL Asset Num: 2171
DMS	EXECUTIVE DESK W/ RETURN	1	1,157.00	1,157.00	NONE	NONE	MILLER	DMS01099		GOOD	FL Asset Num: 1429
DMS	CREDENZA	1	450.00	450.00	NONE	NONE	NONE	DMS01100		GOOD	FL Asset Num: 1432
DMS	BOOKCASE	1	450.00	450.00	NONE	NONE	MILLER	DMS01102		GOOD	FL Asset Num: 1430
ADMIN HR Assistant Rm 16											
DMS	BLACK ROLLING CHAIR	1	95.39	95.39	NA	NA	STAPLES	DMS00329	10/19/2016	New	REPLACE DMS01367
DMS	File Cabinet 5 drawer LATERAL	1	850.00	850.00	NONE	NONE	HON	DMS01054		GOOD	
DMS	Filing Cabinet 4 Drawer	1	300.00	300.00	M82479	NONE	HON	DMS01064		GOOD	FL Asset Num: 890
DMS	Wooden Book Case	1	200.00	200.00	NONE	NONE	NONE	DMS01066		FAIR	FL Asset Num: 756
ADMIN HR Manager Rm 17											
DMS	3 PC DESK	1	2,500.00	2,500.00	DXAP07	DDY6SF/D5GSEW	HON	DMS01061		GOOD	FL Asset Num: 587
DMS	SCANNER	1	700.00	700.00	126481	FI-6130	FUJITSU	DMS01063		Poor	Replaced BY DMS04008
DMS	Wooden 2 Shelf Cabinet	1	150.00	150.00	NONE	NONE	NONE	DMS01065		GOOD	FL Asset Num: 1403
DMS	UPS	1	78.54	78.54	4B1407P46139	BE550G	APC	DMS03006	08/06/2012	GOOD	Replacing Dms 01073. Adeded by J.M.P.
DMS	SCANNER	1	475.00	475.00	AWWCC00820	ix500	FUJITSU	DMS04008	03/03/2017	Good	REPLACING DMS01063
ADMIN HR-Clerk											
DMS	L SHAPED DESK 4 DRAWER	1	450.00	450.00	CEVNZY	GA30125	How	DMS01049		GOOD	FL Asset Num: 1826
DMS	FAX MACHINE	1	139.99	139.99	U63274A5J892389	INTELLI-FAX2840	BROTHER	DMS03014	05/14/2015	New	REPLACING DMS01058

DMS-17/18-025
Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
ADMIN Inmate Account Clerk Office											
DMS	FILE CABINET 5 DR LATERAL	1	850.00	850.00	NONE	NONE	NONE	DMS01041		GOOD	FL Asset Num: 1823
ADMIN Inmate Accounts Office 13											
DMS	PRINTER	1	442.00	442.00	CNRXY19559	4250	HP	DMS00044		Poor	
DMS	PRINTING CALCULATOR	1	60.00	60.00	9D021429	EL-1197P	SHARP	DMS01039		GOOD	FL Asset Num: TF0971
DMS	File Cabinet 4 drawer	1	450.00	450.00	NONE	NONE	RENTS	DMS01068		GOOD	FL Asset Num: 1700
DMS	fireproof safe	1	600.00	600.00	NONE	6380	Sentry	DMS01096		GOOD	FL Asset Num: 1425
DMS	5 drawer lateral file	1	985.00	985.00	NONE	842511	Steelcase	DMS01097		GOOD	FL Asset Num: 1426
ADMIN MIS Technician Rm 19											
DMS	MONITOR	1	129.00	129.00	QFK072908680	VS11534	Viewsonic	DMS00631		Poor	
DMS	DESK	2	612.00	1,224.00	CYXNDY/CWXNMY	NONE	HON	DMS00971		FAIR	FL Asset Num: 2370
DMS	Book Shelf 3 tier	1	116.09	116.09	NONE	NONE	NONE	DMS01076		GOOD	FL Asset Num: 1169
DMS	PRINTER	1	184.26	184.26	S51BYSS1	B2360DN	DELL	DMS03009		Good	REPLACING DMS00797. ADDED BY JMP 11-26-2014
DMS	DESKTOP COMPUTER	1			dndwsc1	OPTIPLEX 320	DELL	DMS04007	04/12/2007	Fair	Backup Computer for the Electronic door system.
IWTF	PRINTER	1	160.45	160.45	C5BQSS1	B2360dn	DELL	IWTF01286	08/27/2013	Good	Warranty end date: 9/4/2016
IWTF	MONITOR	1	0.00	0.00	CN0RNMH67444505BC TPS	P190s	DELL	IWTF04010	06/21/2010	Good	Renumbered from Asset ID: MTC01450
IWTF	DESKTOP COMPUTER	1	0.00	0.00	G2P2LM1	OPTIPLEX 380	DELL	IWTF04018	06/30/2010	GOOD	Renumbered from Asset ID: MTC00361. MTC00361 was REPLACED BY GCF00507.Hard Drive was wiped with Kill Disk and reimaged with

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											and reimage with Windows 7. REPLACING IWTF00139
DMS	MONITOR	1	0.00	0.00	CN0RNMH67444505BC R1S		DELL	MTC01401		GOOD	
ADMIN Payroll Office											
DMS	CHAIR WITH ARMS	1	179.00	179.00	NONE	SCORE	GLOBAL INDUSTRIES	DMS01036		GOOD	FL Asset Num: 9587
DMS	CREDENZA 2DOOR METAL LOCKING-GRAY-METAL	1	300.00	300.00	DUXS52	NONE	HON	DMS01062		GOOD	INVENTORY AUDIT HC
ADMIN Purchaser Office											
DMS	Office Chair Blue wheeled	1	147.00	147.00	NONE	VL601VA	Corporate Express	DMS01050		GOOD	FL Asset Num: 1824
IWTF	UPS	1	84.43	84.43	4B1350P29147	BE550G	APC	IWTF01298	11/03/2012	GOOD	REPLACING IWTF01149
ADMIN QA Office 11											
DMS	BLACK FILING CABINET	1	450.00	450.00	NONE	NONE	OFFICE IMPESSIONS	DMS01023		GOOD	FL Asset Num: 1662
DMS	Office Chair black, no arms	1	97.00	97.00			CORPORATE EXPRESS	DMS01110		Good	Inventory Reconciliation in Progress
ADMIN QA Office 12											
DMS	Chair Task w/arms BURGANDY	1	137.00	137.00	CMRNYR	2075AB62T	HON	DMS01124		GOOD	FL Asset Num: 1783
ADMIN Receptionist Office											
DMS	BLACK ROLLING CHAIR	1	106.42	106.42	NA	NA	STAPLES	DMS00316	04/07/2016	New	REPLACE DMS001117
DMS	PHONE CONSOLE	1	300.00	300.00	99SP41656336	AT&T	LUCENT	DMS01114		GOOD	FL Asset Num: 9106
DMS	REFRIGERATOR	1	110.00	110.00	981197535	SR-361W	SANYO	DMS01116		GOOD	FL Asset Num: 105

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
Admin Rm 21											
DMS	LAMINATOR	1	211.58	211.58	140411VB0014080CRC 57291	CALLISTO 125	FELLOWES	DMS00286	07/08/2014	NEW	REPLACES DMS01088 ADDED BY J.M.P
DMS	DESK	2	612.00	1,224.00	CFXNDY/CLXNMY	NONE	HON	DMS00983		GOOD	FL Asset Num: 2347
ADMIN RM 22											
DMS	MONITOR	1	150.00	150.00	CNOM161846633CJ4N5 L	NONE	DELL	DMS00825		BAD	FL Asset Num: 9274 BA UPDATED 01/08/2013
DMS	TELEPHONE	1	465.00	465.00	98SP65300604	MLX5	AVAYA	DMS00941		FAIR	speakerphone doesn't work
DMS	TELEPHONE	1	98.00	98.00	97SP38258331	107984735	LUCENT	DMS00953		BROKEN	FL Asset Num: 2266
DMS	RADIO BASE UNIT	1	150.00	150.00	WPLN4226A	7142MTJ05	MOTOROLA	DMS01008		GOOD	FL Asset Num: 2177
DMS	UPS	1	0.00	0.00	3B0813X07413	350	APC	DMS01336		BAD	
DMS	PRINTER	1	160.45	160.45	25BQSS1	B2360dn	DELL	DMS03003	04/15/2009	NEW	Replaces DMS00079
DMS	PRINTER	1	245.00	245.00	PHGFG63406	LASERJET M401DNE	HP	DMS03018	05/12/2012	Needs Maintenanc e	Replaces DMS00780 IP Address: 10.250.3.14 CS-Added Cost 10.6.15
DMS	MONITOR	1	715.00	715.00	CFXA280007	PMCL319	Pelco	DMS04003	04/13/2016	Good	REPLACING DMS00512
DMS	MONITOR	1	715.00	715.00	CG3A510030	PMCL319	PELCO	DMS04004		Good	
IWTF	Monitor	1	670.00	670.00	NONE		PROCURVE	iwtf00252		GOOD	FL Asset Num: 0790Inventory Reconciliation in progress
ADMIN Rm 23											
DMS	DESKTOP COMPUTER	1	659.00	659.00	MXL0121QKQ	6000	HP	DMS01109	12/03/2002	GOOD	FL Asset Num: 9273

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
ADMIN SERVER ROOM											
DMS	COMPUTER DESK (WOOD)	1	300.00	300.00	NONE	NONE	AARON FURNITURE	DMS01018		GOOD	FL Asset Num: 1819
DMS	WAN ACCELERATOR	1	0.00	0.00	GY6NU-NN5RM	SG300	BLUECOAT	GCF00626		NEW	ADDED ON 07/29/2014 BY JMP Renumbered from Asset ID: MTC1559
ADMIN TRAINING											
DMS	Book shelf, wood, painted gray	1	600.00	600.00	NONE	NONE	NONE	DMS00086		FAIR	FL Asset Num: 2228 asset tag is missing. did not remove old property # -adc
DMS	MONITOR	1	80.49	80.49	QC2073603329	VS11369	VIEWSONIC	DMS00252	06/03/2009	GOOD	
DMS	File Cabinet 4 drawer	1	450.00	450.00	NONE	NONE	RENTS	DMS01069		GOOD	FL Asset Num: 1733
DMS	PROJECTOR SCREEN	1	119.00	119.00	NONE	NONE	QUARTET	DMS01082		GOOD	FL Asset Num: 1445
DMS	LIL ANNIE	1	219.00	219.00	NONE	NONE	AMERICAN HEART ASSOC	DMS01083		GOOD	FL Asset Num: 12
DMS	LIL ANNIE	1	219.00	219.00	NONE	NONE	AMERICAN HEART ASSOC	DMS01084		GOOD	FL Asset Num: 13
DMS	LIL ANNIE	1	219.00	219.00	NONE	NONE	AMERICAN HEART ASSOC	DMS01085		GOOD	FL Asset Num: 11
DMS	VCR CHARGER	1	39.00	39.00	L3WAO3247	PVA24	PANONESONIC	DMS01086		FAIR	FL Asset Num: 457
DMS	VCR CAMERA W/CASE	1	479.00	479.00	7094	X12	PANONESONIC	DMS01087		FAIR	FL Asset Num: 460
DMS	DVD/VCR PLAYER	1	150.00	150.00	U12191426	DV220MW9A	MAGNOVOX	DMS01337		NEW	
DMS	SIMULAID CPR MANEQUIN	7	349.00	2,443.00	NONE	NONE	AMERICAN HEART A	TMPDMS87		FAIR	FL Asset Num: 14 (missing 2 @ take over)
ADMIN Training Rm 20											
DMS	PRINTER	1	592.37	592.37	S73XKSS1	B3460DN	DELL	DMS00285	04/12/2012	GOOD	REPALCING DMS00821 M.H.
DMS	File Cabinet 4 drawer	1	495.00	495.00	NONE	NONE	AARON	DMS01051		GOOD	FL Asset Num: 1132

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
ADMIN Utility Rm											
DMS	File Cabinet 5 drawer LATERAL	1	850.00	850.00	NONE	NONE	HON	DMS01055		GOOD	FL Asset Num: 1725 back entrance of admin/10.18.11 -adc
DMS	Buffer	1	989.00	989.00	38101	C1500DCTP	PACIFIC	DMS01093		FAIR	FL Asset Num: 9339
ADMIN Warden's Office											
DMS	UPS	1	84.43	84.43	4B1407P44613	BE550G	APC	DMS00278	10/05/2010	GOOD	REPLACES DMS01009 M.H.
DMS	CHARGER	1	792.96	792.96	7190MKK01	IMPRES WPLN4218A	MOTOROLA	DMS00504		unknown	FL Asset Num: 482 not being used. in file cabinet.
DMS	WOOD BOOKCASE TALL	1	300.00	300.00	NONE	NONE	INDIANA	DMS01001		GOOD	FL Asset Num: 114
DMS	3 PIECE SECTIONAL DESK	1	1,110.00	1,110.00	NONE	NONE	INDIANA	DMS01002		GOOD	FL Asset Num: 115
DMS	ROUND WOODEN TABLE	1	470.00	470.00	NONE	NONE	INDIANA	DMS01004		GOOD	FL Asset Num: 110
DMS	RADIO	1	767.00	767.00	037THW5888	AAH55QDH9JA1AN	MOTOROLA	DMS01013		GOOD	FL Asset Num: 501
IWTF	Handycam	1	278.00	278.00	1390285	DCR-HC28	Sony	IWTF01100		GOOD	FL Asset Num: TF0234
DMS	MONITOR	1	120.00	120.00	6CM4161603	V221	HP	MTC01557	04/08/2001	GOOD	Added by JMP.
IWTF	Handycam Accessories	1	75.00	75.00	NONE	for DCR HC28	Sony	TMPIWTF12		GOOD	FL Asset Num: Part of TF 0234 - Bundled w / IWTF01100
IWTF	Handycam Batteries	2	40.00	80.00	NONE	for DCR HC28	Sony	TMPIWTF13		GOOD	FL Asset Num: Part of TF 0234 - Bundled w / IWTF01100
ADMIN Warden's Secretary											
DMS	Two drawer wooden cabinet	1	250.00	250.00				DMS01025		fair	adc
DMS	FAX MACHINE	1	249.98	249.98	U63274L3J550159	2840	BROTHER INTELLIFAX	DMS00266	02/05/2014	NEW	REPLACED DMS01019 M.H.
DMS	UPS	1	84.43	84.43	4B1407P44550	BE550G	APC	DMS00277	04/16/2014	NEW	REPLACES DMS01024 M.H.
DMS	L SHAPED DESK	1	2,583.00	2,583.00	NONE	NONE	AARON FURNITURE	DMS01014		GOOD	FL Asset Num: 2100

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	HUTCH	1	500.00	500.00	NONE	NONE	AARON FURNITURE	DMS01015		GOOD	FL Asset Num: 2100
DMS	CREDENZA	1	675.00	675.00	NONE	NONE	AARON FURNITURE	DMS01016		GOOD	FL Asset Num: 2100
DMS	DESK CHAIR, maroon	1	578.00	578.00	DCHV7E	20915R69T	HON	DMS01017		GOOD	FL Asset Num: 811
DMS	MICROWAVE	1	120.00	120.00	HM939856B	JES632WN002	GE	DMS01020		GOOD	FL Asset Num: 1093
DMS	CREDENZA Emergency Cabinet	1	400.00	400.00	NONE	NONE	Georgia Pacific	DMS01029		GOOD	FL Asset Num: 1709
B DORM OFF B-15											
DMS	Desk	1	400.00	400.00	NONE	NONE	NONE	DMS01142		GOOD	FL Asset Num: 29
DMS	Wooden File Cabinet	1	160.00	160.00	NONE	NONE	NONE	DMS01143		GOOD	FL Asset Num: 30
DMS	Office Chair	1	97.00	97.00	NONE	3401	CHAIR WORLD	DMS01146		GOOD	FL Asset Num: 957
B Dorm Office #3											
DMS	Desk, metal, gray/brown top	1	400.00	400.00	NONE	NONE	NONE	DMS00091		FAIR	FL Asset Num: 1132
B DORM Office #4											
DMS	STRIPPER MACHINE	1	910.00	910.00	53947	C1500DC-TP	pacific	DMS01140		GOOD	FL Asset Num: 9552
B DORM Office B-7											
IWTF	Floor Fan	1	495.00	495.00	141197	225445	NONE	IWTF01007		GOOD	FL Asset Num: 0209
B DORM QD 1											
DMS	32" FLAT SCREEN TV	1	240.70	240.70	6990Y25200379	UW32S3PW	WESTINGHOUSE	DMS 01333	07/26/2013	NEW	REPLACES DMS 01338
B DORM QD 2											
DMS	32 SCEPTRE TV	1	229.95	229.95	C55E325BCL2511	E32 E325BV		DMS01373		NEW	REPLACING DMS01351
B DORM QD 3											
DMS	TV	1			05783CHH805471P	UN32J4500AFXZA	SAMSUNG	DMS00337	03/13/2017	New	REPLACED DMS00231
IWTF	DVD PLAYER	1	34.95	34.95	601TCSF170814	DP132	LG	IWTF01310	05/27/2016	New	REPLACE IWTF01265

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
C DORM Off #3											
DMS	PRINTER	1	225.98	225.98	6P1WSS1	B2360DN	DELL	DMS00282	05/09/2010	GOOD	REPLACING DMS01232 M.H. Host Name: ET0021B72128AC MAC Address: 0021B72128AC IP Address:10.250.3.35
IWTF	Desk	1	400.00	400.00	NONE	NONE	NONE	IWTF00570		POOR	FL Asset Num: 1997
IWTF	2 Drawer Black cabinet	1	149.00	149.00	DO51YU	512P	HON	IWTF00686		FAIR	FL Asset Num: 9860
C DORM C-21											
DMS	BLACK ROLLING CHAIR	1	69.54	69.54	NA	NA	STAPLES	DMS00324	07/27/2016	New	REPLACE DMS00018
DMS	Desk	1	98.00	98.00	CQXNMY	GA30125	HON	DMS00936		GOOD	
DMS	TELEPHONE	1	55.99	55.99		1040	AT&T	MTC01585	01/07/2015	New	ADDED ON 01-14-2015
C DORM OFFICE C-15											
DMS	DESK	2	612.00	1,224.00	C9XNDY/CLXNDY	NONE	HON	DMS01156		GOOD	FL Asset Num: 0973 (WAS 2304)
DMS	Rolling Chair burgandy	1	97.00	97.00	NONE	2075ab	NONE	DMS01157		GOOD	FL Asset Num: 974
C DORM Office C-7											
DMS	File Cabinet 5 drawer	1	465.00	465.00	NONE	NONE	NONE	DMS01154		POOR	FL Asset Num: 730
C DORM QD 1											
DMS	T.V.	1	199.00	199.00	G16B405BCS5260	X40	SCEPTRE	DMS00325	08/10/2016	New	REPLACE DMS01356
C DORM QD 2											
DMS	TELEVISION, 42" FLAT PANEL	1	600.00	600.00	B0250656402518		SANYO	DMS00174	03/02/2011	NEW	replaces DMS01151
C DORM QD 3											

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	TV	1	181.68	181.68	E04S322BCB8323	X322BV-HDR8WX2206P73	SCEPTRE	DMS00299	03/11/2015	New	REPLACE TV DMS01152
C DORM QD 3 - CLOSET											
DMS	Floor Buffer	1	739.00	739.00	53951	C205PX-TP	PACIFIC	DMS00587		GOOD	
C DORM QD 4											
DMS	T.V	1	181.68	181.68	D58S322BCB1555	X322BV-HDR	SCEPTRE	DMS00292	05/07/2009	New	REPLACE DMS01349
DMS	TV	1	161.24	161.24	5419LE32G30A100758	LED32G30RQ	RCA	DMS00311	03/08/2016	New	REPLACE DMS00292
CANINE											
IWTF	CD/DVD CASE	1	25.39	25.39	CEB31207	NONE	CORPORATE EXPRESS	IWTF01107		GOOD	FL Asset Num: TF0394
IWTF	FOLDING KENNEL SMALL	1	66.95	66.95	NONE	1642	MIDWEST	TMPIWTF105		GOOD	FL Asset Num: TF0379
IWTF	FOLDING KENNEL SMALL	1	66.95	66.95	NONE	1642	MIDWEST	TMPIWTF106		GOOD	FL Asset Num: TF0380
IWTF	FOLDING KENNEL SMALL	1	66.95	66.95	NONE	1642	MIDWEST	TMPIWTF107		GOOD	FL Asset Num: TF0381
IWTF	FOLDING KENNEL	1	78.95	78.95	NONE	1648	MIDWEST	TMPIWTF108		GOOD	FL Asset Num: TF0376
IWTF	FOLDING KENNEL	1	78.95	78.95	NONE	1648	MIDWEST	TMPIWTF109		GOOD	FL Asset Num: TF0377
IWTF	FOLDING KENNEL	1	78.95	78.95	NONE	1648	MIDWEST	TMPIWTF110		GOOD	FL Asset Num: TF0378
IWTF	COLLAPSIBLE XLG	1	59.99	59.99	NONE	NONE	GUARDIAN GEAR	TMPIWTF111		GOOD	FL Asset Num: TF0276
IWTF	COLLAPSIBLE XLG	1	59.99	59.99	NONE	NONE	GUARDIAN GEAR	TMPIWTF112		GOOD	FL Asset Num: TF0277
IWTF	COLLAPSIBLE XLG	1	59.99	59.99	NONE	NONE	GUARDIAN GEAR	TMPIWTF113		GOOD	FL Asset Num: TF0278
IWTF	FOOD STORAGE CONTAINERS	1	35.00	35.00	NONE	NONE	BERGAN	TMPIWTF61		GOOD	FL Asset Num: TF10037
IWTF	FOOD STORAGE CONTAINERS	1	35.00	35.00	NONE	NONE	BERGAN	TMPIWTF62		GOOD	FL Asset Num: TF10038
IWTF	FOOD STORAGE CONTAINERS	1	35.00	35.00	NONE	NONE	BERGAN	TMPIWTF63		GOOD	FL Asset Num: TF10039

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	FOOD STORAGE CONTAINERS	1	35.00	35.00	NONE	NONE	BERGAN	TMPIWTF64		GOOD	FL Asset Num: TF10040
IWTF	FOOD STORAGE CONTAINERS	1	35.00	35.00	NONE	NONE	BERGAN	TMPIWTF65		GOOD	FL Asset Num: TF10041
IWTF	FOOD STORAGE CONTAINERS	1	35.00	35.00	NONE	NONE	BERGAN	TMPIWTF66		GOOD	FL Asset Num: TF10042
IWTF	FOOD STORAGE CONTAINERS	1	28.00	28.00	AIRTIGHT SMART STORAGE	NONE	BERGAN	TMPIWTF67		GOOD	FL Asset Num: TF10043
IWTF	FOOD STORAGE CONTAINERS	1	28.00	28.00	AIRTIGHT SMART STORAGE	NONE	BERGAN	TMPIWTF68		GOOD	FL Asset Num: TF10044
IWTF	FOOD STORAGE CONTAINERS	1	28.00	28.00	AIRTIGHT SMART STORAGE	NONE	BERGAN	TMPIWTF69		GOOD	FL Asset Num: TF10045
IWTF	Plastic Kiddie Pools	4	6.95	27.80	NONE	NONE	Little Tykes	TMPIWTF98		BROKEN	FL Asset Num: NONE 3 on porch, 1 in attic
CANINE CK SWELL											
IWTF	COLLAPSIBLE XLG	1	59.99	59.99	NONE	NONE	GUARDIAN GEAR	TMPIWTF115		GOOD	FL Asset Num: TF0280
CANINE dog field											
IWTF	Play Ground Large Plastic	1	500.00	500.00	4663-00	NONE	Little Tykes	TMPIWTF23		GOOD	FL Asset Num: TF0264 changed type to equipment 06/19/13AR
IWTF	Training Course (WOODEN FOR DOGS)	1	400.00	400.00	NONE	NONE	BUILT/LOWES MATERIAL	TMPIWTF24		BAD	FL Asset Num: TF9262
CANINE dorms in use											
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF25		GOOD	FL Asset Num: TF10001
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF26		GOOD	FL Asset Num: TF10002
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF27		GOOD	FL Asset Num: TF10003
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF28		GOOD	FL Asset Num: TF10004

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF29		GOOD	FL Asset Num: TF10005
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF30		GOOD	FL Asset Num: TF10006
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF31		GOOD	FL Asset Num: TF10007
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF32		GOOD	FL Asset Num: TF10008
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF33		GOOD	FL Asset Num: TF10009
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF34		GOOD	FL Asset Num: TF10010
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF35		GOOD	FL Asset Num: TF10011
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF36		GOOD	FL Asset Num: TF10012
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF37		GOOD	FL Asset Num: TF10013
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF38		GOOD	FL Asset Num: TF10014
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF39		GOOD	FL Asset Num: TF10015
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF40		GOOD	FL Asset Num: TF10016
IWTF	Food Storage Container	1	6.95	6.95	NONE	NONE	Sterlite	TMPIWTF41		GOOD	FL Asset Num: TF10017
CANINE Front Stor											
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF42		GOOD	FL Asset Num: TF10018
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF43		GOOD	FL Asset Num: TF10019
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF44		GOOD	FL Asset Num: TF10020
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF45		GOOD	FL Asset Num: TF10021
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF46		GOOD	FL Asset Num: TF10022

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF47		GOOD	FL Asset Num: TF10023
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF48		GOOD	FL Asset Num: TF10024
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF49		GOOD	FL Asset Num: TF10025
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF50		GOOD	FL Asset Num: TF10026
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF51		GOOD	FL Asset Num: TF10027
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF52		GOOD	FL Asset Num: TF10028
IWTF	Storage Bins Grey	1	35.00	35.00	NONE	NONE	Sterlite	TMPIWTF53		GOOD	FL Asset Num: TF10029
IWTF	Storage Bins Grey Medium	1	28.00	28.00	NONE	NONE	Sterlite	TMPIWTF54		GOOD	FL Asset Num: TF10030
IWTF	Storage Bins Grey Medium	1	28.00	28.00	NONE	NONE	Sterlite	TMPIWTF55		GOOD	FL Asset Num: TF10031
IWTF	Storage Bins Large Blue	1	28.00	28.00	NONE	NONE	Sterlite	TMPIWTF56		GOOD	FL Asset Num: TF10032
IWTF	Food Storage Container	1	28.00	28.00	NONE	NONE	Sterlite	TMPIWTF57		GOOD	FL Asset Num: TF10033
IWTF	Food Storage Container	1	28.00	28.00	NONE	NONE	Sterlite	TMPIWTF58		GOOD	FL Asset Num: TF10034
IWTF	Spicket Lickers	1	9.95	9.95	NONE	L-100	LIXIT	TMPIWTF72		GOOD	FL Asset Num: TF10048
IWTF	Spicket Lickers	1	9.95	9.95	NONE	L-100	LIXIT	TMPIWTF73		GOOD	FL Asset Num: TF10049
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF75		GOOD	FL Asset Num: TF0325
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF76		GOOD	FL Asset Num: TF0326
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF77		GOOD	FL Asset Num: TF0327
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF78		GOOD	FL Asset Num: TF0328
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF79		GOOD	FL Asset Num: TF0304

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF80		GOOD	FL Asset Num: TF0305
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF81		GOOD	FL Asset Num: TF0306
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF82		GOOD	FL Asset Num: TF0307
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF83		GOOD	FL Asset Num: TF0308
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF84		GOOD	FL Asset Num: TF0309
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF85		GOOD	FL Asset Num: TF0310
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF86		GOOD	FL Asset Num: TF0311
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF87		GOOD	FL Asset Num: TF0312
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF88		GOOD	FL Asset Num: TF0313
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF89		GOOD	FL Asset Num: TF0314
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF90		GOOD	FL Asset Num: TF0315
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF91		GOOD	FL Asset Num: TF0316
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF92		GOOD	FL Asset Num: TF0317
CANINE Office											
IWTF	DVD Recorder Replacement	1	329.00	329.00	KX1C0929369702	DP3982F7	Phillips	IWTF01097		GOOD	FL Asset Num: 9983
IWTF	CD/DVD Organizer	1	20.00	20.00	NONE	NONE	Fellowes	IWTF01101		GOOD	FL Asset Num: TF0444
IWTF	Cabinet 2 Door Storage	1	89.00	89.00	DDAPAE	NONE	HON	IWTF01102		GOOD	FL Asset Num: 0071
IWTF	Microphone for computer	1	15.00	15.00	NONE	NONE	Logitech	IWTF01103		GOOD	FL Asset Num: TF0446
IWTF	plastic container (small)	1	236.00	236.00	NONE	NONE	RUBBERMAID	IWTF01105		GOOD	FL Asset Num: TF10000

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
CANINE OUT CK SMITH											
IWTF	COLLAPSIBLE XLG	1	59.99	59.99	NONE	NONE	GUARDIAN GEAR	TMPIWTF114		GOOD	FL Asset Num: TF0279
CANINE REC ATTIC											
IWTF	Laminator	1	39.00	39.00	QDW2557	H-400	SURE	IWTF01096		GOOD	FL Asset Num: TF0167
IWTF	PROJECTOR	1	690.00	690.00	39110329	TDP-S35	TOSHIBA	IWTF01099		GOOD	FL Asset Num: TF0230
IWTF	BASS MODULE	1	299.99	299.99	032494Z41460116AC	NONE	BOSE	IWTF01123		GOOD	REPLACES TMPIWTF1066
IWTF	BASS MODULE	1	299.99	299.99	032494Z70378442AC	NONE	BOSE	IWTF01124		GOOD	FL Asset Num: TF9170 REPLACES TMPIWTF1067
IWTF	Food Storage Container	1	45.00	45.00	NONE	NONE	Sterlite	TMPIWTF70		GOOD	FL Asset Num: TF10046
IWTF	Food Storage Container	1	45.00	45.00	NONE	NONE	Sterlite	TMPIWTF71		GOOD	FL Asset Num: TF10047
CANINE rec back porch											
IWTF	METAL SHELVES	1	59.22	59.22	NONE	NONE	NONE	IWTF01134		FAIR	FL Asset Num: TF0296
IWTF	METAL SHELVES	1	59.22	59.22	NONE	NONE	NONE	IWTF01135		FAIR	FL Asset Num: 0297
IWTF	METAL SHELVES	1	59.22	59.22	NONE	NONE	NONE	IWTF01136		FAIR	FL Asset Num: 0298
IWTF	metal storage rack	1						IWTF01137			
IWTF	Metal Storage Racks	1	19.95	19.95	NONE	NONE	NONE	IWTF01138		FAIR	FL Asset Num: TF10053
IWTF	Metal Storage Racks	1	19.95	19.95	NONE	NONE	NONE	IWTF01139		FAIR	FL Asset Num: TF10052
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF95		GOOD	FL Asset Num: TF0318
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF96		GOOD	FL Asset Num: TF10050
IWTF	Kennel portable	1	60.00	60.00	NONE	Travel-Aire	Kennel-Aire LLC	TMPIWTF97		GOOD	FL Asset Num: TF10051

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
CANINE REC CLOSET											
IWTF	Sterlite Food Keepers	1	28.00	28.00	NONE	NONE	sterlite	TMPIWTF59		GOOD	FL Asset Num: TF10035
IWTF	Sterlite Food Keepers	1	28.00	28.00	NONE	NONE	sterlite	TMPIWTF60		GOOD	FL Asset Num: TF10036
Chapel CHAPLINS SECR											
DMS	BLACK ROLLING CHAIR	1	109.99	109.99			STAPLES	DMS00333	12/30/2016	New	REPLACED DMS01169
DMS	Guest Chair (maroon)	1	0.00	0.00				DMS01171		good	
IWTF	6 Drawer Metal Cabinet	1	787.00	787.00	DW46LZ	NONE	HON	IWTF01033		GOOD	
IWTF	2 Door Metal Cabinet	1	149.00	149.00	NONE	NONE	NONE	IWTF01034		GOOD	
IWTF	Computer Desk	1	0.00	0.00				IWTF01035		good	
IWTF	Executive Desk	1	400.00	400.00	CFJ9L	38055	HON	IWTF01036		GOOD	
IWTF	Laminator	1	249.00	249.00	070204VA0003008	Jupiter 125	FELLOWES	IWTF01037		GOOD	
Chapel Chaps Off											
DMS	2pc Comput Wk Station	1	150.00	150.00	NONE	20755112	OSullivan	DMS01170		GOOD	
DMS	Guest chair (maroon)	1	0.00	0.00				DMS01172		good	
DMS	Overhead Projector	1	209.00	209.00	97063227	15000	Horizon	DMS01275		used	
IWTF	cordless mic	1						IWTF01088		Good	
IWTF	Armed Office Chair Rolling	1	97.00	97.00	8S90B	4003GG	HON	IWTF01014		GOOD	
IWTF	Safco Rolling Hanging File	1	49.00	49.00	NONE	NONE	Safeco	IWTF01015		GOOD	
IWTF	Safco Rolling Hanging File	1	49.00	49.00	NONE	NONE	Vertiflex	IWTF01016		GOOD	
IWTF	6 Drawer Metal Cabinet	1	787.00	787.00	DHTP4Y	NONE	HON	IWTF01017		GOOD	
IWTF	6 Drawer Metal Cabinet	1	787.00	787.00	D9LGFP	NONE	HON	IWTF01018		GOOD	
IWTF	2 Door Wood Cabinet	1	149.00	149.00	BUILT BY CAPENTRY CLASS		Class Built	IWTF01019		GOOD	
IWTF	2 Door Metal Cabinet	1	265.00	265.00	NONE	NONE	NONE	IWTF01020		GOOD	
IWTF	3 Shelf Wooden Bk Case	1	149.00	149.00	NONE	NONE	Sauder	IWTF01021		GOOD	
IWTF	Executive Desk	1	400.00	400.00	3PRGO	38852	HON	IWTF01024		GOOD	
IWTF	4FT long Plastic Table	1	120.00	120.00	44681342455	14149T5P1W	Cosco	IWTF01026		GOOD	
IWTF	Sound System mics	2	159.00	318.00	NONE	NONE	Shure	IWTF01027		GOOD	
IWTF	Sound System mics & Receiver	1	159.00	159.00	NONE	NONE	Shure	IWTF01028		GOOD	
IWTF	Portable Telephone	1	119.00	119.00	3ACAF697508	KXTC1703	Panasonic	IWTF01029		Broke	
IWTF	Shure - Mic Receiver	1	896.00	896.00	1ILO15127304	71605	SHURE	IWTF01030		GOOD	
IWTF	Microphone	1	735.00	735.00	60607013905	ULX2J1	SHURE	IWTF01031		GOOD	
IWTF	MONITOR	1	250.00	250.00	CNOY44137	4826051	DELL	IWTF01243		USED	

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	KEYBOARD	1	650.00	650.00			DELL	IWTF01244		USED	BA UPDATED 01/08/2013
Chapel COMMON AREA											
DMS	Green Armed Metal Chair	1	39.00	39.00		NONE	CHRION CART	DMS01163		GOOD	
DMS	Rolling Utility Cart	1	42.00	42.00	NONE	NONE	SAFCO	DMS01164		GOOD	
DMS	Movie Screen	1	59.00	59.00	NONE	NONE	DRAPER	DMS01165		GOOD	
DMS	TELEVISION	1	600.00	600.00				DMS01173		GOOD	Donated
DMS	VCR DVD Combo	1	325.00	325.00			Magnavox	DMS01174		GOOD	Donated
IWTF	mic stand	1						IWTF010155		Good	
IWTF	Beige Table (Medium)	1	120.00	120.00	17651420	NONE	ICEBURG	IWTF01038		GOOD	
IWTF	Brown Table 96	1	120.00	120.00	NONE	FTD3096	HON	IWTF01039		GOOD	
IWTF	Brown Table 96	1	120.00	120.00	NONE	FTD3096	HON	IWTF01040		GOOD	
IWTF	Beige Table (Medium)	1	120.00	120.00	17651420	NONE	ICEBURG	IWTF01041		GOOD	
IWTF	Brown Table 96	1	120.00	120.00	NONE	FTD3096	HON	IWTF01042		GOOD	
IWTF	Brown Table 96	1	120.00	120.00	NONE	FTD3096	HON	IWTF01043		GOOD	
IWTF	Rolling Utility Cart	1	149.00	149.00	NONE	NONE	BUSH	IWTF01045		GOOD	
IWTF	Beige Table (Medium)	1	120.00	120.00	17651420	NONE	ICEBURG	IWTF01047		GOOD	
IWTF	Beige Table (Medium)	1	120.00	120.00	17651420	NONE	ICEBURG	IWTF01048		GOOD	
IWTF	Beige Table (Medium)	1	120.00	120.00	17651420	NONE	ICEBURG	IWTF01049		GOOD	
IWTF	Brown Table 96	1	120.00	120.00	NONE	FTD3096	HON	IWTF01051		GOOD	
IWTF	Microphone stand	1	0.00	0.00				IWTF01052		good	
IWTF	Microphone stand	1	0.00	0.00				IWTF01053		good	
IWTF	Microphone stand	1	0.00	0.00				IWTF01054		good	
IWTF	Microphone stand	1	0.00	0.00				IWTF01055		good	
IWTF	Movie Screen	1	149.00	149.00	NONE	NONE	BRETFORD	IWTF01056		GOOD	
IWTF	Typewriter	1	80.00	80.00	ED767490	ML 500	Brother	IWTF01057		FAIR	
IWTF	Rolling Utility Cart	1	149.00	149.00	NONE	NONE	BUSH	IWTF01058		GOOD	
IWTF	Sound system speaker	1	0.00	0.00	50429145	impulse 101280	Peavey BWX	IWTF01068		good	
IWTF	Sound system speaker	1	0.00	0.00	50429145	impulse 101280	Peavey BWX	IWTF01069		GOOD	
IWTF	Powered Mixer	1	125.00	125.00	10450116	XR600F	Peavey	IWTF01070		GOOD	
IWTF	Cordless mic	1						TF0881		Good	
DMS	Blue Plastic Chairs	189	29.00	5,481.00	NONE	NONE	MODUFORM INC	TMPDMS166		GOOD	
IWTF	(87) Brown Folding Chairs	87	27.00	2,349.00	NONE	1611B	VIRCO	TMPIWTF116		FAIR	
IWTF	BULLETIN BOARD	1	59.00	59.00	NONE	NONE	QUARTET	TMPIWTF159		GOOD	
IWTF	BULLETIN BOARD	1	79.00	79.00	NONE	48X36	QUARTET	TMPIWTF160		GOOD	
IWTF	BULLETIN BOARD	1	79.00	79.00	NONE	48X36	QUARTET	TMPIWTF161		GOOD	

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
Chapel FAITH BASED											
DMS	2 Door Cabinet	1	69.00	69.00	NONE	NONE	NONE	DMS01175		GOOD	
IWTF	Rolling Computer Chair	1	57.00	57.00	20755112	5902AB62T	HON	IWTF01032		GOOD	
IWTF	Beige Table (Medium)	1	120.00	120.00	000207	NONE	HON	IWTF01044		GOOD	
IWTF	Round Table	1	120.00	120.00	NONE	NONE	Delta 1	TMPIWTF136		USED	
IWTF	Chair (Rolling) maroon	1	97.00	97.00	8S90B	4003GG	HON	TMPIWTF184		good	
Chapel INMATE COMP											
IWTF	Dry Erase Board & Stand	1	119.00	119.00	NONE	NONE	NONE	IWTF01076		GOOD	
IWTF	4 Drawer Filing Cabinet	1	465.00	465.00	RCRVF	T514	HON	IWTF01081		FAIR	
IWTF	Paper Shredder	1	219.00	219.00	E160107	CCS5000	CCS Achiever	IWTF01083		POOR	
Chapel LIBRARY											
IWTF	6 Drawer Metal Cabinets	1	787.00	787.00	DDYPTY	NONE	HON	IWTF01059		GOOD	
IWTF	6 Drawer Metal Cabinets	1	787.00	787.00	DL12U7	NONE	HON	IWTF01060		GOOD	
IWTF	6 Drawer Metal Cabinets	1	787.00	787.00	DLQFWJ	NONE	HON	IWTF01061		GOOD	
IWTF	6 Drawer Metal Cabinets	1	787.00	787.00	DWIFFJ	NONE	HON	IWTF01062		GOOD	
IWTF	6 Drawer Metal Cabinets	1	787.00	787.00	DTLF1J	NONE	HON	IWTF01063		GOOD	
IWTF	6 Drawer Metal Cabinets	1	787.00	787.00	DHQFWJ	NONE	HON	IWTF01064		GOOD	
IWTF	6 Drawer Metal Cabinets	1	787.00	787.00	DWL247	NONE	HON	IWTF01065		GOOD	
IWTF	Typewriter Cart (Metal)	1	129.00	129.00	NONE	NONE	BUDDY PRODUCTS	IWTF01066		GOOD	
Chapel MEDIA RM											
DMS	File Cabinet 5 drawer	1	549.00	549.00	NONE	1498	Brown & William	DMS00150		GOOD	FL Asset Num: 1328
DMS	TELEVISION, 40" FLAT PANEL	1	0.00	0.00	B36X405BCS6822	X405BV-FHD	SCEPTRE	DMS01344		NEW	replaces DMS01160
IWTF	2 Door Cabinet (supplies)	1	129.00	129.00	NONE	NONE	NONE	IWTF01071		POOR	
IWTF	TELEVISION	1	297.00	297.00	MD32250277	CT-27C13G	Panasonic	IWTF01073		FAIR	
IWTF	Rubbermaid 2 Shelf Cart	1	89.00	89.00	JM1000773115	NONE	Rubbermaid	IWTF01074		GOOD	
IWTF	5 Drawer Lateral Metal File	1	749.00	749.00	836561	NONE	STEELCASE	IWTF01075		GOOD	
Chapel PRAYER RM											
IWTF	2 Door Metal Cabinet	1	129.00	129.00	NONE	NONE	TENNSCO	IWTF01084		GOOD	
IWTF	2 Door Metal Cabinet	1	129.00	129.00	NONE	NONE	TENNSCO	IWTF01085		GOOD	
IWTF	2 Door Metal Cabinet	1	129.00	129.00	NONE	NONE	Unknown	IWTF01086		GOOD	
Chapel SANCTUARY											
DMS	Wood Book Drop Box	1	49.00	49.00	NONE	NONE	NONE	DMS01168		GOOD	BUILT BY CARPENTRY CLASS

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	AUDIO TECH- Mics	1	210.00	210.00	171905MHZ	ATWT202	AUDIO TECH	IWTF01087		FAIR	
IWTF	AUDIO TECH- Mics	1	210.00	210.00	170245MHZ	ATWT202	AUDIO TECH	IWTF01088		GOOD	
IWTF	AUDIO TECH- Mics	1	210.00	210.00	169505MHZ	ATWT202	AUDIO TECH	IWTF01089		GOOD	
IWTF	Sound System Panel	1	499.00	499.00	a1030703004806	cdr510u1b	Marantz	IWTF01090		GOOD	
IWTF	2pc Baptism Tub w/ Lid and Encasement	1	495.00	495.00	NONE	NONE	AM REHAB MIN	IWTF01091		GOOD	
IWTF	Podium (wooden)	1	545.00	545.00	BUILT BY CAPENTRY CLASS		carpentry blt	IWTF01092		GOOD	
IWTF	4 Shelf Wooden Book Case	1	200.00	200.00	BUILT BY CLASS		Ctry Class Built	IWTF01093		FAIR	
IWTF	Bulletin Board	1	79.00	79.00	NONE	60X36	Quartet	TMPIWTF169		GOOD	
IWTF	Amplifier	1	395.00	395.00	030728009	RMX850	QSC	TMPIWTF171		GOOD	Bundled w IWTF01090
IWTF	Wood Encasement	1	189.00	189.00	BUILT BY CLASS		Ctry Class Built	TMPIWTF174		GOOD	Bundled w/ IWTF01091
CHOW HALL SERVING LINE											
DMS	TABLE, hot food	1	4,075.00	4,075.00		SW-4E-120-M	TRIUMPH	DMS00255	08/14/2012	GOOD	includes TTR-4 stationary tubular tray slide REPLACES DMS01214
DMS	TABLE, hot food	1	4,075.00	4,075.00		SW-4E-120-M	TRIUMPH	DMS00256	08/14/2012	GOOD	includes TTR-4 stationary tubular tray slide REPLACES DMS01215
DMS	REFRIGERATOR, commercial	1	5,000.00	5,000.00	H0751307	RA2DS7	VICTORY	DMS01212		GOOD	FL Asset Num: 3006
CLASSIFICATION Conf. Room											
DMS	Conference Chair Cushioned	1	197.00	197.00	NONE	283492	Pride	DMS00765		FAIR	FL Asset Num: 9239
DMS	Conference Chair Cushioned	1	197.00	197.00	NONE	283493	Pride	DMS00767		FAIR	FL Asset Num: 9236
DMS	Conference Chair Cushioned	1	197.00	197.00	NONE	283488	Pride	DMS00768		FAIR	FL Asset Num: 9237
DMS	Conference Chair Cushioned	1	197.00	197.00	NONE	283489	Pride	DMS00769		FAIR	FL Asset Num: 9238

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Conference Chair Cushioned	1	197.00	197.00	NONE	283491	Pride	DMS00770		FAIR	FL Asset Num: 9235
DMS	Table metal grey/white	1	120.00	120.00	NONE	50032T	NONE	DMS00772		POOR	FL Asset Num: 1447
DMS	Conference Table	1	1,400.00	1,400.00	NONE	NONE	Pride	DMS00773		POOR	FL Asset Num: 986
DMS	Desk	1	400.00	400.00	NONE	43675	Pride	DMS00774		POOR	FL Asset Num: 988
DMS	Office Chair BLUE VINYL	1	122.00	122.00	154462	NONE	Pride	DMS00775		FAIR	FL Asset Num: 9243
DMS	Chair wood/vinyl BROWN	1	57.00	57.00	NONE	NONE	Pride	DMS00785		FAIR	FL Asset Num: 9240
DMS	Table	1	120.00	120.00	NONE	NONE	NONE	DMS00803		POOR	FL Asset Num: 9311
DMS	WING BACK CHAIR	1	225.00	225.00	NONE	NONE	Best Chairs	DMS00805		GOOD	FL Asset Num: 2401
DMS	Chair Cushioned	1	129.00	129.00	NONE	283494	Pride	DMS00807		GOOD	FL Asset Num: 9253
DMS	DESK CHAIR wheeled, rose	1	97.00	97.00	NONE	282777	PRIDE	DMS00877		GOOD	FL Asset Num: 9266
DMS	DESK CHAIR burgandy	1	95.37	95.37	CPRNLR	20758B62T	HON	DMS00945		GOOD	FL Asset Num: 2290
CLASSIFICATION Grievance Office											
DMS	PRINTER	1	467.00	467.00	CNJ1P38109	p3005	HP	DMS00874		GOOD	FL Asset Num: 694
DMS	SHREDDER	1	119.00	119.00	NONE	CEBS14	CORPORATE EXPRESS	DMS00875		FAIR	FL Asset Num: 9265
DMS	DESK	1	400.00	400.00	261	NONE	NONE	DMS00876		FAIR	FL Asset Num: 9022
CLASSIFICATION INVESTIGATOR OFFICE 11											
DMS	GUEST CHAIRS	1	57.00	57.00	NONE	NONE	HON	DMS00827		GOOD	FL Asset Num: 2093
DMS	GUEST CHAIRS	1	57.00	57.00	NONE	NONE	HON	DMS00828		GOOD	FL Asset Num: 2092
DMS	BOOKSHELF 3 SHELF	1	89.00	89.00	NONE	NONE	SAUNDERS	DMS00829		GOOD	FL Asset Num: 2095
DMS	4 DRAWER FILE CABINET	1	399.00	399.00	NONE	NONE	HON	DMS00830		GOOD	FL Asset Num: 1162
DMS	TELEVISION	1	89.00	89.00	B8300232083270	DS13380	SANYO	DMS00831		GOOD	FL Asset Num: 78

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	VCR	1	69.00	69.00	94880377	VRZ242AT22	PHILLIPS MAGNAVOX	DMS00832		GOOD	FL Asset Num: 2097
DMS	VCR	1	69.00	69.00	94880380	VRZ242AT22	PHILLIPS MAGNAVOX	DMS00833		GOOD	FL Asset Num: 2096
DMS	SMALL COMPUTER DESK	1	249.00	249.00	NONE	NONE	NONE	DMS00835		GOOD	FL Asset Num: 9276
DMS	SCANNER	1	505.00	505.00	OO1521	FI5015C	FUJITSU	DMS01107		Poor	Replaced BY DMS04009
DMS	DESK	2	612.00	1,224.00	CNVNZY/CSXNMY	NONE	HON	DMS01506		FAIR	FL Asset Num: 2303
CLASSIFICATION Office 02											
DMS	Conference Chair Cushioned, rose	1	197.00	197.00	NONE	283487	Pride	DMS00766		FAIR	FL Asset Num: 9234
DMS	Book Case 4 shelf wood	1	180.00	180.00	NONE	NONE	NONE	DMS00806		GOOD	FL Asset Num: 1090
DMS	Chair Cushioned	1	129.00	129.00	NONE	283490	Pride	DMS00808		GOOD	FL Asset Num: 9252
DMS	Office Chair Cushioned wheeled	1	97.00	97.00	NONE	284879	Pride	DMS00809		GOOD	FL Asset Num: 9251
DMS	Desk wood	1	400.00	400.00	NONE	NONE	Pride	DMS00810		FAIR	FL Asset Num: 9722
DMS	Shredder	1	610.00	610.00	RD30840H	ST112S	TM	DMS00814		GOOD	FL Asset Num: 1086
CLASSIFICATION Office 03											
DMS	Oak Cabinet 4 Door	1	69.00	69.00	NONE	NONE	NONE	DMS00816		GOOD	FL Asset Num: 9289 - 2 pc hutch
DMS	Med Brown Two Drawer Desk	1	89.00	89.00	NONE	NONE	NONE	DMS00819		POOR	FL Asset Num: 9283
DMS	CHAIR CHROME/GREY	1	57.00	57.00	NONE	162212	PRIDE	DMS00853		POOR	FL Asset Num: 9090
DMS	SHREDDER	1	515.00	515.00	140612A0006580CRC33 220	C225i	FELLOWES	DMS03005	08/07/2014	NEW	REPLACES DMS00804 BY J.M.P
CLASSIFICATION Office 05											
DMS	Desk wood	1	400.00	400.00	NONE	NONE	Pride	DMS00879		POOR	FL Asset Num: 1452

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
CLASSIFICATION Office 07											
DMS	MONITOR	1	129.00	129.00	3GT4HVL	NONE	DELL	DMS00824		GOOD	FL Asset Num: 9087 BA UPDATED 01/08/2013
DMS	Chair wood/vinyl black	1	87.00	87.00	NONE	NONE	NONE	DMS00861		BROKEN	FL Asset Num: 9293
DMS	File Cabinet 5 drawer	1	597.00	597.00	NONE	NONE	HON	DMS00862		GOOD	FL Asset Num: 1085
DMS	FILE CABINET BLACK ROLLING	1	49.00	49.00	NONE	NONE	NONE	DMS00863		BROKEN	FL Asset Num: 9299
DMS	SM BOX WOOD	2	29.00	58.00	NONE	NONE	NONE	DMS00864		POOR	FL Asset Num: 9300
DMS	FILE CABINET BLACK ROLLING	1	49.00	49.00	NONE	NONE	NONE	DMS00865		FAIR	FL Asset Num: 9298 Inventory Reconciliation in Progress
DMS	TABLE 2 SHELF	1	49.00	49.00	NONE	NONE	NONE	DMS00867		POOR	FL Asset Num: 9301
DMS	Desk wood	1	400.00	400.00	NONE	NONE	Pride	DMS00870		POOR	FL Asset Num: 1062
DMS	OFFICE CHAIR W/ ARMS PINK	1	87.00	87.00	NONE	283016	Pride	DMS00871		POOR	FL Asset Num: 9085
DMS	FOLDING CHAIR BROWN METAL	1	27.00	27.00	NONE	NONE	NONE	TMPDMS274		FAIR	FL Asset Num: NONE
CLASSIFICATION Office 08											
DMS	BLACK ROLLING CHAIR	1	59.99	59.99			STAPLES	DMS00332	11/21/2016	New	REPLACED DMS01343
DMS	SMALL WOODEN TABLE	1	49.00	49.00	NONE	NONE	NONE	DMS00817		BROKEN	FL Asset Num: 9291
DMS	File Cabinet 5 drawer	1	597.00	597.00	NONE	NONE	HON	DMS00855		GOOD	FL Asset Num: 984
DMS	Desk Wood	1	400.00	400.00	NONE	43654	Pride	DMS00856		POOR	FL Asset Num: 981
DMS	OFFICE CHAIR ROSE W/ ARMS	1	87.00	87.00	NONE	283015	Pride	DMS00857		FAIR	FL Asset Num: 9290
DMS	Task chair, black leather	1	75.50	75.50			GLOBAL	DMS01343	07/13/2011	NEW	REPLACES TMPDMS47 - adc

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
CLASSIFICATION Office 09											
DMS	Chair wood/vinyl BROWN & GREEN	1	57.00	57.00	NONE	15861	Boling	DMS00840		BROKEN	FL Asset Num: 9721
DMS	File Cabinet 2 Drawer	1	95.37	95.37	JQI5S	IA52761	HON	DMS00943		FAIR	FL Asset Num: 2275
DMS	DESK	1	612.00	612.00	C6XNMY	COXNBY	HON	DMS00944		FAIR	FL Asset Num: 2287
CLASSIFICATION Office 10											
DMS	BLACK ROLLING CHAIR	1	64.69	64.69	NA	NA	STAPLES	DMS00330	10/20/2016	New	REPLACE DMS00854
DMS	File Cabinet 5 drawer	1	595.00	595.00	NONE	NONE	HON	DMS00838		GOOD	FL Asset Num: 995
DMS	CHAIR YELLOW	1	27.00	27.00	147158	NONE	KRUEGER	DMS00839		GOOD	FL Asset Num: 9719
DMS	Desk Wood	1	400.00	400.00	NONE	NONE	Pride	DMS00844		FAIR	FL Asset Num: 992
CLASSIFICATION OFFICE 16											
DMS	Desk	1	400.00	400.00	NONE	43638	Pride	DMS00777		FAIR	FL Asset Num: 978
DMS	Office Chair wheeled black	1	97.00	97.00	NONE	76762	Pride	DMS00845		good	FL Asset Num: 1756
DMS	Computer Speakers SET	1	24.00	24.00	OJH909716237510422	NONE	DELL	DMS00884		GOOD	FL Asset Num: 9724
CLASSIFICATION Office 17											
DMS	BLACK MESH ROLLING CHAIR	1	92.18	92.18	NONE	NONE	VOCAZO	DMS00300	09/05/2010	New	REPLACE DMS00786 JS
DMS	File Cabinet 5 drawer	1	597.00	597.00	NONE	NONE	HON	DMS00779		GOOD	FL Asset Num: 1095
DMS	Desk wood	1	400.00	400.00	NONE	NONE	Pride	DMS00782		GOOD	FL Asset Num: 1092
DMS	Desk wood	1	400.00	400.00	NONE	NONE	Pride	DMS00783		GOOD	FL Asset Num: 1093
DMS	guest chair metal/fabric, gray	1	57.00	57.00	NONE	162211	Pride	DMS00847		Needs to be Disposed of	FL Asset Num: 9245
CLASSIFICATION Office 19											

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	BLACK MESH ROLLING CHAIR	1	85.75	85.75	NA	NA	VOCAZO	DMS00301	07/29/2015	New	REPLACE DMS01365
DMS	Rolling Cart 2 tier	1	160.00	160.00	NONE	NONE	NONE	DMS00787		FAIR	FL Asset Num: 1066
DMS	Table	1	180.00	180.00	NONE	NONE	VCRCLO	DMS00788		POOR	FL Asset Num: 997
DMS	Office Chair wheeled	1	97.00	97.00	3HP03	7901GG	HON	DMS00789		FAIR	FL Asset Num: 52
DMS	Desk (2 Pc/Hutch)	1	400.00	400.00	NONE	320434	Pride	DMS00790		GOOD	FL Asset Num: 1450
DMS	Credenza	1	400.00	400.00	NONE	320428	Pride	DMS00791		GOOD	FL Asset Num: 1065
DMS	Office Chair wheeled	1	97.00	97.00	283019	NONE	Pride	DMS00792		FAIR	FL Asset Num: 9247
DMS	FILE CABINET 5 DR	1	467.00	467.00	NONE	NONE	NONE	DMS00796		FAIR	FL Asset Num: 9302
DMS	BOOKSHELF 4 SHELF	1	129.00	129.00	NONE	NONE	NONE	DMS00846		FAIR	FL Asset Num: 9244
DMS	Cabinet/Shelf wood	1	129.00	129.00	NONE	NONE	NONE	DMS00848		FAIR	FL Asset Num: 9312
DMS	GUEST CHAIR, burgandy	1	87.06	87.06	CSRNHR4003AB62T	1A52761	HON	DMS00949		GOOD	FL Asset Num: 2269
DMS	Office chair, black w/arms	1	73.00	73.00	none	BT688BKA		DMS01365	10/08/2012	GOOD	REPLACES DMS00852

CLASSIFICATION Waiting Rm

DMS	File Cabinet 2 drawer	1	249.00	249.00	NONE	NONE	HON	DMS00798		POOR	FL Asset Num: 976
DMS	PRINTER TABLE	1	69.00	69.00	NONE	NONE	NONE	DMS00820		POOR	FL Asset Num: 622

CONFINEMENT Officers Station

DMS	MONITOR	1	207.31	207.31	77107817GA	LCD2070NX-BK	NEC	DMS00175	08/29/2011	Fair	adc replaced DMS00887
DMS	DESKTOP COMPUTER	1	0.00	0.00	82FWSC1	OPTIPLEX 320	DELL	DMS00188	04/11/2008	GOOD	BA UPDATED 01/08/2013
DMS	BLACK ROLLING CHAIR	1	59.99	59.99	NA	NA	STAPLES	DMS00328	10/13/2016	New	REPLACE DMS00889
DMS	Refrigerator	1	80.00	80.00	203TA57538	SMRO4DAMWW	General Electric	DMS00885		FAIR	FL Asset Num: 998
DMS	MONITOR	1	129.00	129.00	1163350311	PMCL315	Pelco	DMS00886		GOOD	FL Asset Num: 1003

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	MONITOR	1	129.00	129.00	1163390015	PMCL317	PELCO	DMS00888		BROKE	FL Asset Num: 1001
CONFINEMENT Sargent's Office											
DMS	File cabinet, 4 drawer, putty	1	0.00	0.00	VR0ZG	D564	HON	DMS00189		POOR	
D Dorm Off #2											
IWTF	Storage Cabinet Metal (painted)	1	345.00	345.00				IWTF00073		POOR	this cabinet was painted by Art class. wrote asset # on inside of door.
IWTF	Storage Cabinet	1	275.00	275.00				IWTF01011		GOOD	
D Dorm Off #4											
DMS	TELEPHONE	1	55.99	55.99	EB00293337	1040	AT&T	MTC01583	01/07/2015	New	ADDED ON 01-14-2015
D DORM QD 2											
DMS	TELEVISION, 27"	1	297.00	297.00	MD32250279	CT27E13G	Panasonic	DMS01158		GOOD	FL Asset Num: 972
DMS	MOBILE DRY ERASE BOARD	1	989.00	989.00	NONE	NONE	Quartet	DMS01518		FAIR	FL Asset Num: 2341 manufacturer listed as Martack, but is Quartet
IWTF	Bookshelf 5-Shelf Metal	1	99.00	99.00	NONE	NONE	NONE	iwtf00267		FAIR	FL Asset Num: 0504 previous location: edu rm 96 property # written on with marker.
IWTF	Digital TV Converter	1	65.00	65.00	220940646360		APEX	IWTF01005		GOOD	property # written on with marker.
IWTF	Entertainment Center (WOOD)	1	300.00	300.00	NONE	NONE	NORIX	IWTF01012		GOOD	FL Asset Num: 0888
IWTF	PODIUM	1	229.00	229.00	NONE	NONE	NORIX	IWTF01013		GOOD	FL Asset Num: 9846
IWTF	Beige Chairs	42	57.00	2,394.00	NONE	NONE	NORIX	TMPIWTF207		GOOD	FL Asset Num: NONE

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
FOUND: 43 / MISSING 14											
D DORM QD 3											
DMS	TELEVISION, 40" FLAT PANEL	1	0.00	0.00	350046057426	LD4088	APEX	DMS01341		GOOD	01.25.12--TV has asset tag but was not entered in tracker. entered as of date. -adc REPLACES DMS01161
D DORM QD 4											
DMS	Book Shelf	1	189.00	189.00	NONE	NONE	NONE	DMS00054		POOR	FL Asset Num: 9132
DMS	TELEVISION, 42" FLAT PANEL	1	0.00	0.00	B9490834918012	DP42849	SANYO	DMS00232	08/03/2008	GOOD	01.25.12--this TV did not have an asset tag present. was not entered in tracker. assigned asset tag and entered as of date. -adc REPLACES DMS01162
DMS	T.V.	1	160.00	160.00	F45B325BKL4567	X32	SCEPTRE	DMS00315	04/06/2016	New	REPLACING DMS00290
IWTF	Typing table	1	69.00	69.00				IWTF00138		FAIR	Asset #786
EDUCATION (LOC132)											
DMS	File Cabinet 4 drawer	1	465.00	465.00	C7409Q	514PL	HON	DMS00171		GOOD	FL Asset Num: 1316 Inventory Reconciliation in progress
DMS	5 DRAWER FILE CABINET	1	322.99	322.99	N/A	N/A	STAPLES	DMS00308	12/14/2015	New	REPLACE DMS00111
IWTF	Filing Cabinet 3-Drawer	1	249.00	249.00	001473	KJQK4314P	HON	IWTF00076		POOR	FL Asset Num: TF0561

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Desk 2 drawer	1	250.00	250.00				IWTF00079		POOR	Inventory Reconciliation in progress
IWTF	Metal 5 Shelf Book Case	1	89.00	89.00	NONE	NONE	NONE	IWTF00106		FAIR	FL Asset Num: 9854 (Replaced with 0495)
IWTF	Filing Cabinet 4-Drawer	1	365.00	365.00	KOQK4	314P	HON	IWTF00112		GOOD	FL Asset Num: 1123
IWTF	TELEVISION, 24"	1	0.00	0.00	V086607CM002725	LC24VXF60PB	VIORE	IWTF00326		NEW	
IWTF	DVD Player	1	0.00	0.00	B29F40195U53OO	SD4300KU	TOSHIBA	IWTF00327		NEW	
IWTF	Rolling Easel	1	0.00	0.00	none	none	STAPLES	IWTF00329		NEW	Inventory Reconciliation in progress
IWTF	File cabinet, 5 drawer, black	1	0.00	0.00	none	none	GLOBAL	IWTF00333		NEW	
DMS	DRY ERASE BOARD	1	0.00	0.00				MTC01512		GOOD	INVENTORY AUDIT HPT
IWTF	Rolling Step Stool	1	59.95	59.95	NONE	2523	NONE	TMPIWTF638		FAIR	former location: COSMO asset tag missing. property # written on with marker. -adc
EDUCATION (LOC135)											
IWTF	Cabinet Grey	1	289.00	289.00	CAFTYV	785LS	HON	IWTF00069		GOOD	FL Asset Num: TF0546
IWTF	SCANTRON	1	5,900.00	5,900.00	EDO7643	ES2260	SCANMARK	IWTF00164		GOOD	FL Asset Num: TF0537 \$1,209 2015 MAINTENANCE COST
EDUCATION ACAD (LOC562)											
DMS	Metal Cabinet 4 Shelf	1	200.00	200.00	NONE	NONE	HON	DMS00074		GOOD	FL Asset Num: 0083
DMS	KEYBOARD	1	7.99	7.99	C1102000328	SK-1688U	none	DMS00245	06/28/2011	NEW	REPLACING DMS00815 - adc

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Table Folding Plastic	1	120.00	120.00	NONE	NONE	NORIX	DMS01219		GOOD	FL Asset Num: 1154
DMS	Table Folding Plastic	1	120.00	120.00	NONE	NONE	NORIX	DMS01220		GOOD	FL Asset Num: 1159
DMS	Drafting Table	1	149.00	149.00	NONE	NONE	NONE	DMS01221		GOOD	FL Asset Num: 683
DMS	Table Folding Plastic	1	120.00	120.00	NONE	NONE	NORIX	DMS01222		GOOD	FL Asset Num: 1158
DMS	Drafting Table	1	149.00	149.00	NONE	NONE	NONE	DMS01223		GOOD	FL Asset Num: 684
DMS	Storage Shelves	1	249.00	249.00	NONE	NONE	NONE	DMS01224		FAIR	FL Asset Num: 1116
DMS	Storage Shelves	1	249.00	249.00	NONE	NONE	NONE	DMS01225		FAIR	FL Asset Num: 1115
DMS	Storage Shelves	1	249.00	249.00	NONE	NONE	NONE	DMS01226		GOOD	FL Asset Num: 1114
DMS	Storage Cabinet	1	685.00	685.00	NONE	NONE	HON	DMS01227		GOOD	FL Asset Num: 1117
DMS	File Cabinet	1	389.00	389.00	NONE	NONE	HON	DMS01228		FAIR	FL Asset Num: 1182
DMS	Task Chair	1	57.00	57.00	NONE	NONE	Raynor	DMS01229		FAIR	FL Asset Num: 9763
IWTF	Filing Cabinet Tan	1	399.00	399.00	NONE	NONE	HON	IWTF00124		POOR	FL Asset Num: TF0970
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	DBMPNA	NONE	IWTF00238		POOR	FL Asset Num: 0763 (missing cushion)
IWTF	24 X 30 BROWN TOP DESK	1	120.00	120.00	NONE	NONE	NONE	iwtf00254		FAIR	FL Asset Num: 0786
IWTF	DESKTOP COMPUTER	1	1,023.00	1,023.00	3K3KQ1	PRECISION T1600	DELL	IWTF00286	03/13/2005	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,023.00	1,023.00	3J1KQ1	PRECISION T1600	DELL	IWTF00287	05/03/2013	GOOD	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,023.00	1,023.00	3HZJQ1	PRECISION T1600	DELL	IWTF00288	05/03/2013	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,023.00	1,023.00	3K1KQ1	PRECISION T1600	DELL	IWTF00289	05/03/2013	NEW	BA UPDATED 01/08/2013
IWTF	MONITOR	1	1,023.00	1,023.00	CNOU829K72872159H2 NM		DELL	IWTF00290	06/23/2011	NEW	
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872159H2		DELL	IWTF00291	06/23/2011	NEW	

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
					NM						
IWTF	MONITOR	1	129.00	129.00	CNOU728K72872159H2		DELL	IWTF00292	06/23/2011	NEW	
					VM						
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872159H09M		DELL	IWTF00293	06/23/2011	NEW	
IWTF	AUTODESK DESIGN ACADEMY 2012 SOFTWARE	1	13,007.50	13,007.50	360-8656551		AUTODESK	IWTF00294	06/23/2011	NEW	13 DISKS
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872159H37M		DELL	IWTF00295	06/23/2011	NEW	
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872159H22M		DELL	IWTF00296	06/23/2011	NEW	W/DESKTOP
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872159H25M		DELL	IWTF00297	06/23/2011	NEW	
IWTF	MONITOR	1	129.00	129.00	CNOU829K72871159H24M		DELL	IWTF00298	06/23/2011	NEW	WITH DESKTOP
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872159H22M		DELL	IWTF00299	06/23/2011	NEW	
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872159H22M		DELL	IWTF00300	06/23/2011	NEW	
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872159H1YM		DELL	IWTF00302	06/23/2011	NEW	
IWTF	Drafting chair, black	1	0.00	0.00				IWTF00303		good	adc
IWTF	PRINTER	1	0.00	0.00	USC1007696	5000	HP	IWTF00322		FAIR	
IWTF	PRINTER	1	0.00	0.00	SG47J1101X	430	HP	IWTF00323		Poor	REPLACED BY IWTF04013. Located in AutoCAD Storage Closet.
IWTF	Storage cabinet, 7 compartment, brown/black	1	1,055.00	1,055.00	none	none	FLEETWOOD	IWTF00336	02/23/2012	NEW	84"H x 27"W x 40"D grill wire doors
IWTF	Drafting table, adjustable	1	104.99	104.99	none		ALVIN MINIMASTER	IWTF00340	03/16/2012	NEW	
IWTF	Drafting table, adjustable	1	104.99	104.99	none		ALVIN MINIMASTER	IWTF00341	03/16/2012	NEW	
IWTF	Dry erase board, 72X48X1	1	298.50	298.50	none		3M	IWTF00372	04/06/2012	NEW	
IWTF	Drafting table	1	105.00	105.00	none		Alvin MiniMaster	IWTF00376	05/02/2012	GOOD	Inventory Reconciliation in progress
IWTF	Task chair w/arms, black leather	1	52.00	52.00	none	BT688BKAGG		IWTF00392	08/02/2012	GOOD	REPLACES IWTF00745

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Task chair w/arms, black leather	1	52.00	52.00	none	BT688BKAGG		IWTF00393	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	none	BT688BKAGG		IWTF00394	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	none	BT688BKAGG		IWTF00395	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	none	BT688BKAGG		IWTF00396	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	none	BT688BKAGG		IWTF00397	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	none	BT688BKAGG		IWTF00398	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	none	BT688BKAGG		IWTF00399	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00400	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00401	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00402	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00404	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00405	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00406	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00407	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00408	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00409	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00410	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00411	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00412	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00413	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00414	08/02/2012	GOOD	
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00415	08/02/2012	GOOD	
IWTF	MONITOR	1	0.00	0.00	CN0NK96N7444515954 6L	P2210	DELL	IWTF00833		NEW	warranty replacement for IWTF00301 (returned to Dell) 11/14/11 -ADC
IWTF	MONITOR	1	0.00	0.00	CN06H6FX744451B4A5 7M	P2210	DELL	IWTF00839	01/19/2012	NEW	bundled with IWTF00840
IWTF	DESKTOP COMPUTER	1	939.70	939.70	72WNJS1	Precision T1600	DELL	IWTF00840	01/02/2008	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	939.70	939.70	72XHJS1	Precision T1600	DELL	IWTF00841	01/02/2008	NEW	BA UPDATED 01/08/2013
IWTF	MONITOR	1	0.00	0.00	CN06H6FX744451B4A2 NM	P2210	DELL	IWTF00842	01/19/2012	NEW	bundled with IWTF00841
IWTF	Video graphic adapters	22	3,572.80	78,601.60	none	QUADRO 600	NVIDIA	IWTF00854	07/16/2012	GOOD	installed as upgrades in the AutoCad pc's

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Memory module, 4GB, DDR3	44	1,174.80	51,691.20	none	none	DELL	IWTF00855	07/16/2012	GOOD	installed as upgrade in AutoCad pc's
DMS	DESKTOP COMPUTER	1	1,819.00	1,819.00	BGR47V1	Precision T1600	DELL	IWTF00856	03/13/2010	GOOD	BA UPDATED 01/08/2013
DMS	MONITOR	1	272.00	272.00	CN-0M2GCR-74261-269-2G2L	U2412M	DELL	IWTF00857	07/16/2012	GOOD	
IWTF	SERVER	1	5,374.00	5,374.00	1ZFPZV1	PowerEdge T620	DELL	IWTF00858	08/15/2012	GOOD	AutoCad server 22 CAL's BA UPDATED 01/08/2013
IWTF	Surge Protector	1	57.00	57.00	3B0804X43552	APC	VE55OR	IWTF01148		FAIR	FL Asset Num: 0334
IWTF	BLACK MESH BACK CHAIR	1	94.15	94.15	570621		STAPLES	IWTF01253	06/16/2011	NEW	TEACHER CHAIR
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	3KXJQ1	PRECISION T1600	DELL	IWTF01254	05/03/2013	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	3LXJQ1	PRECISION T1600	DELL	IWTF01255	05/03/2013	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	3L2KQ1	PRECISION T1600	DELL	IWTF01256	11/11/2007	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	13KYJQ1	PRECISION T1600	DELL	IWTF01257	06/23/2011		BA UPDATED 01/08/2013 Renumbered from Asset ID: IWF01257
IWTF	DESKTOP COMPUTER	1	0.00	0.00	3L1KQ1	PRECISION T1600	DELL	IWTF01258	05/03/2013	NEW	replaces incorrect asset id # IWTF0125 BA UPDATED 01/08/2013
IWTF	MONITOR	1	175.00	175.00	CNOU829K72872152A K	P2210		IWTF01259	06/23/2011	NEW	
IWTF	MONITOR	1	175.00	175.00	CN0U829K72872159H WGM	P2210		IWTF01260	06/23/2011	NEW	
IWTF	MONITOR	1	175.00	175.00	CN0U829K72872151AO LM	P2210	DELL	IWTF01261	06/23/2011	NEW	
IWTF	MONITOR	1	175.00	175.00		P2210		IWTF01262	06/23/2011	NEW	
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	13L0KQ1	PRECISION T1600	DELL	IWTF01266	03/03/2013	NEW	BA UPDATED 01/08/2013

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	13KZJQ1	PRECISION T1600	DELL	IWTF01267	11/07/2011	NEW	BA UPDATED 01/08/2013
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872152AJ 9I		DELL	IWTF01268	06/23/2011	NEW	
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	3LYJQ1	PRECISION T1600	DELL	IWTF01269	07/11/2011	NEW	BA UPDATED 01/08/2013
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872152A MHI		DELL	IWTF01270	06/23/2011	NEW	
IWTF	MONITOR	1	129.00	129.00	CMOU829K72872152A JYI		DELL	IWTF01271	06/26/2011	NEW	
IWTF	MONITOR	1	129.00	129.00	CNOU829K72872159H OGM		DELL	IWTF01272	06/23/2011	NEW	
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	3J3KQ1	PRECISION T1600	DELL	IWTF01273	06/23/2011	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	3K2KQ1	PRECISION T1600	DELL	IWTF01274	11/11/2007	GOOD	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	3J2KQ1	PRECISION T1600	DELL	IWTF01275	11/07/2011	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	3J0KQ1	PRECISION T1600	DELL	IWTF01276	06/23/2012	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	3JXJQ1	PRECISION T1600	DELL	IWTF01277	11/11/2007	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,005.93	1,005.93	3JYJQ1	PRECISION T1600	DELL	IWTF01278	11/11/2007	GOOD	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,023.00	1,023.00	3JZJQ1	PRECISION T1600	DELL	IWTF01279	05/03/2013	NEW	BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,023.00	1,023.00	3K0KQ1	PRECISION T1600	DELL	IWTF01280	03/13/2005	GOOD	BA UPDATED 01/08/2013
IWTF	SERVER	1			3QJYBX1	Power Edge T620	DELL	IWTF01284	04/03/2013	Good	Express Service Code: 8135982037 DRAC IP ADDRESS:10.250.7.223
DMS	Chair Plastic Stacking	2	29.00	58.00	NONE	NONE	NORIX	TMPDMS414		GOOD	FL Asset Num: NONE

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Chair Task NEW	1	102.05	102.05	CJRNLR	2075AB	HON	DMS00014		GOOD	FL Asset Num: 1818
DMS	Typing Table/ Work Station	1	69.00	69.00	NONE	NONE	Wright Line	DMS00125		FAIR	FL Asset Num: 603 Inventory Reconciliation in progress
DMS	TABLE	1						DMS00343		New	REPLACED DMS00257
DMS	TABLE	1						DMS00344		New	REPLACED DMS00201
DMS	TABLE	1						DMS00345		New	REPLACED DMS01513
DMS	TABLE	1						DMS00346		New	REPLACED DMS00208
DMS	Chair Stacking plastic	21	29.00	609.00	NONE	NONE	Norix	DMS01605		FAIR	location verification in process
IWTF	TELEVISION	1	249.00	249.00	I9AA2D906	V V2009	Quasar	iwtf00270		GOOD	FL Asset Num: TF0521 Inventory Reconciliation in progress
IWTF	Chalkboard, mobile	1	119.00	119.00	NONE	NONE	Quartet	IWTF00688		FAIR	FL Asset Num: 0905
IWTF	Executive Wood Grain/ Black Top Desk	1	400.00	400.00	NONE	NONE	NONE	IWTF00692		GOOD	FL Asset Num: 9220
IWTF	Computer Table	1	89.00	89.00	NONE	NONE	NONE	IWTF00697		FAIR	FL Asset Num: 0768
IWTF	Computer Desk	1	89.00	89.00	NONE	NONE	NONE	IWTF00698		POOR	FL Asset Num: 0793
IWTF	DESKTOP COMPUTER	1	827.00	827.00	27TVQH1	VOST414	DELL	IWTF00701	08/02/2006	FAIR	FL Asset Num: TF0720 BA UPDATED 01/08/2013
IWTF	Simulator	1	2,245.00	2,245.00	YE647D1/YE6471	863203-1000	MOMO RACING	IWTF00702		GOOD	FL Asset Num: TF0386
IWTF	monitor	1			CN-OG662F-74261-88T-35US		dell	IWTF00703		Good	
IWTF	Simulator	1	2,245.00	2,245.00	YE647D1/YE6471	863203-1000	MOMO RACING	IWTF00704		GOOD	FL Asset Num: TF0392

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	MONITOR	1	129.00	129.00	CZOK474F7426397T3M 1S	E1909WB	DELL	IWTF00705		GOOD	FL Asset Num: TF0978 (WAS 706) BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	827.00	827.00	D6TVQH2	VOST419	DELL	IWTF00706		GOOD	FL Asset Num: TF0725 BA UPDATED 01/08/2013
IWTF	Simulator	1	2,245.00	2,245.00	YE647D1/YE6471	863203-1000	MOMO RACING	IWTF00707		GOOD	FL Asset Num: TF0383
IWTF	MONITOR	1	129.00	129.00	CNOG662F7426188T9	E1909WB	DELL	IWTF00708		GOOD	FL Asset Num: TF0711 BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	827.00	827.00	C6TVQH1	VOST415	DELL	IWTF00709	06/08/2002	GOOD	FL Asset Num: TF0721 BA UPDATED 01/08/2013
IWTF	Simulator	1	2,245.00	2,245.00	YE647D1/YE6471	863203-1000	MOMO RACING	IWTF00710		GOOD	FL Asset Num: TF0385
IWTF	MONITOR	1	129.00	129.00	CNOG662F7426188T10	E1909WB	DELL	IWTF00711		GOOD	FL Asset Num: TF0712 BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	827.00	827.00	1N79RH1	VOST413	DELL	IWTF00712	01/18/2008	GOOD	FL Asset Num: TF0719 BA UPDATED 01/08/2013
IWTF	Simulator-Replacement 2009	1	2,245.00	2,245.00	YE647D3/YE6473	863203-1000	MOMO RACING	IWTF00715		GOOD	FL Asset Num: TF0959
IWTF	MONITOR	1	129.00	129.00	CNOG662F7426188T11	E1909WB	DELL	IWTF00716		GOOD	FL Asset Num: TF0713 BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	827.00	827.00	G6TVQH1	VOST417	DELL	IWTF00717	02/06/2008	GOOD	FL Asset Num: TF0723 BA UPDATED 01/08/2013

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Simulator-Replacement 2009	1	2,245.00	2,245.00	YE647D3/YE6473	863203-1000	MOMO RACING	IWTF00719		GOOD	FL Asset Num: TF0958
IWTF	MONITOR	1	129.00	129.00	CNOG662F7426188T8	E1909WB	DELL	IWTF00720		GOOD	FL Asset Num: TF0710 BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	827.00	827.00	J6TVQH1	VOST418	DELL	IWTF00721	01/18/2008	GOOD	FL Asset Num: TF0724 BA UPDATED 01/08/2013
IWTF	Simulator	1	2,245.00	2,245.00	YE647D3/YE6473	863203-1000	MOMO RACING	IWTF00722		GOOD	FL Asset Num: TF0388
IWTF	DESKTOP COMPUTER	1	827.00	827.00	17TVQH1	VOST410	DELL	IWTF00724	06/08/2002	GOOD	FL Asset Num: TF0716 BA UPDATED 01/08/2013
IWTF	Simulator	1	2,245.00	2,245.00	YE647D1/YE6471	863203-1000	MOMO RACING	IWTF00725		GOOD	FL Asset Num: TF0390
IWTF	MONITOR	1	129.00	129.00	CNOG662F7426188T5	E1909WB	DELL	IWTF00726		GOOD	FL Asset Num: TF0707 BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	827.00	827.00	H6TVQH3	VOST420	DELL	IWTF00727		GOOD	FL Asset Num: TF0726 BA UPDATED 01/08/2013
IWTF	Simulator	1	2,245.00	2,245.00	YE647D1/YE6471	863203-1000	MOMO RACING	IWTF00728		GOOD	FL Asset Num: TF0389
IWTF	MONITOR	1	129.00	129.00	CNOG662F7426188T13	E1909WB	DELL	IWTF00729		GOOD	FL Asset Num: TF0715 BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	827.00	827.00	96TVQH1	VOST411	DELL	IWTF00730	01/18/2008	GOOD	FL Asset Num: TF0717 BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	827.00	827.00	B6TVQH1	VOST412	DELL	IWTF00731	01/18/2008	GOOD	FL Asset Num: TF0718 BA UPDATED

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											01/08/2013
IWTF	MONITOR	1	129.00	129.00	CNOG662F7426188T6	E1909WB	DELL	IWTF00732		GOOD	FL Asset Num: TF0708 BA UPDATED 01/08/2013
IWTF	Simulator	1	2,245.00	2,245.00	YE647D1/YE6471	863203-1000	MOMO RACING	IWTF00734		GOOD	FL Asset Num: TF0391
IWTF	MONITOR	1	129.00	129.00	CNOG662F7426188T12	E1909WB	DELL	IWTF00735		GOOD	FL Asset Num: TF0714 BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	827.00	827.00	JM79RH1	VOST416	DELL	IWTF00736	08/02/2006	GOOD	FL Asset Num: TF0722 BA UPDATED 01/08/2013
IWTF	CORKBOARD 4 X 6	1	69.00	69.00	NONE	NONE	NONE	IWTF00737		POOR	FL Asset Num: 1998 frame broke and is in closet, asset label is on the frame
IWTF	Emergency Warning Triangle (Kit of 3)	1	36.57	36.57	NONE	1005	James King & Co	IWTF00738		GOOD	FL Asset Num: 0395
IWTF	File Cabinet, 4 drawer, putty	1	0.00	0.00	02e0c		HON	IWTF00815		good	
IWTF	PRINTER	1	225.98	225.98	CHZVSS1	B2360DN	DELL	IWTF01296	10/05/2009	NEW	SERV. TAG #CHZVSS1 REPLACING IWTF00779 M.H.
IWTF	TABLE	1						IWTF01342		New	REPLACED IWTF00697
IWTF	SIMULATOR	1	299.99	299.99	1644LZ0J1JE8	W-U0002	LOGITECH	IWTF01343	07/17/2017	New	REPLACED IWTF00733
IWTF	Bookshelf 5-Shelf Metal, gray	1	289.00	289.00	NONE	NONE	NONE	TMPIWTF358		good	FL Asset Num: 0501
IWTF	Chalkboard	1	49.00	49.00	NONE	NONE	NONE	TMPIWTF817		GOOD	FL Asset Num: 000707

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Overhead Projector	1	249.00	249.00				DMS00095		FAIR	TAG - 9957
DMS	Desk Teacher	1	400.00	400.00	NONE	NONE	HON	DMS00138		GOOD	
DMS	UPS	1	84.43	84.43	4B1344PO6155	BE550G	APC	DMS00270	03/03/2014	NEW	M.H. REPLACES DMS00083
DMS	DESKTOP COMPUTER	1	1,055.64	1,055.64	G2R1LM1	OPTIPLEX 380	DELL	DMS03026	06/22/2010	GOOD	Renumbered from Asset ID: MTC00440 MTC00440 WAS REPLACED WITH GCF00516. REPLACING DMS01176. MAC Address: B8-AC-6F- 38-60-DF IP Address: N/A Windows Key: Windows 7 PRO: C8XH6-K3RG9- XQYPX-92YR6-GTKMT
IWTF	TELEVISION	1	249.00	249.00	I9AA20904	VV-2009	Quasar	IWTF00075		BROKE	FL Asset Num: 0474 Inventory Reconciliation in progress
IWTF	Desk Wood	1	400.00	400.00	NONE	NONE	NONE	IWTF00078		FAIR	FL Asset Num: TF0915 Inventory Reconciliation in progress
IWTF	Projection Screen	1	119.00	119.00	NONE	NONE	NONE	IWTF00087		FAIR	FL Asset Num: 0701
IWTF	Filing Cabinet 4-Drawer Tan	1	365.00	365.00	NONE	NONE	HON	IWTF00101		FAIR	FL Asset Num: 1888Inventory Reconciliation in progress
IWTF	Filing Cabinet 5-Drawer	1	495.00	495.00	DP6TMC	315P	HON	iwtf00260		GOOD	FL Asset Num: 0507

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Storage Cabinet Metal	1	249.00	249.00	NONE	NONE	NONE	iwtf00266		GOOD	FL Asset Num: 0536
IWTF	Bookshelf 5-Shelf Metal	1	129.00	129.00	NONE	NONE	NONE	iwtf00268		GOOD	FL Asset Num: 1882
IWTF	Desk Dk. Brown	1	400.00	400.00	NONE	NONE	NONE	IWTF00273		FAIR	FL Asset Num: 1534 (Asset number not found.)
IWTF	Chair Plastic Stacking	35	27.00	945.00	NONE	NONE	NONE	IWTF00275		FAIR	FL Asset Num: NONE (Actual quantity is 32) Inventory Reconciliation in progress
IWTF	Bookcase 5-Shelf Wood	1	189.00	189.00	NONE	NONE	NONE	IWTF00278		FAIR	FL Asset Num: 2020
IWTF	Bookcase 5-Shelf Wood	1	189.00	189.00	NONE	NONE	NONE	IWTF00279		FAIR	FL Asset Num: 2019
IWTF	MONITOR	1	129.00	129.00	CNOG662F7426188T7	E1909WB	DELL	IWTF00723		GOOD	FL Asset Num: TF0709 BA UPDATED 01/08/2013
IWTF	DESKTOP COMPUTER	1	1,200.00	1,200.00	G2P4LM1	OPTIPLEX 380	DELL	IWTF04017	06/30/2010	GOOD	Renumbered from Asset ID: MTC00021. MTC00021 WAS REPLACED WITH GCF00526. MTC00021 Hard Drive was wiped with kill disk and reimaged with Windows 7. REAPLCING IWTF01108. MAC Address: B8-AC-6F-36-E4-5D Windows Key: Windows 7 PRO: GMYDC-QM7TV-2T9QM-W7V3Q-39KM8

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Book shelf, wood, 6 shelves	1	0.00	0.00	NONE	NONE	NONE	TMPDMS802		good	FL Asset Num: 2230
IWTF	Dry Erase Board	1	209.00	209.00	NONE	NONE	Quartet	TMPIWTF363		GOOD	FL Asset Num: 0512
EDUCATION Cosmo											
DMS	PRINTER	1	225.98	225.98	3Q1WSS1	B2360DN	DELL	DMS00281	05/01/2014	Fair	REPLACING DMS00076 M.H.
DMS	TELEVISION	1	380.00	380.00	B82102348	DP26648	SANYO	DMS01075		BAD	FL Asset Num: 1781
DMS	Locker Metal	1	249.00	249.00				DMS01253		NEW	IN CLOSET ACROSS FROM CDL CLASS
DMS	Filing Cabinet, 5 drawer, gray	1	175.00	175.00	CJB282	315P	HON	DMS01604		FAIR	FL Asset Num: 1887
DMS	DESKTOP COMPUTER	1	1,055.64	1,055.64	G2L6LM1	Optiplex 380	Dell	DMS03001	01/12/2002	Good	Reimaged for Recreation MTC Asset ID:MTC00443 Replaced DMS01072
IWTF	TV Cart Wheeled Black	1	149.00	149.00	NONE	NONE	Bretford	IWTF00072		FAIR	FL Asset Num: TF0520 Inventory Reconciliation in progress
IWTF	Rolling File Cabinet Tan	1	49.00	49.00	NONE	NONE	HON	IWTF00130		FAIR	FL Asset Num: 9856 previous location: edu rm 49
IWTF	Office Chair Grey	1	97.00	97.00	PA24266TW	NONE	Corporate Express	iwtf00269		GOOD	FL Asset Num: 0958
IWTF	Computer Desks Rolling	1	219.00	219.00	NONE	NONE	NONE	iwtf00272		FAIR	FL Asset Num: TF509
IWTF	Sally Mate Trolley Cart	1	0.00	0.00	none	none	Sally	IWTF00321		new	

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Digital Scale	1	0.00	0.00	8032295452	EB6	OHAUS	IWTF00332		NEW	
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00342	03/28/2012	NEW	REPLACES IWTF00581
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00343	03/28/2012	NEW	REPLACES IWTF00574
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00344	03/28/2012	NEW	REPLACES IWTF00583
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00345	03/28/2012	NEW	REPLACES IWTF00573
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00346	03/28/2012	NEW	REPLACES IWTF00577
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00347	03/28/2012	NEW	REPLACES TMPIWTF644
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00348	03/28/2012	NEW	REPLACES IWTF00579
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00349	03/28/2012	NEW	REPLACES TMPIWTF646
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00352	03/28/2012	NEW	REPLACES IWTF00580
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00353	03/28/2012	NEW	REPLACES TMPIWTF658
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00354	03/28/2012	NEW	REPLACES IWTF00571
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00355	03/28/2012	NEW	REPLACES IWTF00595
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00356	03/28/2012	NEW	REPLACES IWTF00584
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00357	03/28/2012	NEW	REPLACES IWTF00589
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00358	03/28/2012	NEW	REPLACES IWTF00572
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00359	03/28/2012	NEW	REPLACES IWTF00576
IWTF	Styling vanity, black	1	139.00	139.00	none		PURESANA	IWTF00360	03/12/2012	NEW	
IWTF	Styling vanity, black	1	139.00	139.00	none		PURESANA	IWTF00361	03/12/2012	NEW	
IWTF	Styling vanity, black	1	139.00	139.00	none		PURESANA	IWTF00362	03/12/2012	NEW	
IWTF	Styling vanity, black	1	139.00	139.00	none		PURESANA	IWTF00363	03/12/2012	NEW	
IWTF	Mat, anti fatigue, black/yellow, 36X36	1	82.42	82.42	none		NOTRAX	IWTF00364	04/03/2012	NEW	location verification in

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											process
IWTF	Mat, anti fatigue, black/yellow, 36X36	1	82.42	82.42	none		NOTRAX	IWTF00365	04/03/2012	NEW	
IWTF	Mat, anti fatigue, black/yellow, 36X36	1	82.42	82.42	none	none	NOTRAX	IWTF00366	04/03/2012	NEW	
IWTF	Mat, anti fatigue, black/yellow, 36X36	1	82.42	82.42	none		NOTRAX	IWTF00367	04/03/2012	NEW	
IWTF	Mat, anti fatigue, black/yellow, 36X36	1	82.42	82.42	none		NOTRAX	IWTF00368	04/03/2012	NEW	
IWTF	Mat, anti fatigue, black/yellow, 36X36	1	82.42	82.42	none		NOTRAX	IWTF00369	04/03/2012	NEW	
IWTF	Mat, anti fatigue, black/yellow, 36X36	1	82.42	82.42	none		NOTRAX	IWTF00370	04/03/2012	NEW	
IWTF	Mat, anti fatigue, black/yellow, 36X36	1	82.42	82.42	none	new	NOTRAX	IWTF00371	04/03/2012	NEW	
IWTF	Styling vanity, black	1	112.00	112.00	none			IWTF00384	06/14/2012	GOOD	
IWTF	Styling vanity, black	1	112.00	112.00				IWTF00385	06/14/2012	GOOD	
IWTF	Styling vanity, black	1	112.00	112.00				IWTF00386	06/14/2012	GOOD	
IWTF	Styling vanity, black	1	112.00	112.00				IWTF00387	06/14/2012	GOOD	
IWTF	Styling vanity, black	1	112.00	112.00				IWTF00388	06/14/2012	GOOD	
IWTF	Styling vanity, black	1	112.00	112.00				IWTF00389	06/14/2012	GOOD	
IWTF	Styling vanity, black	1	112.00	112.00				IWTF00390	06/14/2012	GOOD	
IWTF	Styling vanity, black	1	112.00	112.00				IWTF00391	06/14/2012	GOOD	
IWTF	Dry erase board, 6x4	1	205.00	205.00			GHENT	IWTF00417	08/14/2012	GOOD	Replaced IWTF00834 and IWTF00586
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00	none	WA3074BK	Flash Furniture	IWTF00418	11/05/2012	GOOD	REPLACES IWTF00569
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00419	11/05/2012	GOOD	REPLACES IWTF00566 (1/15 move to disposal is mistake entry--acox)
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00420	11/01/2016	BAD	REPLACES IWTF00568
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00421	11/05/2012	GOOD	REPLACES IWTF00558
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00422	11/01/2016	BAD	REPLACES IWTF00564

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00423	11/01/2016	BAD	REPLACES IWTF00678
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00424	11/05/2012	GOOD	REPLACES IWTF00560
IWTF	TASK CHAIR, BLACK MESH	1	66.95	66.95		WA3074BK	Flash Furniture	IWTF00425	11/01/2016	BAD	
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00426	11/05/2012	GOOD	REPLACES IWTF00556
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00427	11/05/2012	GOOD	REPLACES IWTF00700
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00428	11/05/2012	GOOD	REPLACES IWTF00559
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00429	11/01/2016	BAD	REPLACES IWTF00565
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00430	11/05/2012	GOOD	REPLACES IWTF00554
IWTF	TASK CHAIR, BLACK MESH	1	66.95	66.95		WA3074BK	Flash Furniture	IWTF00431	11/05/2012	GOOD	
IWTF	TASK CHAIR, BLACK MESH	1	66.95	66.95		WA3074BK	Flash Furniture	IWTF00432	11/01/2016	BAD	
IWTF	TASK CHAIR, BLACK MESH	1	66.95	66.95		WA3074BK	Flash Furniture	IWTF00433	11/01/2016	BAD	
IWTF	TASK CHAIR, BLACK MESH	1	66.95	66.95		WA3074BK	Flash Furniture	IWTF00435	11/05/2012	GOOD	
IWTF	TASK CHAIR, BLACK MESH	1	66.95	66.95		WA3074BK	Flash Furniture	IWTF00436	11/05/2012	GOOD	
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00437	11/01/2016	BAD	Inventory Reconciliation in progress
IWTF	Hair Wash Sink	1	100.00	100.00	NONE	NONE	WB Wolverine	IWTF00548		FAIR	FL Asset Num: 1185
IWTF	Hair Wash Sink	1	100.00	100.00	NONE	NONE	WB Wolverine	IWTF00549		FAIR	FL Asset Num: 1186
IWTF	Hair Wash Sink	1	100.00	100.00	NONE	NONE	WB Wolverine	IWTF00550		FAIR	FL Asset Num: 9764
IWTF	Hair Wash Chair	1	250.00	250.00	NONE	NONE	NONE	IWTF00551		FAIR	FL Asset Num: 1187
IWTF	Hair Wash Chair	1	250.00	250.00	NONE	NONE	NONE	IWTF00553		FAIR	FL Asset Num: 1188
IWTF	Grey Task Chair	1	57.00	57.00	NONE	NONE	NONE	IWTF00557		POOR	FL Asset Num: 9365
IWTF	Grey Task Chair	1	57.00	57.00	NONE	NONE	NONE	IWTF00561		POOR	FL Asset Num: 9360

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Grey Task Chair	1	57.00	57.00	NONE	NONE	NONE	IWTF00562		POOR	FL Asset Num: 9369 Inventory Reconciliation in progress
IWTF	Blue Task Chair	1	57.00	57.00	NONE	DAYC2A	NONE	IWTF00563		POOR	FL Asset Num: 9359
IWTF	Wood Cabinet	1	69.00	69.00	NONE	NONE	NONE	IWTF00590		POOR	FL Asset Num: 0989
IWTF	Receptionist Desk	1	249.00	249.00	NONE	NONE	NONE	IWTF00593		GOOD	FL Asset Num: 0993
IWTF	Table Folding	1	120.00	120.00	NONE	NONE	NONE	IWTF00594		POOR	FL Asset Num: 0672 Inventory Reconciliation in progress
IWTF	Half Moon Table	1	89.00	89.00	NONE	NONE	NONE	IWTF00596		FAIR	FL Asset Num: 0514 Inventory Reconciliation in progress
IWTF	Flammable Cabinet	1	200.00	200.00	NONE	NONE	Justrite	IWTF00597		GOOD	FL Asset Num: 1644
IWTF	Flammable Cabinet	1	200.00	200.00	NONE	NONE	Justrite	IWTF00598		GOOD	FL Asset Num: 1189
IWTF	Step Stool Plastic	2	24.00	48.00	NONE	NONE	Sterlite	IWTF00602		POOR	FL Asset Num: 0602/0601
IWTF	Foot Bath	1	61.00	61.00	NONE	61355	Hot Spa	IWTF00604		BROKEN	FL Asset Num: 0606
IWTF	Lateral File 5 drawer	1	767.00	767.00	NONE	NONE	GF Office Furn	IWTF00605		POOR	FL Asset Num: 1645 Inventory Reconciliation in progress
IWTF	File Cabinet, 4 drawer, gray	1	175.00	175.00	CUFEXM 00E0C	315P D374	HON	IWTF00676		FAIR	FL Asset Num: 0596
IWTF	File Cabinet, gray, 5 drawer	1	175.00	175.00	CUFEXM 00E0C	315P D374	HON	IWTF00677		FAIR	FL Asset Num: 0597

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Desk	1	400.00	400.00	NONE	NONE	NONE	IWTF00682		FAIR	FL Asset Num: 2031
IWTF	MONITOR	1	129.00	129.00	CNOM16196418044L85 XH	NONE	DELL	IWTF00683		FAIR	FL Asset Num: 0136 BA UPDATED 01/08/2013
IWTF	Filing Cabinet, 5 drawer, putty	1	259.00	259.00	DC6TMC	315P	HON	IWTF00685		FAIR	FL Asset Num: 0640
IWTF	Gray Office Chair w/Arms	1	79.00	79.00	NONE	NONE	NONE	IWTF00695		GOOD	location verification in process
IWTF	Computer station, rolling, gray/black	1	0.00	0.00				IWTF00812		fair	Inventory Reconciliation in progress
IWTF	Barber Chair	1	195.00	195.00				IWTF01204		USED	FL Asset Num: 9350
IWTF	Barber Chair	1	195.00	195.00				IWTF01206		USED	FL Asset Num: 9352
IWTF	Work Stations	1	89.00	89.00				IWTF01212		USED	FL Asset Num: 0933 (0643) Inventory Reconciliation in progress
IWTF	Work Stations	1	89.00	89.00				IWTF01213		USED	FL Asset Num: 0934 (0649) Inventory Reconciliation in progress
IWTF	Work Stations	1	89.00	89.00				IWTF01214		USED	FL Asset Num: 0936 (0653) Inventory Reconciliation in progress
IWTF	Work Stations	1	89.00	89.00				IWTF01215		USED	FL Asset Num: 0937 (0651) Inventory Reconciliation in progress
IWTF	Work Stations	1	89.00	89.00				IWTF01216		USED	FL Asset Num: 0639

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											(0652) Inventory Reconciliation in progress
IWTF	Work Stations	1	89.00	89.00				IWTF01217		USED	FL Asset Num: 0640 (0648) Inventory Reconciliation in progress
IWTF	Work Stations	1	89.00	89.00				IWTF01219		USED	FL Asset Num: 9374 Inventory Reconciliation in progress
IWTF	BARBA CHAIR	1	37,819.00	37,819.00	NA	NA	BURMAX	IWTF01317	08/04/2016	New	REPLACE IWTF01206
IWTF	BARBA CHAIR	1	378.19	378.19	NA	P3606	BURMAX	IWTF01318	08/04/2016	New	REPLACED IWTF00478
IWTF	BARBA CHAIR	1	378.19	378.19	NA	P3606	BURMAX	IWTF01319	08/04/2016	New	NEW
IWTF	MANICARE TABLE	1	85.65	85.65	NA	NA	BURMAX	IWTF01320	09/16/2016	New	
IWTF	MANICARE TABLE	1	85.65	85.65	NA	NA	BURMAX	IWTF01321	09/16/2016	New	
IWTF	MANICARE TABLE	1	85.65	85.65	NA	NA	BURMAX	IWTF01322	09/16/2016	New	
IWTF	MANICARE TABLE	1	85.65	85.65	NA	NA	BURMAX	IWTF01323	09/16/2016	New	
IWTF	MANICARE TABLE	1	85.65	85.65	NA	NA	BURMAX	IWTF01324	09/16/2016	New	
IWTF	MANICARE TABLE	1	85.65	85.65	NA	NA	BURMAX	IWTF01325	09/16/2016	New	
IWTF	MANICARE TABLE	1	85.65	85.65	NA	NA	BURMAX	IWTF01326	09/16/2016	New	
IWTF	MANICARE TABLE	1	85.65	85.65	NA	NA	BURMAX	IWTF01327	09/16/2016	New	
IWTF	MANICARE TABLE	1	85.65	85.65	NA	NA	BURMAX	IWTF01328	09/16/2016	New	
IWTF	MANICARE TABLE	1	85.65	85.65	NA	NA	BURMAX	IWTF01329	09/16/2016	New	
IWTF	BLACK ROLLING CHAIR	1	54.99	54.99			STAPLES	IWTF01331	12/12/2016	New	NEW
IWTF	BLACK ROLLING CHAIR	1	54.99	54.99			STAPLES	IWTF01332	12/12/2016	New	NEW
IWTF	BLACK ROLLING CHAIR	1	54.99	54.99			STAPLES	IWTF01333	12/12/2016	New	NEW
IWTF	BLACK ROLLING CHAIR	1	54.99	54.99			STAPLES	IWTF01334	12/12/2016	New	NEW
IWTF	BLACK ROLLING CHAIR	1	54.99	54.99			STAPLES	IWTF01335	12/12/2016	New	NEW
IWTF	BLACK ROLLING CHAIR	1	54.99	54.99			STAPLES	IWTF01336	12/12/2016	New	NEW
IWTF	BLACK ROLLING CHAIR	1	54.99	54.99			STAPLES	IWTF01337	12/12/2016	New	NEW
IWTF	BLACK ROLLING CHAIR	1	54.99	54.99			STAPLES	IWTF01338	12/12/2016	New	NEW
IWTF	BLACK ROLLING CHAIR	1	54.99	54.99			STAPLES	IWTF01339	12/12/2016	New	NEW

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	BLACK ROLLING CHAIR	1	54.99	54.99			STAPLE	IWTF01340	12/12/2016	New	NEW
IWTF	ROLLING PEDICURE TABLE	1					BURMAX	IWTF01344	06/22/2017	New	REPLACED IWTF01224
IWTF	ROLLING PEDICURE TABLE	1					BURMAX	IWTF01345	07/17/2017	New	REPLACED IWTF01221
IWTF	ROLLING PEDICURE TABLE	1					BURMAX	IWTF01346	07/17/2017	New	REPLACED IWTF01222
IWTF	BLACK T.V. CART	1	324.90	324.90		27553	STAPLES	IWTF01361	08/08/2017	New	NEW
IWTF	Magazine Rack	1	49.00	49.00	NONE	NONE	NONE	TMPIWTF629		BAD	FL Asset Num: 0996
IWTF	Foot Bath	1	61.00	61.00	NONE	61355	Hot Spa	TMPIWTF631		USED	FL Asset Num: 0599
IWTF	Foot Bath	1	61.00	61.00	NONE	61355	Hot Spa	TMPIWTF633		USED	FL Asset Num: 9867
IWTF	Foot Bath	1	61.00	61.00	NONE	61355	Hot Spa	TMPIWTF634		USED	FL Asset Num: 9868
IWTF	Foot Bath	1	61.00	61.00	NONE	61330	Hot Spa	TMPIWTF636		USED	FL Asset Num: 0600
IWTF	Grey Task Chair	1	57.00	57.00	NONE	NONE	NONE	TMPIWTF747			FL Asset Num: 9370
IWTF	High Intensity Lamps clamp-	11	29.00	319.00	NONE	NONE	NONE	TMPIWTF769		USED	FL Asset Num: NONE
EDUCATION Cosmo Tools											
IWTF	Hair Dryer	1	24.00	24.00	136323	HM1500	Buy-rite	IWTF00542		FAIR	FL Asset Num: 0544
IWTF	Hair Dryer	1	24.00	24.00	136321	HM1500	Buy-rite	IWTF00543		FAIR	FL Asset Num: 0540
IWTF	Hair Dryer	1	24.00	24.00	136315	HM1500	Buy-rite	IWTF00544		FAIR	FL Asset Num: 0542
IWTF	Hair Dryer	1	24.00	24.00	136319	HM1500	Buy-rite	IWTF00545		FAIR	FL Asset Num: 0543
IWTF	Hair Dryer	1	24.00	24.00	136325	HM1500	Buy-rite	IWTF00546		FAIR	FL Asset Num: 0541
IWTF	Hair Dryer	1	24.00	24.00	136326	HM1500	Buy-rite	IWTF00547		FAIR	FL Asset Num: 0938
IWTF	TRIPOD	1	149.00	149.00	NONE	NONE	MAINCAIN	IWTF00585		GOOD	FL Asset Num: 9868

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Shelf Unit Wood	1	89.00	89.00	NONE	NONE	NONE	IWTF00599		GOOD	FL Asset Num: 0989
IWTF	Stylist Cart wheeled	1	445.00	445.00	NONE	NONE	NONE	IWTF00600		BROKEN	FL Asset Num: 2030
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00606		FAIR	FL Asset Num: CMA021A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00607		FAIR	FL Asset Num: CMA022A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00608		FAIR	FL Asset Num: CMA023A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00609		FAIR	FL Asset Num: CMA024A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00610		FAIR	FL Asset Num: CMA025A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00611		FAIR	FL Asset Num: CMA026A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00612		FAIR	FL Asset Num: CMA027A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00613		FAIR	FL Asset Num: CMA028A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00614		FAIR	FL Asset Num: CMA029A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00615		FAIR	FL Asset Num: CMA030A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00616		FAIR	FL Asset Num: CMA031A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00617		FAIR	FL Asset Num: CMA036A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00618		FAIR	FL Asset Num: CMA032A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00619		FAIR	FL Asset Num: CMA037A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00620		FAIR	FL Asset Num: CMA033A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00621		FAIR	FL Asset Num: CMA038A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00622		FAIR	FL Asset Num: CMA034A

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00623		FAIR	FL Asset Num: CMA039A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00624		FAIR	FL Asset Num: CMA035A
IWTF	6 1/2 Shears	1	45.00	45.00	NONE	NONE	MARIANNA	IWTF00625		FAIR	FL Asset Num: CMA040A
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00642		FAIR	FL Asset Num: CMA057A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00643		FAIR	FL Asset Num: CMA058A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00644		FAIR	FL Asset Num: CMA059A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00645		FAIR	FL Asset Num: CMA060A Inventory Reconciliation in progress
IWTF	Diffuser (CAME WITH BLOW DRYER)	2	0.00	0.00	NONE	NONE	CONAIR	IWTF00671		FAIR	FL Asset Num: NONE -
IWTF	Magnetic Rollers	2	29.00	58.00	NONE	NONE	NONE	IWTF00672		FAIR	FL Asset Num: NONE
IWTF	Flat Iron	10	18.00	180.00	NONE	Ceramic	Salon	IWTF00673		FAIR	FL Asset Num: NONE
IWTF	1 Curling Iron	10	18.00	180.00	NONE	Ceramic	Salon	IWTF00674		FAIR	FL Asset Num: NONE
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00863	08/16/2012	GOOD	REPLACES IWTF00646
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00864	08/16/2012	GOOD	REPLACES IWTF00647

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00865	08/16/2012	GOOD	REPLACES IWTF00648
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00866	08/16/2012	GOOD	REPLACES IWTF00649
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00867	08/16/2012	GOOD	REPLACES IWTF00650
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00868	08/16/2012	GOOD	REPLACES IWTF00651
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00869	08/16/2012	GOOD	REPLACES IWTF00652
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00870	08/16/2012	GOOD	REPLACES IWTF00653
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00871	08/16/2012	GOOD	REPLACES IWTF00654
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00872	08/16/2012	GOOD	REPLACES IWTF00655
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00873	08/16/2012	GOOD	REPLACES IWTF00656
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00874	08/16/2012	GOOD	REPLACES IWTF00657
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00875	08/16/2012	GOOD	REPLACES IWTF00658
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00876	08/16/2012	GOOD	REPLACES IWTF00659
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00877	08/16/2012	GOOD	REPLACES IWTF00660
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00878	08/16/2012	GOOD	REPLACES IWTF00661
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00879	08/16/2012	GOOD	REPLACES IWTF00662
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00881	08/16/2012	GOOD	REPLACES IWTF00664
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00882	08/16/2012	GOOD	REPLACES IWTF00665
IWTF	HAIR CLIPPERS	1	34.99	34.99		PEANUT	WAHL	IWTF00883	06/14/2012	GOOD	REPLACES IWTF00667
IWTF	HAIR CLIPPERS	1	34.99	34.99		PEANUT	WAHL	IWTF00884	06/14/2012	GOOD	REPLACES IWTF00668

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	HAIR CLIPPERS	1	79.99	79.99		IMPROVED MASTER	ANDIS	IWTF00885	06/14/2012	GOOD	REPLACES IWTF00669
IWTF	HAIR CLIPPERS	1	79.99	79.99		IMPROVED MASTER	ANDIS	IWTF00886	06/14/2012	GOOD	REPLACES IWTF00670
IWTF	Diffuser (CAME WITH BLOW DRYER)	1	25.00	25.00	NONE	NONE	CONAIR	TMPIWTF607		BAD	FL Asset Num: NONE
IWTF	Diffuser (CAME WITH BLOW DRYER)	1	25.00	25.00	NONE	NONE	CONAIR	TMPIWTF608		USED	FL Asset Num: NONE
IWTF	Diffuser (CAME WITH BLOW DRYER)	1	25.00	25.00	NONE	NONE	CONAIR	TMPIWTF609		USED	FL Asset Num: NONE
IWTF	Stylist Heads	76	59.00	4,484.00	NONE	NONE	NONE	TMPIWTF613		USED	FL Asset Num: NONE
IWTF	Stylist Kits	20	49.00	980.00	NONE	NONE	NONE	TMPIWTF616		USED	FL Asset Num: NONE
IWTF	Blow Dryers	1	24.00	24.00	NONE	NONE	Andis	TMPIWTF618		USED	FL Asset Num: NONE
IWTF	Blow Dryers	4	24.00	96.00	NONE	GH815	YELLOW BIRD	TMPIWTF619		USED	FL Asset Num: NONE
IWTF	Foot Wax PEDICURE MACHINE	1	19.00	19.00	NONE	NONE	NONE	TMPIWTF626		USED	FL Asset Num: NONE
IWTF	1 1/2 Curling Iron	4	19.00	76.00	NONE	Ceramic	Salon	TMPIWTF763		USED	FL Asset Num: NONE
IWTF	7/8 Curling Iron	3	16.00	48.00	NONE	Ceramic	Salon	TMPIWTF764		USED	FL Asset Num: NONE
EDUCATION CULARTS CLASS											
DMS	Desk	1	400.00	400.00				DMS01312		FAIR	FL Asset Num: 1317 property # written on with marker. Inventory Reconciliation in progress
IWTF	4X8 REVERSIBLE WHITEBOARD	1	649.73	649.73	669RH-HH		DURARITE	IWTF00476	10/22/2013	NEW	
IWTF	TV Cart Wheeled Black	1	149.00	149.00	NONE	NONE	Bretford	IWTF00689		GOOD	FL Asset Num: 9861
IWTF	VCR/DVD Combo	1	149.00	149.00	25IN6934	NONE	Sanyo	IWTF00690		FAIR	FL Asset Num:

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											1163Inventory Reconciliation in progress
IWTF	TELEVISION	1	299.00	299.00	V4070398893094	DC27930	Sanyo	IWTF00691		FAIR	FL Asset Num: 0023 Inventory Reconciliation in progress
IWTF	Surge Protector	1	57.00	57.00	3B0804X43585	APC	VE55OR	IWTF01151		FAIR	FL Asset Num: 0337
IWTF	Filing Cabinet 5 Drawer	1	465.00	465.00				IWTF01166		FAIR	
IWTF	Metal Shelf	1	150.00	150.00				IWTF01167		POOR	Owner unknown
IWTF	Metal Shelf	1	150.00	150.00				IWTF01168		POOR	Owner unknown
IWTF	Chalk Board Mobile	1	425.00	425.00				IWTF01169		GOOD	
IWTF	Metal Shelf	1	150.00	150.00				IWTF01170		POOR	Owner unknown
IWTF	Metal Shelf	1	150.00	150.00				IWTF01171		POOR	Owner unknown
IWTF	MARKER BOARD	1	255.73	255.73	ST2020H-01			IWTF01302	01/05/2015	New	
IWTF	Dry Erase Board	1	119.00	119.00	S538	8 X 4	Quartet	TMPIWTF824		GOOD	FL Asset Num: 0517 Mounted to wall

EDUCATION CULARTS OFFICE

IWTF	PRINTER	1	249.00	249.00	CNB9C06043	2035	HP	IWTF00285		Poor	FL Asset Num: TF0972
IWTF	DESKTOP COMPUTER	1	1,155.60	1,155.60	G2N3LM1	OPTIPLEX 380	DELL	IWTF04001	12/02/2001	Fair	FORMERLY MTC0058. RE-TAGED AS IWTF04001

EDUCATION DW of Programs LOC131

DMS	Desk L-Shaped Brown	1	1,200.00	1,200.00	NONE	NONE	NONE	DMS00082		FAIR	FL Asset Num: 2023
DMS	Chair BURGANDY	1	119.00	119.00	CUKR14	2091EC	HON	DMS00164		GOOD	FL Asset Num: 2393
DMS	MONITOR	1	50.50	50.50	CN0M16196418045R0G	E152FP	DELL	DMS00251	02/24/2012	GOOD	REPLACES TMPDMS774 --adc
DMS	PRINTER	1	273.00	273.00	T635H801335	SP3600SF	RICOH	DMS03021	01/05/2016	Good	Replacing DMS00137. CS added date and Cost

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											Host Name: RNP002673A92185 MAC Address: 00:26:73:A9:21:85 IP Address: 10.250.3.29 Share Name: GCF- DWPrograms
IWTF	Filing Cabinet 2-Drawer Grey	1	49.00	49.00	M0N694	312P	HON	IWTF00047		GOOD	FL Asset Num: TF0001
EDUCATION ELECTRICAL Office											
DMS	Desk Large Wood	1	400.00	400.00	NONE	NONE	HON	DMS01231		FAIR	location verification in process
DMS	Filing Cabinet 5-Drawer	1	465.00	465.00	NONE	NONE	GF BUSINESS EQUIP	DMS01233		FAIR	location verification in process
IWTF	HVAC Test & Charging Manifold	1	265.00	265.00	46022	Bute II	Yellow Jacket	IWTF00012		NEW	
IWTF	Chair Stacking Plastic	26	29.00	754.00	NONE	NONE	Norix	TMPIWTF390		FAIR	FL Asset Num: NONE
EDUCATION ELECTRICAL BAY											
IWTF	HVAC Test & Charging Manifold	1	265.00	265.00	46032	Bute II	Yellow Jacket	IWTF00011		NEW	
IWTF	HVAC Test & Charging Manifold	1	265.00	265.00	49967	Bute II	Yellow Jacket	IWTF00013		NEW	
IWTF	HVAC Man O Meter	1	50.00	50.00	E03t		Dwire	IWTF00014		NEW	
IWTF	HVAC Shop Vac	1	125.00	125.00		2NYE3	Dayton	IWTF00016		NEW	IN STORAGE ROOM 1
IWTF	HVAC Wrench - Combo 13/16	1	125.00	125.00			Pearson Education	IWTF00017		NEW	Needs to be Engraved
IWTF	Socket set, deep impact, 12pc, 3/8"	1	0.00	0.00		4YP61	WESTWARD	IWTF00019		new	
IWTF	Sprayer, lawn & garden	1	0.00	0.00			CHAPIN	IWTF00020		good	
IWTF	Overhead Projector	1	149.00	149.00	1030638	1700AJF	3M	iwtf00265		BROKEN	FL Asset Num: 0482
IWTF	Filing Cabinet 5-Drawer	1	465.00	465.00	MWXWUQ	35P	HON	IWTF00284		GOOD	FL Asset Num: TF0020 Inventory Reconciliation in progress
IWTF	Desk Wood	1	400.00	400.00	NONE	NONE	NONE	IWTF01143		POOR	FL Asset Num: TF0029 Inventory Reconciliation in

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											progress
IWTF	UPS	1	57.00	57.00	3B0804X38648	APC	VE55OR	IWTF01144		FAIR	FL Asset Num: 0330
IWTF	Surge Protector	1	57.00	57.00	3B0804X43546	APC	VE55OR	IWTF01147		FAIR	FL Asset Num: 0333
IWTF	Desk Handmade	1	89.00	89.00	NONE	NONE	NONE	IWTF01165		FAIR	FL Asset Num: 9862
IWTF	Overhead Projector	1	249.00	249.00	95071867	1500	Apollo	IWTF01172		POOR	FL Asset Num: 0480 does not work.
IWTF	HVAC Simulator	1	15,550.50	15,550.50	4608D60145	DIS9602-9604	Digital Interface	IWTF01173		FAIR	FL Asset Num: TF0374
IWTF	HVAC Testo Quick HVAC Tester	1	650.00	650.00	0138446	NONE	Digital Interface	IWTF01174		FAIR	FL Asset Num: 9981
IWTF	TELEVISION	1	229.00	229.00	ILLEGIBLE	ILLEGIBLE	Quasar	IWTF01175		FAIR	FL Asset Num: TF0550 Inventory Reconciliation in progress
IWTF	PROJECTOR	1	693.04	693.04	CNOKMWFPS0081418 0144	1510X	DELL	IWTF01297	03/07/2011	NEW	SERVICE TAG#840YMY1..REPLA CING IWTF00718 M.H.
IWTF	ALLEN WRENCHES 3	1	25.00	25.00	NONE	NONE	NONE	TMPIWTF1076		GOOD	FL Asset Num: NONE
IWTF	ADAPTER	1	15.00	15.00	NONE	NONE	NONE	TMPIWTF1082		UNKNOW N	FL Asset Num: 031
EDUCATION Horticulture											
DMS	Book Shelf	1	180.00	180.00	NONE	NONE	NONE	DMS00142		GOOD	FL Asset Num: 1310
DMS	Cabinet 2-Door Small	1	69.00	69.00	NONE	NONE	NONE	DMS01608		POOR	FL Asset Num: 892 OR 533
DMS	Filing Cabinet	1	249.00	249.00	NONE	NONE	HON	DMS01609		POOR	FL Asset Num: 636
IWTF	Bookshelf 6-Shelf Wood	1	189.00	189.00	NONE	NONE	NONE	IWTF00074		GOOD	FL Asset Num: TF523
IWTF	File Cabinet 4 drawer crème	1	465.00	465.00	KAAWI	313P	HON	IWTF00179		FAIR	FL Asset Num: 0783

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Table 24x60	1	120.00	120.00	NONE	NONE	NONE	IWTF00191		FAIR	FL Asset Num: 0745
IWTF	Wooden Cabinet	1	49.00	49.00	NONE	NONE	Carpentry Made	IWTF00199		GOOD	FL Asset Num: 9866
IWTF	4 Drawer Black File Cabinet	1	69.00	69.00	NONE	NONE	NONE	IWTF00203		FAIR	FL Asset Num: 0623
IWTF	File Cabinet 3 drawer crème	1	89.00	89.00	001510	1112	HON	IWTF00223		POOR	FL Asset Num: 0780
IWTF	File Cabinet 5 drawer crème	1	465.00	465.00	NONE	1747	STEELCASE	IWTF00224		FAIR	FL Asset Num: 2008
IWTF	Overhead Projector	1	249.00	249.00	1203185	1700AJZ	3M	iwtf00258		GOOD	FL Asset Num: TF0555
IWTF	Refrigerator	1	119.00	119.00	EE95054597	EL05PPXMQ	Whirlpool	IWTF00739		GOOD	FL Asset Num: TF00166
IWTF	Bookshelf Wood	1	49.00	49.00	NONE	NONE	NONE	IWTF00740		FAIR	FL Asset Num: 9637
IWTF	Paper Shredder	1	249.00	249.00	NONE	PS60-2	Fellowes	IWTF00741		BROKEN	FL Asset Num: 0045
IWTF	Rolling Filing Cabinet	1	169.00	169.00	HG240	F2535	HON	IWTF00742		FAIR	FL Asset Num: 0577
IWTF	Bookshelf 2-Shelf	1	49.00	49.00	NONE	NONE	Carpentry Built	IWTF00744		POOR	FL Asset Num: 9225
IWTF	Library Cart	1	149.00	149.00	NONE	NONE	Bedford	IWTF00750		BROKEN	FL Asset Num: 0547
IWTF	Seed Starter & Lights Metal	1	39.00	39.00	NONE	NONE	NONE	IWTF00751		POOR	FL Asset Num: NONE
IWTF	Shelves Metal (UNIT)	4	49.00	196.00	NONE	NONE	NONE	IWTF00753		POOR	FL Asset Num: NONE
IWTF	Wooden Teachers Stool	1	89.00	89.00	21713896902	CF-108361	Winsome Wood	IWTF00754		GOOD	FL Asset Num: 0431
IWTF	Work Stations	1	89.00	89.00	NONE	NONE	NONE	IWTF00755		POOR	FL Asset Num: 0932 (0645)
IWTF	Drafting Table	1	99.00	99.00	NONE	NONE	SAFCO	IWTF00756		FAIR	FL Asset Num: 393 the asset label is not present. wrote number on with black marker
IWTF	Microscope	1	750.00	750.00	NONE	991275	NONE	IWTF00757		FAIR	FL Asset Num: 0385

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Overhead Projector	1	646.30	646.30	1363342	9050	3M	IWTF00758		POOR	FL Asset Num: 0417
IWTF	Projection Screen	1	249.00	249.00	NONE	NONE	Quartet	IWTF00759		FAIR	FL Asset Num: 0562
IWTF	Cabinet Large Wood	1	69.00	69.00	NONE	NONE	NONE	IWTF00761		POOR	FL Asset Num: 0432
IWTF	Computer Desk	1	149.00	149.00	NONE	NONE	NONE	IWTF00762		BROKEN	FL Asset Num: TF9793
IWTF	Portable Worm Farms	1	69.00	69.00	NONE	NONE	NONE	IWTF00764		GOOD	FL Asset Num: 9864
IWTF	Portable Worm Farms	1	69.00	69.00	NONE	NONE	NONE	IWTF00765		GOOD	FL Asset Num: 9863
IWTF	Computer Table Rolling	1	109.00	109.00	NONE	NONE	NONE	IWTF00766		POOR	FL Asset Num: 1701
IWTF	Fertilizer Spreader	1	16.00	16.00	NONE	3224774437	Scotts	IWTF00767		GOOD	FL Asset Num: 0168
IWTF	Cart Medium	1	69.00	69.00	NONE	NONE	Quartet	IWTF00768		GOOD	FL Asset Num: 1208
IWTF	Hand Truck	1	16.00	16.00	NONE	NONE	NONE	IWTF00769		FAIR	FL Asset Num: 9224
IWTF	Filing Cabinet 3-Drawer	2	249.00	498.00	NONE	NONE	NONE	IWTF00770		POOR	FL Asset Num: 0566
IWTF	Library Shelving	1	69.00	69.00	NONE	NONE	Carpentry Built	IWTF00771		POOR	FL Asset Num: 9865
IWTF	Dry Erase Board Small	1	49.00	49.00	NONE	NONE	NONE	IWTF00772		FAIR	FL Asset Num: 9379
IWTF	Silver Carts	1	119.00	119.00	NONE	NONE	NONE	IWTF00773		FAIR	FL Asset Num: 9223
IWTF	Floor Fan	1	449.00	449.00	141209	225445	Powerflite	IWTF00774		POOR	FL Asset Num: 9980
IWTF	Office Chair Secretarial	1	97.00	97.00	PA24266TW	Eurotech Div	Marketing Lmt	IWTF00780		BROKEN	FL Asset Num: TF0628
IWTF	Table 32 X 90	1	120.00	120.00	NONE	NONE	NONE	IWTF00785		POOR	FL Asset Num: 9851Inventory Reconciliation in progress
IWTF	Table 30 X 84	1	120.00	120.00	NONE	NONE	NONE	IWTF00786		POOR	FL Asset Num: 9849

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Table 32 X 90	1	120.00	120.00	NONE	NONE	NONE	IWTF00787		POOR	FL Asset Num: 9850 previous location: edu Inventory Reconciliation in progress
IWTF	Table 32 X 90	1	120.00	120.00	NONE	NONE	NONE	IWTF00788		POOR	FL Asset Num: 9852 Inventory Reconciliation in progress
IWTF	Table 30 X 84	1	120.00	120.00	NONE	NONE	NONE	IWTF00789		POOR	FL Asset Num: 9848
IWTF	Storage Cabinet Metal	1	219.00	219.00	NONE	NONE	NONE	IWTF00792		POOR	FL Asset Num: TF0440
IWTF	Vertical Cabinet, metal, gray, rusted	1	0.00	0.00				IWTF00817		poor	replacing IWTF00752 (see IWTF00119)
IWTF	Silver Carts	1	119.00	119.00				IWTF01226		USED	FL Asset Num: 9222
IWTF	PRINTER	1	160.45	160.45	65BQSS1	B2360dn	DELL	IWTF01287	09/04/2014	Fair	Warranty end date: 9/4/2016
IWTF	DESKTOP COMPUTER	1	0.00	0.00	JWM4LM1	OPTIPLEX 380	DELL	IWTF04016	07/01/2001	Fair	[Renumbered from Asset ID: MTC01060.MTC01060 was REPLACED WITH GCF00511] REPLACING IWTF00264.
IWTF	Corkboard Small	1	39.00	39.00	NONE	NONE	NONE	TMPIWTF415		GOOD	FL Asset Num: 001442
IWTF	Corkboard Small	1	39.00	39.00	NONE	NONE	NONE	TMPIWTF416		GOOD	FL Asset Num: 001443
IWTF	Chalkboard	1	29.00	29.00	NONE	NONE	Quartet	TMPIWTF419		GOOD	FL Asset Num: 9228

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Record Shelves	1	600.00	600.00	NONE	NONE	NONE	DMS00098		POOR	FL Asset Num: 2232
DMS	Record Shelves	1	600.00	600.00	NONE	NONE	NONE	DMS00099		FAIR	FL Asset Num: 2227 Appears homemade. Painted red.
DMS	Book Cart 2 side 4Shelf	1	189.00	189.00	NONE	NONE	NONE	DMS00101		FAIR	FL Asset Num: 870
DMS	Book Cart 2 side 2 Shelf	1	169.00	169.00	NONE	NONE	Bretford	DMS00102		GOOD	FL Asset Num: 869
DMS	Book Cart Rolling 1 side3 Shelf	1	169.00	169.00	NONE	NONE	Bretford	DMS00103		GOOD	FL Asset Num: 269
DMS	Dehumidifier	1	89.00	89.00	NONE	NONE	Oasis	DMS00104		UNKNOW N	FL Asset Num: 1315
DMS	Desk, Black	1	400.00	400.00	YICUD	NONE	HON	DMS00105		GOOD	FL Asset Num: 584
DMS	Desk Steel Case	1	400.00	400.00	NONE	NONE	NONE	DMS00106		BROKEN	FL Asset Num: 700
DMS	Desk Steel Case Orange 2 Drawer	1	400.00	400.00	NONE	NONE	NONE	DMS00107		GOOD	FL Asset Num: 252
DMS	Desk Walnt 3 Drawer	1	400.00	400.00	NONE	NONE	NONE	DMS00108		BROKEN	FL Asset Num: 606
DMS	File Cabinet 4 drawer Metal Card Size	1	369.00	369.00	NONE	NONE	NONE	DMS00109		FAIR	FL Asset Num: 195
DMS	File Cabinet 5 Drawer Metal	1	249.00	249.00	NONE	NONE	NONE	DMS00112		POOR	FL Asset Num: 215 Drawers don't pull out.
DMS	File Cabinet Legal 5 Drawer	1	878.00	878.00	NONE	NONE	NONE	DMS00113		GOOD	FL Asset Num: 608
DMS	File Cabinet Lateral 5 Drawer	1	878.00	878.00	NONE	NONE	NONE	DMS00114		FAIR	FL Asset Num: 650
DMS	Table Rectangle Folding Dark Brown	1	120.00	120.00	NONE	NONE	NONE	DMS00115		GOOD	FL Asset Num: 285
DMS	Table Rectangle Folding Tan	1	120.00	120.00	NONE	NONE	NONE	DMS00116		GOOD	FL Asset Num: 1406
DMS	Table Rectangle Folding Gray	1	120.00	120.00	NONE	NONE	NONE	DMS00117		GOOD	FL Asset Num: 307 Inventory Reconciliation in progress
DMS	Table Rectangle Folding Dark Brown	1	120.00	120.00	NONE	NONE	NONE	DMS00118		POOR	FL Asset Num: 1459
DMS	Table Round Brown	1	120.00	120.00	NONE	NONE	NONE	DMS00119		GOOD	FL Asset Num: 272
DMS	Table Rectangle Folding Dark Brown	1	120.00	120.00	NONE	NONE	NONE	DMS00120		GOOD	FL Asset Num: 207
DMS	Table Round Brown	1	120.00	120.00	NONE	NONE	NONE	DMS00122		POOR	FL Asset Num: 273
DMS	Typing Table/ Work Station	1	69.00	69.00	NONE	NONE	Wright Line	DMS00127		FAIR	FL Asset Num: 604

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											Inventory Reconciliation in progress
DMS	Typing Table/ Work Station	1	69.00	69.00	NONE	NONE	Wright Line	DMS00128		FAIR	FL Asset Num: 254
DMS	Rolling workstation w/ drawers	1	250.00	250.00				DMS00129		POOR	Asset #1251
DMS	Typing Table/ Work Station	1	69.00	69.00	NONE	NONE	Wright Line	DMS00130		FAIR	FL Asset Num: 646
DMS	Typing Table/ Rolling Work Station	1	69.00	69.00	NONE	NONE	Wright Line	DMS00131		FAIR	FL Asset Num: 274
DMS	Typing Table/ Work Station	1	69.00	69.00	NONE	NONE	Wright Line	DMS00132		FAIR	FL Asset Num: 609
DMS	File cabinet, 2 drawer, tan	1	0.00	0.00			HON	DMS00133		fair	
DMS	Typing Table/ Work Station	1	69.00	69.00	NONE	NONE	Wright Line	DMS00134		FAIR	FL Asset Num: 647
DMS	MONITOR	1	129.00	129.00	CN0M161846633CJ4NT L	RT7D20	DELL	DMS00660		FAIR	FL Asset Num: 1922 LAW LIBRARY USE
DMS	PRINTER	1	419.00	419.00	CNDX120114	4014	HP	DMS01027		good	adc 03.23.11
DMS	PRINTER	1	417.00	417.00	CNHC65S113	1320	HP	DMS01104		GOOD	adc
IWTF	Book Cart 2 side 3 Shelf	1	149.00	149.00	NONE	MB91-0060	Bretford	IWTF00133		GOOD	FL Asset Num: 0199
IWTF	Book Cart 2 side 3 Shelf	1	169.00	169.00	NONE	MB91-00610	Bretford	IWTF00134		GOOD	FL Asset Num: 0544
IWTF	Table Round Brown	1	120.00	120.00	NONE	NONE	NONE	IWTF00135		FAIR	FL Asset Num: 0732
IWTF	Table Round Wood	1	120.00	120.00	NONE	NONE	NONE	IWTF00136		GOOD	FL Asset Num: 0271
IWTF	Typing Table	1	69.00	69.00	NONE	NONE		IWTF00137		FAIR	FL Asset Num: 644
IWTF	Table Moon Table Red	1	120.00	120.00	NONE	NONE	NONE	IWTF00140		GOOD	FL Asset Num: 0651
IWTF	Table Moon Table Red	1	120.00	120.00	NONE	NONE	NONE	IWTF00141		GOOD	FL Asset Num: 0650
IWTF	Table Moon Table Red	1	120.00	120.00	NONE	NONE	NONE	IWTF00142		GOOD	FL Asset Num: 0649
IWTF	Book Cart 2 side 3 Shelf	1	169.00	169.00	NONE	MB91-0060	Bretford	IWTF00143		GOOD	FL Asset Num: 0545
IWTF	Book Cart 2 side 3 Shelf	1	169.00	169.00	NONE	MB91-0060	Bretford	IWTF00144		GOOD	FL Asset Num: 0543
IWTF	Chair Office Executive Highback	1	197.00	197.00	GUTXZ	NONE	NONE	IWTF00145		POOR	FL Asset Num: 0171Inventory Reconciliation in progress

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Chair Office Burgundy w/arms	1	147.00	147.00	NONE	NONE	NONE	IWTF00146		GOOD	FL Asset Num: 1831
IWTF	Desk 4 drawer Wood	1	400.00	400.00	NONE	NONE	NONE	IWTF00147		BROKEN	FL Asset Num: 0193
IWTF	Desk 4 drawer Wood	1	400.00	400.00	NONE	NONE	NONE	IWTF00149		FAIR	FL Asset Num: 0563
IWTF	Desk 4 drawer Wood	1	400.00	400.00	NONE	NONE	NONE	IWTF00150		FAIR	FL Asset Num: 0562
IWTF	Laminator	1	249.00	249.00	10239	10128	NP Tek	IWTF00151		GOOD	FL Asset Num: 0013
IWTF	Desk 4 drawer Wood	1	400.00	400.00	NONE	NONE	NONE	IWTF00152		FAIR	FL Asset Num: 0564 Inventory Reconciliation in progress
IWTF	Magazine Carousel	1	249.00	249.00	NONE	NONE	NONE	IWTF00154		POOR	FL Asset Num: 0382
IWTF	Television Stand	1	47.00	47.00	NONE	NONE	Quartet	IWTF00157		GOOD	FL Asset Num: 0634
IWTF	Television Stand	1	47.00	47.00	NONE	NONE	Quartet	IWTF00158		GOOD	FL Asset Num: 0632
IWTF	TELEVISION	1	297.00	297.00	Y2300370207506	NONE	Sanyo	IWTF00160		UNKNOW N	FL Asset Num: 0880
IWTF	Buffer	1	686.40	686.40	5394D	495464	Pacific	IWTF00161		Poor	FL Asset Num: 9571
IWTF	Table 24x60- tan	1	120.00	120.00	NONE	NONE	NONE	IWTF00243		FAIR	FL Asset Num: 0754
IWTF	Table 24x60	1	120.00	120.00	NONE	NONE	NONE	IWTF00245		FAIR	FL Asset Num: 0776
IWTF	Table 24x60 crème top	1	120.00	120.00	NONE	NONE	NONE	IWTF00247		FAIR	FL Asset Num: 0749 Inventory Reconciliation in progress
IWTF	COPIER	1	2,500.00	2,500.00	SVM01021	IR-3045	CANON	IWTF00836	03/11/2004	GOOD	replaces IWTF00060 Service Plus disposed of machine after purchase replacement.

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
EDUCATION Library Storage Closet											
DMS	MONITOR	1	259.00	259.00	CNOM16196418044L9 G0H	KO-1911	KDS	DMS00088		POOR	FL Asset Num: 9651
IWTF	Head Set (5 in Case)	1	29.00	29.00		2924AV-Q	Califone	IWTF00153		GOOD	FL Asset Num: 0644
IWTF	Table 30x72	1	120.00	120.00	NONE	NONE	NORIX	IWTF00248		FAIR	FL Asset Num: 2065
EDUCATION Main Office (LOC 133)											
DMS	MONITOR	1	0.00	0.00	CN0M16196418044M36 FH		DELL	DMS00080		GOOD	
DMS	File Cabinet 5 drawer	1	465.00	465.00	DU34S8		HON	DMS01247		FAIR	this asset ID is also assigned to a folding table in F dorm. property # written on with marker.
DMS	MONITOR	1	0.00	0.00	CN0RNMH67444505B7 165	P190S	DELL	DMS03004	06/22/2010	GOOD	REPLACED MTC01299 J.M.P
DMS	COPIER	1	10,966.00	10,966.00	W874L800667	MP7502	RICOH	DMS03007	09/16/2014	NEW	Added By JMP. Replacing DMS00250
IWTF	Office Chair	1	97.00	97.00	CEB1121PB002	NONE	Corporate Express	IWTF00049		FAIR	FL Asset Num: 0595
IWTF	Filing Cabinet 5-Drawer,Tan	1	249.00	249.00	M66TZ7	315P	HON	IWTF00055		GOOD	FL Asset Num: 0006
IWTF	Filing Cabinet 5-Drawer Tan	1	249.00	249.00	M46TZ7	315P	HON	IWTF00056		GOOD	FL Asset Num: TF0005
IWTF	Filing Cabinet 5-Drawer Tan	1	249.00	249.00	MG6TZ7	315P	HON	IWTF00057		GOOD	FL Asset Num: TF0002
IWTF	Storage Cabinet Metal	1	29.00	29.00	DGP6PF	SC1872	HON	IWTF00058		FAIR	FL Asset Num: 0489
IWTF	Bookcase 4-Shelf	1	189.00	189.00	NONE	NONE	NONE	IWTF00067		POOR	FL Asset Num: TF0627 Homemade bookshelf

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Filing Cabinet 5-Drawer Legal	1	645.00	645.00	NONE	NONE	HON	IWTF00080		POOR	FL Asset Num: TF0559
IWTF	Desk Large	1	400.00	400.00	NONE	NONE	NONE	IWTF00127		POOR	FL Asset Num: 0986
IWTF	Table 24x60	1	120.00	120.00	NONE	NONE	NONE	IWTF00246		FAIR	FL Asset Num: 0744 Inventory Reconciliation in progress
IWTF	SHEARS, 5 1/2"	1	39.96	39.96		NJ-TR55	NINJA TROPHY	IWTF00880	08/16/2012	GOOD	REPLACES IWTF00663
IWTF	BROWN ROLLING CHAIR	1	64.40	64.40	NONE	NONE	STAPLES	IWTF01301	08/28/2014	New	REPLACE IWTF00257
IWTF	PRINTER	1	184.49	184.49	24PXSS1	B2360dn	DELL	IWTF04008	10/02/2014	NEW	REPLACING IWTF00262. ADDED BY JMP Service Next Business Day Parts Delivery Start date (GMT time zone): October 02, 2014 End date (GMT time zone): January 01, 2016 Dell Labor Support Start date (GMT time zone): December 30, 2015 End date (GMT time zone): December 31, 2015
IWTF	Dry Erase Board - Monthly Planner	1	119.00	119.00	NONE	NONE	Quartet	TMPIWTF329		GOOD	FL Asset Num: 1916
IWTF	Desktop Cubby	1	29.00	29.00	NONE	NONE	NONE	TMPIWTF338		GOOD	FL Asset Num: 0202
EDUCATION Office LOC00136											
DMS	Office chair, high back, brown	1	79.00	79.00	none		SIDLEY LUXURA	DMS01356	08/06/2012	GOOD	REPLACES DMS00030

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Filing Cabinet 5-Drawer	1	449.00	449.00	NONE	NONE	HON	IWTF00048		GOOD	FL Asset Num: TF0635
IWTF	Desk	1	400.00	400.00	NONE	NONE	Corporate Express	IWTF00083		POOR	FL Asset Num: TF0548Inventory Reconciliation in progress
EDUCATION OFFICE LOC134											
DMS	Bookcase 3-Shelf	1	189.00	189.00	NONE	NONE	NONE	DMS00084		FAIR	FL Asset Num: 994
DMS	Office chair, black	1	79.99	79.99	none		Realspace	DMS01359	06/04/2015	GOOD	REPLACES DMS00015
DMS	OFFICE DESK (L is in ofc.)	1	400.00	400.00	NONE	NONE	NONE	TMPDMS400		good	FL Asset Num: 555
EDUCATION PC Supp											
DMS	PRINTER	1	1,506.00	1,506.00	CNRXR16924	4250	HP	DMS00077		GOOD	includes duplexer
IWTF	MONITOR	1	150.00	150.00	CNOM16196418044L9 G1H	E152FPc	DELL	IWTF00155		unknown	FL Asset Num: 0144 BA UPDATED 01/08/2013
IWTF	Table 36x30 brown top	1	120.00	120.00	NONE	NONE	NONE	IWTF00163		GOOD	FL Asset Num: 0742
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	DWMPNA	NONE	IWTF00165		FAIR	FL Asset Num: 0769
IWTF	Table 30x36 wood tone	1	120.00	120.00	NONE	NONE	NONE	IWTF00167		GOOD	FL Asset Num: 0747
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	D8MPR8	NONE	IWTF00169		GOOD	FL Asset Num: 0758
IWTF	Table 30x60	1	120.00	120.00	NONE	NONE	NONE	IWTF00170		GOOD	FL Asset Num: 2425
IWTF	Table 30x36	1	120.00	120.00	NONE	NONE	NONE	IWTF00173		GOOD	FL Asset Num: 0751
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	DKMPNA	NONE	IWTF00174		GOOD	FL Asset Num: 0756
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	DHMPRA	NONE	IWTF00175		GOOD	FL Asset Num: 0767
IWTF	File Cabinet 4 drawer crème	1	465.00	465.00	Y33VI	314P	HON	IWTF00178		FAIR	FL Asset Num: 0784
IWTF	Lateral File Cabinet 2 drawer	1	249.00	249.00	DF6DZ2	382L	HON	IWTF00180		GOOD	FL Asset Num: 0782

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Book Case	1	189.00	189.00	NONE	NONE	NONE	iwtf00182		GOOD	FL Asset Num: 001508
IWTF	Portable 3 drawer cart	1	19.00	19.00	NONE	NONE	Sterlite	iwtf00183		FAIR	FL Asset Num: 0785
IWTF	Attached storg. Shelves 5	1	289.00	289.00	NONE	NONENONE	Fixed	iwtf00184		GOOD	FL Asset Num: 2009
IWTF	Table 48x30	1	120.00	120.00	NONE	NONE	NONE	IWTF00185		FAIR	FL Asset Num: 2430
IWTF	Table 30x60	1	120.00	120.00	NONE	NONE	NONE	iwtf00186		FAIR	FL Asset Num: 0610
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	D4MPNA	NONE	IWTF00189		GOOD	FL Asset Num: 0759
IWTF	Table 30x36 wood tone	1	120.00	120.00	NONE	NONE	NONE	IWTF00193		FAIR	FL Asset Num: 0743
IWTF	Book Case 2 Shelf	1	89.00	89.00	NONE	NONE	Carpentry Made	IWTF00194		POOR	FL Asset Num: 2428 (Appears homemade)
IWTF	Table 24x60	1	120.00	120.00	NONE	NONE	NONE	IWTF00195		FAIR	FL Asset Num: 0741
IWTF	Secretary Desk 30x60	1	400.00	400.00	NONE	NONE	NONE	IWTF00197		FAIR	FL Asset Num: 0792
IWTF	Office Chair Teacher	1	147.00	147.00	NONE	NONE	NONE	IWTF00198		GOOD	FL Asset Num: 1776
IWTF	Book Case 5 Shelf	1	147.00	147.00	NONE	NONE	Carpentry Made	IWTF00200		GOOD	FL Asset Num: 0778 HOMEMADE
IWTF	Wood Cabinet/Bookcase	1	149.00	149.00	NONE	NONE	NONE	IWTF00201		GOOD	FL Asset Num: 1179
IWTF	File Cabinet 2 drawer	1	449.00	449.00	NONE	NONE	HON	IWTF00202		FAIR	FL Asset Num: 0781
IWTF	Storage Cabinet 15x30	1	149.00	149.00	NONE	NONE	NONE	IWTF00204		GOOD	FL Asset Num: 0786
IWTF	Cherry Top Desk	1	149.00	149.00	NONE	NONE	NONE	IWTF00205		GOOD	FL Asset Num: 9633
IWTF	Cherry Top Desk	1	149.00	149.00	NONE	NONE	NONE	IWTF00208		GOOD	FL Asset Num: 9631
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	GTWPH	NONE	IWTF00210		GOOD	FL Asset Num: 0772

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Wooden Desk	1	249.00	249.00	NONE	NONE	NONE	IWTF00212		FAIR	FL Asset Num: 9070
IWTF	Table 36x30	1	120.00	120.00	NONE	NONE	NONE	IWTF00213		FAIR	FL Asset Num: 0752
IWTF	Cherry Top Desk	1	149.00	149.00	NONE	NONE	NONE	IWTF00218		GOOD	FL Asset Num: 9632
IWTF	Cherry Top Desk	1	149.00	149.00	NONE	NONE	NONE	IWTF00219		GOOD	FL Asset Num: 9039
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	DFMPNA	NONE	IWTF00222		GOOD	FL Asset Num: 0764
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	DLMPNA	NONE	IWTF00227		GOOD	FL Asset Num: 0771
IWTF	Table 2 tier 27x72 grey	1	120.00	120.00	NONE	NONE	NONE	IWTF00230		FAIR	FL Asset Num: 0190
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	DVMPNA	NONE	IWTF00231		GOOD	FL Asset Num: 0761
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	DPMPNA	NONE	IWTF00232		GOOD	FL Asset Num: 0774
IWTF	Cherry Top Desk	1	149.00	149.00	NONE	NONE	NONE	IWTF00233		GOOD	FL Asset Num: 9634
IWTF	Cherry Top Desk	1	149.00	149.00	NONE	NONE	NONE	IWTF00236		GOOD	FL Asset Num: 9635
IWTF	Table 2 tier 27x72 grey	1	120.00	120.00	NONE	NONE	NONE	IWTF00239		FAIR	FL Asset Num: 0191
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	DNMPNA	NONE	IWTF00241		POOR	FL Asset Num: 0770
IWTF	NETWORK SWITCH	1	441.00	441.00	SSG841INVOCG	PROCURVE 2524	HP	iwtf00251		GOOD	FL Asset Num: TF0681Inventory Reconciliation in progress
IWTF	Table 30x30 crème	1	49.00	49.00	NONE	NONE	NONE	iwtf00255		FAIR	FL Asset Num: 1238
IWTF	NETWORK SWITCH	1	461.00	461.00	CT1424T1	PROCURVE 2524	HP	iwtf00256		GOOD	FL Asset Num: 0789 Inventory Reconciliation in progress
IWTF	Task chair w/arms, black leather	1	52.00	52.00	NONE	BT688BKAGG		IWTF00403	08/02/2012	GOOD	

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B7H	HP T510	HP	IWTF00452	03/25/2013	NEW	
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B74	HP T510	HP	IWTF00453	03/25/2013	NEW	REPLACES IWTF00168. JMP
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B78			IWTF00454	01/13/2005	NEW	REPLACES IWTF00171. JMP
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B6X	HP T510	HP	IWTF00455	03/25/2013	NEW	REPLACES IWTF00172. JMP
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B6S	HP T510	HP	IWTF00456	03/25/2013	NEW	REPLACES IWTF00176. JMP
IWTF	THIN CLIENT	1	0.00	0.00	MXL3071B7G	HP T510	HP	IWTF00457		NEW	REPLACES IWTF00187. JMP
IWTF	THIN CLIENT	1	0.00	0.00	MXL3071B6Z	HP T510	HP	IWTF00458		NEW	REPLACES IWTF00188. JMP
IWTF	THIN CLIENT	1	0.00	0.00	MXL3071B7K	HP T510	HP	IWTF00459		NEW	REPLACES IWTF00206.JMP
IWTF	THIN CLIENT	1	0.00	0.00	MXL3071B6V	HP T510	HP	IWTF00460		NEW	REPLACES IWTF00209. JMP
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B77	HP T510	HP	IWTF00461	03/25/2013	NEW	REPLACES IWTF00211. JMP
IWTF	THIN CLIENT	1	0.00	0.00	MXL3071B6R	HP T510	HP	IWTF00462		NEW	REPLACES IWTF00216. JMP
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B6T	HP T510	HP	IWTF00463	01/05/2002	NEW	REPLACES IWTF00217.JMP
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B79	HP T510	HP	IWTF00464	03/25/2013	NEW	REPLACES IWTF00221 JMP.
IWTF	THIN CLIENT	1	220.00	220.00	MXL3170B7J	HP T510	HP	IWTF00465	03/25/2013	NEW	REPLACES IWTF00225 JMP.
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B72	HP T510	HP	IWTF00466	03/25/2013	NEW	REPLACES IWTF00228.JMP.
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B7F	HP T510	HP	IWTF00467	03/25/2013	NEW	REPLACES IWTF00229 JMP.
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B7B	HP T510	HP	IWTF00468	03/25/2013	NEW	REPLACES IWTF00234 JMP.
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B71	HP T510	HP	IWTF00469	03/25/2013	NEW	REPLACES IWTF00237. JMP.
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B7D	HP T510	HP	IWTF00470	03/25/2013	NEW	REPLACES IWTF00240. JMP
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B6Q	HP T510	HP	IWTF00471	03/25/2013	NEW	REPLACES IWTF00244.

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											JMP.
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B6Y	HP T510	HP	IWTF00472	03/25/2013	NEW	
IWTF	THIN CLIENT	1	220.00	220.00	MXL3071B70	HP T510	HP	IWTF00473	03/25/2013	NEW	
IWTF	Wooden desk	1	0.00	0.00				IWTF00832		good	
IWTF	THIN CLIENT	1			MXL41723MW	t510	HP	IWTF01299			MAC ADDRESS: C8CBB822B8C0
IWTF	BLACK ROLLING CHAIR	1	109.99	109.99	NA	NA	STAPLES	IWTF01311	05/23/2016	New	REPLACE IWTF00207
IWTF	BLACK ROLLING CHAIR	1	109.99	109.99	NA	na	STAPLES	IWTF01312	05/23/2016	New	replace IWTF00214
IWTF	BLACK ROLLING CHAIR	1	109.99	109.99	NA	NA	STAPLES	IWTF01313	05/23/2016	New	REPLACE IWTF00215
IWTF	BLACK ROLLING CHAIR	1	109.99	109.99	NA		staples	IWTF01314	05/23/2016	New	REPLACED IWTF00235
IWTF	BLACK ROLLING CHAIR	1	109.99	109.99	na	NA	STAPLES	IWTF01315	05/23/2016	New	REPLACE IWTF00177
IWTF	MONITOR	1	0.00	0.00	CN0RNMH67444505BC	P190S	DELL	IWTF04007	06/22/2010	GOOD	REPLACED IWTF01292 J.M.P.
IWTF	Blackboard 4x8	1	69.00	69.00	NONE	NONE	NONE	TMPIWTF472		GOOD	FL Asset Num: 0794
IWTF	Cork Board 2x3	1	89.00	89.00	NONE	NONE	NONE	TMPIWTF473		GOOD	FL Asset Num: 0616
IWTF	Cork Board 2x3	1	89.00	89.00	NONE	NONE	NONE	TMPIWTF474		GOOD	FL Asset Num: 0615
IWTF	Cork Board 2x3	1	89.00	89.00	NONE	NONE	NONE	TMPIWTF475		GOOD	FL Asset Num: 0798
IWTF	Cork Board 3x5	1	59.00	59.00	NONE	NONE	NONE	TMPIWTF476		GOOD	FL Asset Num: 0796
IWTF	Cork Board 3x4	1	59.00	59.00	NONE	NONE	NONE	TMPIWTF477		GOOD	FL Asset Num: 0797
IWTF	Wooden Desk	1	249.00	249.00	NONE	NONE	NONE	TMPIWTF543		FAIR	FL Asset Num: 9037
EDUCATION Rm 42 (LOC130)											
DMS	Fire Extinguisher(moved from CCA inventory List)	1	89.00	89.00	XN969486	N/A	Amerex	DMS00089		UNKNOW N	FL Asset Num: 971
DMS	BROWN ROLLING CHAIR	1	64.40	64.40	NONE	NONE	STAPLES	DMS00289	05/15/2010	New	REPLACE DMS00093
IWTF	Televison VCR Combo	1	250.00	250.00	C9AA29851	DVM2079	Panasonic	IWTF00085		UNKNOW	FL Asset Num: TF1001

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Bookshelf 2-Shelf Cabinet	1	149.00	149.00	NONE	NONE	NONE	iwtf00259		FAIR	FL Asset Num: 0505
IWTF	Filing Cabinet 3-Drawer	1	129.00	129.00	NONE	NONE	HON	IWTF00274		POOR	FL Asset Num: 000782
IWTF	Filing Cabinet 5-Drawer	1	465.00	465.00	MSXWUQ	315P	HON	IWTF00282		GOOD	FL Asset Num: TF0018
IWTF	MONITOR	1	0.00	0.00	CN0M16196418044M36 CH	E152	DELL	IWTF00838		FAIR	FL asset # TF0156
EDUCATION Rm 43											
DMS	Storage Closet Large Metal	1	249.00	249.00	NONE	NONE	NONE	DMS00094		FAIR	FL Asset Num: TF0534
DMS	Bookcase 6-Shelf	1	239.00	239.00	NONE	NONE	Tennsco	DMS00096		POOR	FL Asset Num: 559
IWTF	MONITOR	1	179.00	179.00	CNOW1668351		DELL	IWTF00052		GOOD	BA UPDATED 01/08/2013
IWTF	Bookcase 5-Shelf	1	219.00	219.00	572ABC	4112872060	HON	IWTF00109		GOOD	FL Asset Num: TF0589
IWTF	Projection Screen Wall Mount	1	119.00	119.00	NONE	NONE	NONE	IWTF00111		GOOD	FL Asset Num: 0592
IWTF	Filing Cabinet 4-Drawer	1	365.00	365.00	K5QK4	314P	HON	IWTF00113		GOOD	FL Asset Num: 1124
IWTF	Filing Cabinet 4-Drawer	1	365.00	365.00	V5O11	10564	HON	IWTF00114		GOOD	FL Asset Num: 1122
IWTF	Computer Stand Clear Plastic	1	129.00	129.00	NONE	NONE	NONE	IWTF00115		GOOD	FL Asset Num: TF0007
IWTF	TV Stand Wall Mount	1	149.00	149.00	NONE	NONE	Bretford	IWTF00117		GOOD	FL Asset Num: 9847
IWTF	Filing Cabinet 2-Drawer Grey	1	0.00	0.00	MDC8FD		HON	IWTF00119		FAIR	replaces incorrect asset id IWTF00752
IWTF	T.V.	1	427.84	427.84	03NM3CUGB00788V	UN40J5500AFXZA	SAMSUNG	IWTF01303	04/04/2016	New	REPLACING IWTF00116
IWTF	Overhead Projector	1	192.08	192.08	12140000011	V16000M	Apollo	IWTF04014	02/05/2016	good	Replacing IWTF00281
IWTF	Dry Erase Board	1	209.00	209.00	NONE	NONE	Quartet	TMPIWTF251		GOOD	FL Asset Num: TF0594

EDUCATION Rm 44

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	TV cart, black	1	0.00	0.00				DMS01331		good	adc
IWTF	Dry Erase Board	1	129.60	129.60	NONE	NONE	Quartet	IWTF00082		GOOD	FL Asset Num: TF0558Inventory Reconciliation in progress
IWTF	Table, grey	1	69.00	69.00	011850	NONE	NORIX	IWTF00086		FAIR	FL Asset Num: TF0748 label missing. wrote # on with marker. -adc
IWTF	DVD/VCR Player	1	69.00	69.00	D5IA42387	NONE	Panasonic	IWTF00088		UNKNOW N	FL Asset Num: TF0189 Inventory Reconciliation in progress
IWTF	Bookcase 5-Shelf metal	1	219.00	219.00	DCITAA	4112872060	HON	IWTF00110		GOOD	FL Asset Num: 0499
IWTF	Bookshelf 5-Shelf Metal	1	229.00	229.00	D01TQA	NONE	HON	IWTF00121		GOOD	FL Asset Num: TF522 (Replaced with 0627) property # written on with marker.
IWTF	Filing Cabinet 5-Drawer gray	1	465.00	465.00	MDRUXB	315P	HON	IWTF00283		GOOD	FL Asset Num: TF0019
IWTF	Rolling Chairs Secretary	1	57.00	57.00	DTYCZE	NONE	HON	IWTF00749		POOR	FL Asset Num: 9226
IWTF	Filing Cabinet 4-Drawer	1	489.00	489.00	NONE	NONE	HON	IWTF00781		BROKEN	FL Asset Num: TF0436
IWTF	Projection Screen Wall Mount	1	149.00	149.00	NONE	NONE	Quartet	IWTF00790		FAIR	FL Asset Num: TF0441
IWTF	Surge Protector	1	57.00	57.00	3B0804X43609	APC	VE55OR	IWTF01146		FAIR	FL Asset Num: 0332
EDUCATION Rm 48 (LOC129)											
DMS	Record Shelves	1	600.00	600.00	NONE	NONE	NONE	DMS00090		FAIR	FL Asset Num: 2231
DMS	Record Shelves	1	600.00	600.00	NONE	NONE	NONE	DMS00092		FAIR	FL Asset Num: 2229
DMS	Desk	1	400.00	400.00	NONE	NONE	MILLER	dms00143		POOR	FL Asset Num: 1312

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	BROWN ROLLING CHAIR	1	64.40	64.40	NONE	NONE	STAPLES	DMS00288	08/28/2014	New	REPLACE DMS00014
DMS	File Cabinet4 drawer LATERAL	1	767.00	767.00	59CND	434L	HON	DMS01052		GOOD	FL Asset Num: 1705
IWTF	Cabinet Grey	1	289.00	289.00	D09RBT	785LS	HON	IWTF00070		GOOD	
IWTF	Open Shelf Metal	1	49.00	49.00	NONE	NONE	NONE	IWTF00081		FAIR	FL Asset Num: 1194
IWTF	Projector Screen wall mount	1	149.00	149.00	NONE	NONE	QUARTET	IWTF00091		UNKNOW N	FL Asset Num: 9853
IWTF	Bulletin Board small	1	40.00	40.00	NONE	NONE	Quartet	IWTF00092		FAIR	FL Asset Num: 0981
IWTF	Bulletin Board small	1	40.00	40.00	NONE	NONE	Quartet	IWTF00093		FAIR	FL Asset Num: 0982
IWTF	Bulletin Board small	1	40.00	40.00	NONE	NONE	Quartet	IWTF00094		FAIR	FL Asset Num: 0984
IWTF	Bulletin Board small	1	40.00	40.00	NONE	NONE	Quartet	IWTF00095		FAIR	FL Asset Num: TF0799
IWTF	Bulletin Board small	1	40.00	40.00	NONE	NONE	Quartet	IWTF00096		FAIR	FL Asset Num: TF0554
IWTF	Chairs Stacking Plastic - Grey	31	29.00	899.00	NONE	NONE	NONE	IWTF00098		FAIR	FL Asset Num: NONE
IWTF	Filing Cabinet 3-Drawer	1	129.00	129.00	NONE	NONE	HON	IWTF00100		POOR	FL Asset Num: 000782 (Same asset number is listed in PC Support)
IWTF	Filing Cabinet 4-Drawer Tan	1	365.00	365.00	NONE	NONE	HON	IWTF00102		FAIR	FL Asset Num: 1889
IWTF	Bookcase Wood	1	89.00	89.00	NONE	NONE	NONE	IWTF00105		FAIR	FL Asset Num: 0700
IWTF	Computer Table	1	69.00	69.00	NONE	NONE	Fellowes	IWTF00107		POOR	FL Asset Num: 0509Inventory Reconciliation in progress
IWTF	OVERHEAD PROJECTOR	1	260.00	260.00	507052E150602687	BUHI	HAMITON	IWTF00495	10/06/2017	Good	REPLACEMENT IWTF00281
IWTF	Computer Desk	1	249.00	249.00	NONE	NONE	NONE	IWTF00760		BROKEN	FL Asset Num: TF9794

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	T.V.	1	427.84	427.84	03NM3CUGB00945K	UN40J5500AFXZA	SAMSUNG	IWTF01304	04/04/2016	New	REPLACING IWTF00099
IWTF	MONITOR	1	108.56	108.56	CN0RNMH6744450SBB WUS	P190S	DELL	IWTF04003	02/28/2014	GOOD	REPLACING IWTF00108 M.H.
EDUCATION Rm 49											
DMS	Filing Cabinet Beige	1	399.00	399.00	NONE	NONE	HON	DMS00100		POOR	FL Asset Num: 601
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00980		FAIR	FL Asset Num: 9821 Inventory Reconciliation in Progress
DMS	Table Grey	1	89.00	89.00	NONE	NONE	NONE	DMS01236		FAIR	FL Asset Num: 1869Inventory Reconciliation in progress
IWTF	TELEVISION-VCR-DVD Combo	1	311.00	311.00	T3054A773	EWCAT5	Emerson	IWTF00123		FAIR	FL Asset Num: TF0540
IWTF	TV Stand Wall Mount	1	69.00	69.00	NONE	NONE	Bretford	IWTF00125		FAIR	FL Asset Num: TF0969
IWTF	Filing Cabinet Grey	1	399.00	399.00	NONE	NONE	HON	IWTF00129		GOOD	FL Asset Num: TF0538
IWTF	Computer Stand Clear Plastic	1	189.00	189.00	NONE	NONE	NONE	IWTF00132		FAIR	FL Asset Num: 9855
IWTF	Filing Cabinet 5-Drawer	1	595.00	595.00	CWFEXM	315P	HON	iwtf00261		GOOD	FL Asset Num: TF0560
IWTF	Computer Desks Rolling	1	219.00	219.00	NONE	NONE	NONE	iwtf00271		FAIR	FL Asset Num: TF509
IWTF	T.V.	1	129.98	129.98	G50C32DBCS0610	E32	SCEPTRE	IWTF01347	07/17/2017	New	REPLACED IWTF00123
IWTF	MONITOR	1	0.00	0.00	CN0RNMH67444505BC T8S	P190S	DELL	IWTF04002	06/22/2010	Good	REPLACING MTC01297
IWTF	MONITOR	1	0.00	0.00	CN0RNMH67444505RD NRS	P190S	DELL	IWTF04005	06/22/2010	GOOD	REPLACED IWTF01294
IWTF	DESKTOP COMPUTER	1	0.00	0.00	G2N4LM1	OPTIPLEX 380	DELL	IWTF04015	06/30/2010	GOOD	[Renumbered from Asset ID: MTC00316. MTC00316 was replaced with GCF00573. Hard

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											Drive was wiped with Kill Disk and reimaged with Windows 7. Replacing IWTF00068
IWTF	Dry Erase Board	1	119.00	119.00	NONE	NONE	Quartet	TMPIWTF281		GOOD	FL Asset Num: TF0624 (WAS 519)
IWTF	Dry Erase Board	1	119.00	119.00	NONE	NONE	Quartet	TMPIWTF282		GOOD	FL Asset Num: TF0625 (WAS 518)
EDUCATION Rm 55											
DMS	MONITOR	1	175.00	175.00	71501889442	AL1516	ACER	DMS01166		GOOD	
DMS	Secretary Armed Chair	1	97.00	97.00	NONE	23HCR	HON	DMS01169		GOOD	
IWTF	Projector Screen Wall Mount	1	119.00	119.00	NONE	NONE	NONE	IWTF00280		GOOD	FL Asset Num: 2017
IWTF	DRY ERASE BOARD, 4X8	1	225.34	225.34	none	none	LORELL	IWTF00334	03/20/2012	NEW	replaces TMPIWTF356
IWTF	DRY ERASE BOARD, 4X8	1	225.34	225.34	none	none	LORELL	IWTF00335	03/20/2012	NEW	replaces TMPIWTF357
IWTF	Filing Cabinet 4-Drawer	1	489.00	489.00	NONE	NONE	HON	IWTF00775		POOR	FL Asset Num: TF0579
IWTF	Filing Cabinet 4-Drawer	1	489.00	489.00	NONE	NONE	HON	IWTF00782		FAIR	FL Asset Num: TF0438
IWTF	Filing Cabinet 4-Drawer	1	489.00	489.00	NONE	NONE	HON	IWTF00783		POOR	FL Asset Num: TF0439
IWTF	Filing Cabinet 5-Drawer	1	549.00	549.00	NONE	NONE	HON	IWTF00784		BROKEN	FL Asset Num: TF0578
IWTF	TELEVISION-VCR Combo	1	339.00	339.00	D9AA26824	V V-2009	Quasar	IWTF00791		FAIR	FL Asset Num: TF0442
IWTF	MONITOR	1	0.00	0.00	CN0M16196418044L9F TH		DELL	IWTF00830		good	assigned asset ID for TMPIWTF285 a keyboard serial # was initially incorrectly entered for this item

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	GE Refrigerator (apt. size)	1	89.00	89.00	G0325267	SMR04DAMWW	General Electric	IWTF01022		GOOD	
IWTF	Sunbeam Microwave	1	89.00	89.00	206TA719102	SBM65-002	Sunbeam	IWTF01025		GOOD	
IWTF	DESKTOP COMPUTER	1	1,200.00	1,200.00	PTS560Y017652039CD 2702	ASPIRE T180	ACER	IWTF01078		GOOD	
IWTF	Rolling Computer Cart	1	149.00	149.00	NONE	NONE	NONE	IWTF01079		GOOD	
IWTF	Rolling Computer Cart(2pc)	1	149.00	149.00	NONE	C107405	BUSH	IWTF01080		GOOD	
IWTF	DESKTOP COMPUTER	1	1,155.64	1,155.64	G2P0LM1	OPTIPLEX 380	DELL	IWTF04000	12/02/2001	Fair	Reimaged MTC Asset ID: MTC00315 Replaces IWTF00684
F DORM B-102											
DMS	Guest Chair, burgandy	1	95.37	95.37	CZNNYA	IA52761	HON	DMS00938		GOOD	FL Asset Num: 2277 Inventory Reconciliation in Progress
DMS	OFFICE DESK	1	400.00	400.00	NONE	NONE	NONE	DMS01091		GOOD	FL Asset Num: 758
DMS	MONITOR	1	110.00	110.00	6CM441616LN	V221	HP	MTC01560		GOOD	ADDED BY J.M.P
F DORM B-110											
DMS	CLASSIC CHERRY CREDENZA	1	199.00	199.00	NONE	308253	SAUDER	DMS00837		GOOD	FL Asset Num: 145
DMS	DESK CHAIR, burgandy	1	95.37	95.37	CKRNLR	IA52761	HON	DMS00991		BAD	FL Asset Num: 2365
F DORM CLOSET B107											
DMS	DESK CHAIR, burgandy	1	95.37	95.37	CLRNLR	IA52761	HON	DMS00903		POOR	FL Asset Num: 2364 Inventory Reconciliation in Progress
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00932		FAIR	FL Asset Num: 9838
F DORM CONTROL ROOM B112											
DMS	DESKTOP COMPUTER	1	0.00	0.00	92FWSC1	OPTIPLEX 320	DELL	DMS00191	01/10/2005	good	BA UPDATED 01/08/2013

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	MONITOR	1	0.00	0.00	6XB23974GA	LCD2070NX-BK	NEC	DMS00195		GOOD	
DMS	2 DRAWER LATERAL FILE CABINET	1	270.23	270.23	8HYQRR	H432LP	HON	DMS00272	03/03/2014	NEW	KEY#113E OFFICER STATION..REPLACING DMS00940 M.H.
DMS	Memo Board Cork	1	60.00	60.00	NONE	NONE	Quartet	DMS00873		BROKE	FL Asset Num: 9725 04/11/2014 INVENTORY AUDIT 04/11/2014
IWTF	LIGATURE CUTTER	1	89.00	89.00	NONE	NONE	NONE	TMPIWTF997		good	FL Asset Num: F001A
F DORM Drug Treatment Sup A111											
DMS	DESK	1	612.00	612.00	CJVNZY / CUXNMY	NONE	HON	DMS00952		FAIR	FL Asset Num: 1636
DMS	GUEST CHAIR burgandy	1	87.06	87.06	CDNNSA	1A52761	HON	DMS00954		GOOD	FL Asset Num: 9164
DMS	GUEST CHAIR	1	87.06	87.06	COKN2A	1A52761	HON	DMS00956		GOOD	FL Asset Num: 9163
DMS	guest chair, burgandy	1	87.06	87.06	CMNNSA	NONE	HON	DMS00972		GOOD	FL Asset Num: 9829
DMS	black task chair	1						DMS01389			
DMS	TELEPHONE	1	55.99	55.99	EB003031728	1040	AT&T	MTC01578	01/07/2015	New	ADDED ON 01-13-2015
F DORM HALLWAY											
DMS	ICE MACHINE	1	4,621.43	4,621.43	14081320015897	C1448SA-32B	SCOTMAN	DMS00306	10/05/2015	New	REPLACE DMS01520
DMS	ICE MACHINE	1	2,500.00	2,500.00	6.08132E+12	CME1350AS-32F	SCOTSMAN	DMS01520		FAIR	FL Asset Num: 2262
F DORM QD 1											
DMS	32" TV	1	192.43	192.43	D18S322BCB4271	X322BV-HD	SCEPTRE	DMS00279	07/31/2013	NEW	REPLACING DMS01523 M.H.
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00914		FAIR	FL Asset Num: 9799
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00974		FAIR	FL Asset Num: 9824

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	tv	1						DMS01386			
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01521		FAIR	FL Asset Num: 9765
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01522		FAIR	FL Asset Num: 9766
DMS	TV Stand	1	161.33	161.33	NONE	NONE	GRAINGER	DMS01524		GOOD	FL Asset Num: 2306
DMS	Lockers	64	200.00	12,800.00		PB350-L402	NORIX	DMS01525		FAIR	
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01526		FAIR	FL Asset Num: 9768
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01527		FAIR	FL Asset Num: 9767
DMS	TV Stand wall mount	1	161.33	161.33	NONE	NONE	GRAINGER	DMS01529		GOOD	FL Asset Num: 2319
DMS	Bulletin Boards (ATTACHED TO WALL)	2	177.11	354.22	NONE	CORK	Quartet	TMPDMS485		GOOD	FL Asset Num: NONE
F DORM QD 1 CLOSET											
DMS	table	1						DMS01240			
DMS	table	1						DMS01246			
DMS	table	1						DMS01248		Good	
DMS	Folding Table	1	120.00	120.00				DMS01530		NEW	
DMS	Folding Table	1	120.00	120.00				DMS01533		NEW	
DMS	Folding Table	1	120.00	120.00				DMS01534		NEW	
DMS	Folding Table	1	120.00	120.00				DMS01535		NEW	Inventory Reconciliation in Progress
DMS	Folding Table	1	120.00	120.00				DMS01536		NEW	Inventory Reconciliation in Progress
DMS	Folding Table	1	120.00	120.00				DMS01537		NEW	Inventory Reconciliation in Progress
IWTF	POWERED SUBWOOFER	1	797.00	797.00	086792831350	MSR800W	YAMAHA	IWTF00006		FAIR	FL Asset Num: TF0468 - UNKNOWN IF WORKING APPEARANCE IS FAIR IN STORAGE ROOM 1

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	AMPLIFIER	1	559.00	559.00	OD1437	KB5	PEAVEY	IWTF00007		FAIR	FL Asset Num: TF0846, UNKNOWN IF WORKING APPEARANCE IS FAIR
IWTF	SPEAKER STAND tripod	1	100.00	100.00	210001732	C1150	PEAVEY	IWTF00501		GOOD	FL Asset Num: 9884
IWTF	15 CAST FRAME WOOFER	1	339.00	339.00	(21) 0001372	C115V	YAMAHA	IWTF00503		GOOD	FL Asset Num: TF0463
IWTF	POWERED MIXER	1	999.00	999.00	UCCOO01197	EMX5016CF	YAMAHA	IWTF00504		GOOD	FL Asset Num: TF0469
IWTF	CD REWRITABLE RECORDER	1	250.00	250.00	0130428	CD RW900SL	YAMAHA	IWTF00505		BROKE 04/11/2014	FL Asset Num: TF0470 INVENTORY AUDIT 04/11/2014
IWTF	SYNTHESIZER KEYBOARD INSTRUMENT	1	2,799.00	2,799.00	UANN01218	MATIF X57	YAMAHA	IWTF00506		GOOD	FL Asset Num: TF0480
IWTF	15 CAST FRAME WOOFER	1	389.00	389.00	(21) 0P01224	CM15V	YAMAHA	IWTF00507		GOOD	FL Asset Num: TF0466
IWTF	MICROPHONE STAND	1	85.00	85.00	NONE	NONE	SHURE	IWTF00508		GOOD	FL Asset Num: 9878
IWTF	MICROPHONE STAND	1	85.00	85.00	NONE	NONE	SHURE	IWTF00509		GOOD	FL Asset Num: 9880
IWTF	MICROPHONE STAND	1	85.00	85.00	NONE	NONE	SHURE	IWTF00511		GOOD	FL Asset Num: 9881
IWTF	15 CAST FRAME WOOFER	1	389.00	389.00	(21) 0P01226	CM15V	YAMAHA	IWTF00513		GOOD	FL Asset Num: TF0465
IWTF	15 CAST FRAME WOOFER	1	339.00	339.00	(21) 0001380	C115V	YAMAHA	IWTF00515		GOOD	FL Asset Num: TF0467
IWTF	GUITAR	1	265.00	265.00	QOK160567	CG111S GUITAR	YAMAHA	IWTF00519		GOOD	FL Asset Num: TF0473
IWTF	ZODIAC BASS STAGE PACK	1	299.00	299.00	AQ1D0351	GUITAR	PEAVEY	IWTF00520		NEW	FL Asset Num: TF0472

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	EXTENSION CORD 8.5 FT	1	12.00	12.00	NONE	NONE	WOODS	IWTF00521		GOOD	FL Asset Num: F019A
IWTF	EXTENSION CORD 15.5 FT	1	15.00	15.00	NONE	NONE	WOODS	IWTF00522		POOR	FL Asset Num: F018A
IWTF	AUDIO CABLE 10.5 FT	1	15.00	15.00	NONE	NONE	SWITCHCRAFT	IWTF00523		GOOD	FL Asset Num: F010A
IWTF	MIC CABLE 19 FT	1	16.00	16.00	NONE	NONE	SWITCHCRAFT	IWTF00524		GOOD	FL Asset Num: F004A
IWTF	KEYBOARD PEDAL 7 FT	1	75.00	75.00	NONE	NONE	QUIKLOK	IWTF00525		GOOD	FL Asset Num: F008A
IWTF	MIC CABLE 19 FT	1	55.00	55.00	NONE	NONE	SWITCHCRAFT	IWTF00526		GOOD	FL Asset Num: F007A
IWTF	MIC CABLE 19 FT	1	55.00	55.00	NONE	NONE	SWITCHCRAFT	IWTF00527		GOOD	FL Asset Num: F006A
IWTF	MIC CABLE 19FT	1	55.00	55.00	FA005A			IWTF00528		GOOD	STORAGE
IWTF	MIC CABLE 19 FT	1	55.00	55.00	NONE	NONE	SWITCHCRAFT	IWTF00529		GOOD	FL Asset Num: F005A
IWTF	MIC CABLE 19 FT	1	55.00	55.00	NONE	NONE	SWITCHCRAFT	IWTF00530		GOOD	FL Asset Num: F003A
IWTF	MIC CABLE 19 FT	1	55.00	55.00	NONE	NONE	SWITCHCRAFT	IWTF00531		GOOD	FL Asset Num: F002A
IWTF	AUDIO CABLE 10.5 FT	1	25.00	25.00	NONE	NONE	SWITCHCRAFT	IWTF00532		GOOD	FL Asset Num: F011A
IWTF	AUDIO CABLE 10.5 FT	1	65.00	65.00	NONE	NONE	SWITCHCRAFT	IWTF00533		GOOD	FL Asset Num: F012A
IWTF	AUDIO CABLE 3.5 FT	1	65.00	65.00	NONE	NONE	SWITCHCRAFT	IWTF00534		GOOD	FL Asset Num: F013B
IWTF	SPEAKER CABLE 23 FT	1	65.00	65.00	NONE	NONE	NEUTRIK	IWTF00535		GOOD	FL Asset Num: F014A
IWTF	SPEAKER CABLE 23 FT	1	65.00	65.00	NONE	NONE	NEUTRIK	IWTF00536		GOOD	FL Asset Num: F015A
IWTF	SPEAKER CABLE 23 FT	1	65.00	65.00	NONE	NONE	NEUTRIK	IWTF00537		GOOD	FL Asset Num: F016A
IWTF	SPEAKER CABLE 23 FT	1	65.00	65.00	NONE	NONE	NEUTRIK	IWTF00538		GOOD	FL Asset Num: F017A
IWTF	POWER CORD 7 FT	1	10.00	10.00	NONE	NONE	BOLEX	IWTF00539		GOOD	FL Asset Num: F020A
IWTF	POWER CORD 7 FT	1	75.00	75.00	NONE	NONE	WONDERFUL	IWTF00540		GOOD	FL Asset Num: F021A

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	POWER CORD 7 FT	1	10.00	10.00	NONE	NONE	BOLEX	IWTF00541		GOOD	FL Asset Num: F022A
IWTF	MICROPHONE	1	99.00	99.00		SM58	SHURE	IWTF01227		USED	FL Asset Num: 9886
IWTF	MICROPHONE	1	99.00	99.00		SM58	SHURE	IWTF01228		USED	FL Asset Num: 9887
IWTF	MICROPHONE	1	99.00	99.00		SM58	SHURE	IWTF01229		USED	FL Asset Num: 9888
IWTF	MICROPHONE	1	99.00	99.00		SM58	SHURE	IWTF01230		USED	FL Asset Num: 9889
IWTF	MICROPHONE	1	99.00	99.00		SP-1 starpower	NADY	IWTF01231		BROKEN	FL Asset Num: 9890
IWTF	MICROPHONE CASE	1	65.00	65.00			SHURE	IWTF01232		USED	FL Asset Num: 9892
IWTF	MICROPHONE CASE	1	65.00	65.00			SHURE	IWTF01233		USED	FL Asset Num: 9893
IWTF	MICROPHONE CASE	1	65.00	65.00			SHURE	IWTF01234		USED	FL Asset Num: 9894
IWTF	MICROPHONE CASE	1	65.00	65.00			NADY	IWTF01235		USED	FL Asset Num: 9895
IWTF	MICROPHONE CASE	1	65.00	65.00			SWITCHCRA	IWTF01236		USED	FL Asset Num: 9896
IWTF	MICROPHONE	1	99.00	99.00		MC-VT1	TASCAM	IWTF01237		BROKEN	FL Asset Num: 9891
DMS	FOLDING TABLES	8	120.00	960.00	NONE	NONE	NORIX	TMPDMS495		NEW	
IWTF	SPEAKER CABLE	1	25.00	25.00	NONE	NL4FX	NEUTRIK	TMPIWTF1077		UNKNOW N	FL Asset Num: 007
IWTF	SPEAKER CABLE	1	75.00	75.00	NONE	NL4FX	NEUTRIK	TMPIWTF1078		UNKNOW N	FL Asset Num: 008
IWTF	SPEAKER CABLE	1	75.00	75.00	NONE	NL4FX	NEUTRIK	TMPIWTF1079		UNKNOW N	FL Asset Num: 0010
F DORM QD 2											
DMS	TV	1	171.99	171.99	F36C322BKL7175	X322BVMQC8LKAV93CF	SCEPTRE	DMS00307	11/12/2015	New	REPLACE DMS01546
DMS	TV	1			0578CHH805454H	UN32J4500AF	SAMSUNG	DMS00336		New	REPLACED DMS01542

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00967		FAIR	FL Asset Num: 9833
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01538		FAIR	FL Asset Num: 9770
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01539		FAIR	FL Asset Num: 9769
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01540		FAIR	FL Asset Num: 9771
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01541		FAIR	FL Asset Num: 9772
DMS	TV Stand	1	161.33	161.33	NONE	NONE	GRAINGER	DMS01543		GOOD	FL Asset Num: 2309
DMS	Lockers	63	111.60	7,030.80	NONE	PB350-L402	NORIX	DMS01544		FAIR	FL Asset Num: NONE - supposed to be 64
DMS	TV Stand	1	161.33	161.33	NONE	NONE	GRAINGER	DMS01545		GOOD	FL Asset Num: 9676
DMS	Bulletin Boards (ATTACHED TO WALL)	2	177.11	354.22	NONE	CORK	Quartet	TMPDMS496		GOOD	FL Asset Num: NONE
F DORM QD 3											
DMS	MONITOR	1	73.00	73.00	F5UZ4A051637U	700P	MAG Innovision	DMS00254	02/09/2009	FAIR	REPLACES DMS00641
DMS	TV	1	171.99	171.99	F45C322BKN7190	X322BVMQC8NAAV93GA	SCEPTRE	DMS00312	03/11/2016	Good	Replacing DMS01554
DMS	MOBILE DRY ERASE BOARD	1	989.00	989.00	NONE	NONE	MARTACK	DMS00969		GOOD	FL Asset Num: 2345
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01547		FAIR	FL Asset Num: 9776
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01548		FAIR	FL Asset Num: 9773
DMS	TV Stand wall mount	1	161.33	161.33	NONE	VMP014/024	GRAINGER	DMS01550		GOOD	FL Asset Num: 2313
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01552		FAIR	FL Asset Num: 9775
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS01553		FAIR	FL Asset Num: 9774
DMS	TV Stand wall mount	1	161.33	161.33	NONE	VMP014/024	GRAINGER	DMS01555		GOOD	FL Asset Num: 9180

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	LockersDMS01551	64	111.60	7,142.40	NONE	PB350-L402	NORIX	TMPDMS506		FAIR	FL Asset Num: NONE
F DORM QD 4											
DMS	32" LCD HDTV	1	0.00	0.00	D185322BCB4258	X322BV	SCEPTRE	DMS00261	09/27/2013	NEW	REPLACED DMS 01558
DMS	T.V.	1	129.00	129.00	G04C322BKN8535	X32	SCEPTRE	DMS00313	03/29/2016	New	REPLACE DC#01560
DMS	folding table	1						DMS01243			
DMS	Folding Table	1	120.00	120.00				DMS01532		NEW	
DMS	Folding Table	1	120.00	120.00	NONE	T245-320	Norix	DMS01556		FAIR	FL Asset Num: 9783
DMS	Folding Table	1	120.00	120.00	NONE	T245-320	Norix	DMS01557		FAIR	FL Asset Num: 9782
DMS	TV Stand wall mount	1	161.33	161.33	NONE	NONE	GRAINGER	DMS01559		GOOD	FL Asset Num: 9166
DMS	TV Stand wall mount	1	161.33	161.33	NONE	NONE	GRAINGER	DMS01561		GOOD	FL Asset Num: 9179
DMS	Lockers	64	111.60	7,142.40	NONE	PB350-L402	NORIX	DMS01562		FAIR	FL Asset Num: NONE
DMS	Bulletin Boards (ATTACHED TO WALL)	2	177.11	354.22	NONE	CORK	Quartet	TMPDMS517		GOOD	FL Asset Num: NONE
F DORM QD 5											
DMS	TV	1	171.99	171.99	F22C322BCB1957	X322BVMQR8BCAV93DH	SCEPTRE	DMS00305	09/17/2015	New	REPLACE DMS01366
DMS	T.V.	1	129.00	129.00	G04C322BKN8515	X32	SCEPTRE	DMS00314	03/29/2016	New	REPLACE DMS01569
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00918		FAIR	FL Asset Num: 9798
DMS	Folding Table	1	120.00	120.00				DMS01531		NEW	Inventory Reconciliation in Progress
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	Norix	DMS01564		FAIR	FL Asset Num: 9778
DMS	TV Stand wall mount	1	161.33	161.33	NONE	NONE	GRAINGER	DMS01566		GOOD	FL Asset Num: 2322

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Lockers	64	111.60	7,142.40	NONE	PB350-L402	NORIX	DMS01567		FAIR	FL Asset Num: NONE
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	Norix	DMS01568		FAIR	FL Asset Num: 9777
DMS	TV Stand wall mount	1	161.33	161.33	NONE	NONE	GRAINGER	DMS01570		GOOD	FL Asset Num: 9178
DMS	Bulletin Boards (ATTACHED TO WALL)	2	177.11	354.22	NONE	CORK	QUARTET	TMPDMS526		GOOD	FL Asset Num: NONE
F DORM QD 6											
DMS	TV	1	215.00	215.00	BMTM10EM242800195	EM32F1	JVC 32	DMS00291	02/05/2015	New	REPLACE DMS01577
DMS	TELEVISION, 32"	1	200.00	200.00	C55E325BCL2501	E325BV-HDC	SCEPTRE	DMS01372	02/13/2013	NEW	REPLACES DMS01572
DMS	TV Stand wall mount	1	161.33	161.33	NONE	NONE	GRAINGER	DMS01573		GOOD	FL Asset Num: 9177
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	Norix	DMS01574		FAIR	FL Asset Num: 9779
DMS	Lockers	64	111.60	7,142.40	NONE	PB350-L402	NORIX	DMS01575		FAIR	FL Asset Num: NONE
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	Norix	DMS01576		FAIR	FL Asset Num: 9780
DMS	TV Stand wall mount	1	161.33	161.33	NONE	NONE	GRAINGER	DMS01578		GOOD	FL Asset Num: 2332
DMS	Bulletin Boards (ATTACHED TO WALL)	2	177.11	354.22	NONE	CORK	QUARTET	TMPDMS544		GOOD	FL Asset Num: NONE
F DORM QD 6 CLOSET1											
DMS	1/2 OF DESK FROM RTU RM #113	1	275.00	275.00	CKVNZY		HON	DMS01238		USED	FL Asset Num: 9792
F DORM RTU A105											
DMS	DESK	1	612.00	612.00	CQXNDY/CLXNDY	NONE	HON	DMS00893		GOOD	FL Asset Num: 2368
DMS	DESK CHAIR burgandy	1	95.37	95.37	CQRNLR	IA52761	HON	DMS00894		GOOD	FL Asset Num: 2296 Inventory Reconciliation in Progress

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00895		FAIR	FL Asset Num: 9845
DMS	DESK	1	612.00	612.00	CAXNMY/CZVNZY	NONE	HON	DMS00897		GOOD	FL Asset Num: 2304
DMS	DESK	1	612.00	612.00	C8XNDY/CKXNDY	NONE	HON	DMS00898		GOOD	FL Asset Num: 2371
DMS	MOBILE DRY ERASE BOARD	1	989.00	989.00	NONE	NONE	MARTACK	DMS00905		GOOD	FL Asset Num: 2380 (WAS 9001)
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00909		FAIR	FL Asset Num: 9843 Inventory Reconciliation in Progress
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00911		FAIR	FL Asset Num: 9842 Inventory Reconciliation in Progress
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00912		FAIR	FL Asset Num: 9839 Inventory Reconciliation in Progress
DMS	ARMLESS CHAIR Plastic	20	29.00	580.00	NONE	NONE	NORIX	DMS00913		FAIR	FL Asset Num: NONE
DMS	GUEST CHAIR burgandy	1	87.06	87.06	CMNNSA	NONE	HON	DMS00923		FAIR	FL Asset Num: 2366
DMS	FOLDING TABLE	1	120.00	120.00	NONE	T245-320	NORIX	DMS00942		FAIR	FL Asset Num: 1666
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00957		FAIR	FL Asset Num: 9837
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00979		FAIR	FL Asset Num: 9822 Inventory Reconciliation in Progress
DMS	DESK CHAIR, w/arms, burgandy	1	95.37	95.37	CIRNLR	IA52761	HON	DMS00982		GOOD	FL Asset Num: 2361

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Desk Chair w/arms, burgandy	1	97.00	97.00				DMS00993		GOOD	Asset #2298
DMS	SHREDDER	1	431.00	431.00	CRC33220	225i	FELLOWS	DMS03013	02/10/2015	New	RREPLACING DMS00951. INSIDE COVER INFORMAITON: 225i 141119 0007571 CRC33220 JMP
DMS	COPIER	1	0.00	0.00	V7016000163	7001	RICOH	DMS03027		Good	Asset Tag:DMS03027 Location: F DORM RTU A105 Make: RICOH Model: MP 7001 Serial Number V7016000163 MAC Address: 00:26:73:37:1C:FB IP Address: 10.250.3.17 Printer Object Name: GCF- RTU- A105(RicohMP7001) Host Name: RNP371CFB Renumbered from Asset ID: MTC01449

F DORM RTU A106											
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00919		FAIR	FL Asset Num: 9797
DMS	MOBILE DRY ERASE BOARD	1	989.00	989.00	NONE	NONE	MARTACK	DMS00920		GOOD	FL Asset Num: 2340
DMS	ARMLESS CHAIR	29	29.00	841.00	NONE	NONE	NORIX	DMS00921		FAIR	FL Asset Num: NONE Inventory Reconciliation in Progress

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00973		FAIR	FL Asset Num: 9827
IWTF	BASS AMPLIFIER	1	89.00	89.00	EN1D1815	MAX126	PEAVEY	IWTF00005		FAIR	FL Asset Num: TF0471, UNKNOWN IF WORKING APPEARANCE IS FAIR
IWTF	15 W MODELING AMPLIFIER	1	89.00	89.00	OH1F08199	VYPYR15	PEAVEY	IWTF00008		FAIR	FL Asset Num: TF0464, UNKNOWN IF WORKING APPEARANCE IS FAIR IN STORAGE ROOM 1
IWTF	MICROPHONE STAND	1	85.00	85.00	NONE	NONE	SHURE	IWTF00510		GOOD	FL Asset Num: 9879
IWTF	MICROPHONE STAND	1	85.00	85.00	NONE	NONE	SHURE	IWTF00512		GOOD	FL Asset Num: 9882
IWTF	SPEAKER STAND tripod	1	75.00	75.00	210001380	C1150	PEAVEY	IWTF00514		GOOD	FL Asset Num: 9885
IWTF	5 CYMBAL PACK	1	227.00	227.00	NONE	ZBT	ZILDJAN	IWTF00516		GOOD	FL Asset Num: TF0475
IWTF	DRUM SET	1	689.00	689.00	NONE	FORUM SERIES	PARL	IWTF00517		GOOD	FL Asset Num: TF0474
IWTF	DRUM STOOL	1	75.00	75.00	NONE	NONE	PEAVEY	IWTF00518		GOOD	FL Asset Num: 9883
IWTF	PODIUM	1	325.00	325.00	MADE BY CARPENTRY CLASS			IWTF01116		GOOD	FL Asset Num: 0454
F DORM RTU A107											
DMS	DESK	2	612.00	1,224.00	C9XNDY/C3NDY	NONE	HON	DMS00904		GOOD	FL Asset Num: 2367
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00907		GOOD	FL Asset Num: 9844

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00910		FAIR	FL Asset Num: 9841 Inventory Reconciliation in Progress
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00916		GOOD	FL Asset Num: 9800
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00917		FAIR	FL Asset Num: 9796
DMS	ARMLESS CHAIR	22	29.00	638.00	NONE	NONE	NORIX	DMS00922		FAIR	FL Asset Num: NONE Inventory Reconciliation in Progress
DMS	DESK	2	612.00	1,224.00	C6XNDY/CMXNDY	NONE	HON	DMS00926		GOOD	FL Asset Num: 2372
DMS	MOBILE DRY ERASE BOARD	1	989.00	989.00	NONE	NONE	MARTACK	DMS00927		GOOD	FL Asset Num: 2339
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00929		FAIR	FL Asset Num: 9802
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00975		FAIR	FL Asset Num: 9823
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01504		FAIR	FL Asset Num: 9817
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01514		FAIR	FL Asset Num: 9809
IWTF	MONITOR	1	129.00	129.00	CN0M1618466333CJ4N 8L		DELL	IWTF00061		FAIR	ADC
F DORM RTU A109											
DMS	DESK	1	612.00	612.00	C4XNDY/CEXNDY	NONE	HON	DMS00900		GOOD	FL Asset Num: 1639
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00925		FAIR	FL Asset Num: 9804
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00931		FAIR	FL Asset Num: 9807
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00996		FAIR	FL Asset Num: 9819

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	ARMLESS CHAIR	21	29.00	609.00	NONE	NONE	NORIX	DMS01507		FAIR	FL Asset Num: NONE
F DORM RTU A112											
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00964		FAIR	FL Asset Num: 9836
DMS	ARMLESS CHAIR	19	29.00	551.00	NONE	NONE	NORIX	DMS00994		FAIR	FL Asset Num: NONE
DMS	MOBILE DRY ERASE BOARD	1	989.00	989.00	NONE	NONE	MARTACK	DMS00998		GOOD	FL Asset Num: 2342
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01000		FAIR	FL Asset Num: 9813
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01502		FAIR	FL Asset Num: 9818 MOVED FROM F DORM RTU A112
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01503		FAIR	FL Asset Num: 9815
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01509		FAIR	FL Asset Num: 9810
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01510		FAIR	FL Asset Num: 9811
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01511		FAIR	FL Asset Num: 9812 Inventory Reconciliation in Progress
F DORM RTU A113											
DMS	DESK CHAIR burgandy	1	95.37	95.37	C7RNLR	IA52761	HON	DMS00896		FAIR	FL Asset Num: 2265
DMS	DESK CHAIR burgandy	1	95.37	95.37	CMRNLR	IA52761	HON	DMS00902		GOOD	FL Asset Num: 2301
DMS	File Cabinet , 4 drawer, putty	1	95.37	95.37	JQISS	D564	HON	DMS00933		FAIR	FL Asset Num: 2283
DMS	DESK CHAIR burgandy	1	95.37	95.37	C4RNLR	1A52761	HON	DMS00946		GOOD	FL Asset Num: 2299
DMS	DESK CHAIR w/arms, burgandy	1	95.37	95.37	CSRNL	1A52761	NORIX	DMS00955		GOOD	FL Asset Num: 9162

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	ARMLESS CHAIR	3	29.00	87.00	NONE	NONE	NORIX	DMS00981		FAIR	FL Asset Num: NONE
DMS	DESK CHAIR w/arms, burgandy	1	95.37	95.37	CZRNHR	IA52761	HON	DMS00984		FAIR	FL Asset Num: 2300 label is peeling off. wrote asset # on chair
DMS	DESK	2	612.00	1,224.00	CFXNMY/CGVNZY	NONE	HON	DMS00985		GOOD	FL Asset Num: 2348 Inventory Reconciliation in Progress
DMS	DESK	2	612.00	1,224.00	CTXNMY/C5VNZY	NONE	HON	DMS00986		GOOD	FL Asset Num: 2349
DMS	DESK	2	612.00	1,224.00	CXVNZY/CYXNMY	NONE	HON	DMS00987		GOOD	FL Asset Num: 2351
DMS	DESK	2	612.00	1,224.00	CPXNMY/C2VNZY	NONE	HON	DMS00988		GOOD	FL Asset Num: 2350
DMS	DESK	1	612.00	612.00	CHXNDY/C6XMNY	NONE	HON	DMS00989		GOOD	FL Asset Num: 2352
F DORM RTU A114											
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00915		GOOD	FL Asset Num: 9801
DMS	ARMLESS CHAIR	33	29.00	957.00	NONE	NONE	NORIX	DMS00970		FAIR	FL Asset Num: NONE Inventory Reconciliation in Progress
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00977		FAIR	FL Asset Num: 9825
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00978		FAIR	FL Asset Num: 9826
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01501		FAIR	FL Asset Num: 9814
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01505		FAIR	FL Asset Num: 9816

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	MOBILE DRY ERASE BOARD	1	989.00	989.00	NONE	NONE	MARTACK	DMS01508		GOOD	FL Asset Num: 309
F DORM RTU A115											
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00908		FAIR	FL Asset Num: 9840
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00924		GOOD	FL Asset Num: 9803
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00928		FAIR	FL Asset Num: 9806
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00930		FAIR	FL Asset Num: 9805
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00958		FAIR	FL Asset Num: 9830
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00959		FAIR	FL Asset Num: 9831
DMS	ARMLESS CHAIR	45	29.00	1,305.00	NONE	NONE	NORIX	DMS00960		FAIR	FL Asset Num: NONE
DMS	MOBILE DRY ERASE BOARD	1	989.00	989.00	NONE	NONE	MARTACK	DMS00962		GOOD	FL Asset Num: 2343
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00965		FAIR	FL Asset Num: 9835
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00966		FAIR	FL Asset Num: 9834 Inventory Reconciliation in Progress
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00968		FAIR	FL Asset Num: 9832
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00976		FAIR	FL Asset Num: 9828 Inventory Reconciliation in Progress
DMS	DESK	2	612.00	1,224.00	C0VNZY/CVXNDY	NONE	HON	DMS00995		FAIR	FL Asset Num: 1637
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS00997		FAIR	FL Asset Num: 9820
DMS	PODIUM	1	349.00	349.00	NONE	NONE	NONE	DMS01512		POOR	FL Asset Num: 2344

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Rolling Cart	1	129.00	129.00	NONE	NONE	Bretford	IWTF00587		GOOD	FL Asset Num: 0046 Inventory Reconciliation in progress
IWTF	TELEVISION	1	297.00	297.00	534253107	20GT361B	General Electric	IWTF00588		GOOD	FL Asset Num: 000903 Inventory Reconciliation in progress
IWTF	VCR	1	69.00	69.00	U2581321	NWD02205	MAGNAVOX	IWTF01225		USED	FL Asset Num: 9375Inventory Reconciliation in progress
F Dorm Unit Manager A110											
DMS	Guest Chair, burgandy	1	87.06	87.06	C5DN2A	IA52761	HON	DMS00939		GOOD	FL Asset Num: 2276
DMS	DESK	2	612.00	1,224.00	CNXNDY/C7VNZY	NONE	HON	DMS00947		POOR	FL Asset Num: 2274
DMS	GUEST CHAIR burgandy	1	87.06	87.06	NONE	1A52761	HON	DMS00948		GOOD	FL Asset Num: 1667
DMS	GUEST CHAIR, burgandy	1	87.06	87.06	NONE	1A52761	HON	DMS00950		GOOD	FL Asset Num: 1668
DMS	FILE CABINET TALL CREAM COLOR	1	450.00	450.00	NONE	NONE	GS FURNITURE	DMS01006		GOOD	FL Asset Num: 181
DMS	DESK	1	612.00	612.00	CKVNZY	GA30125	HON	DMS01317		USED	FL Asset Num: 2288
FACILITY VARIOUS LOCATIONS											
DMS	buffer machine	1	729.00	729.00	21FEBO7AK	AD15017	pacific	DMS01155		poor	FL Asset Num: 1651 asset tag missing. written on with marker 10/27/11 -adc
DMS	PLASTIC CHAIRS	12	0.00	0.00				NO TAG 45	08/01/2010	GOOD	

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
FOOD SERVICE											
DMS	WARMER, ALUM EXT 2 DOOR REACH-IN	1	4,988.46	4,988.46	P1314922	HA-D2-1	VICTORY	DMS00265	12/17/2013	NEW	REPLACING DMS01217 M.H.
DMS	72" GAS GRIDDLE	1	6,100.00	6,100.00	650113371	972RX-101	VULVAN	DMS00273	03/13/2014	NEW	REPLACING DMS01197
DMS	ICE MAKER	1			1120271953	B970	MANITOWOC	DMS00338	05/01/2017	New	REPLACED DMS01210
DMS	ICE MAKER	1			1120271955	B970	MANITOWOC	DMS00339	05/01/2017	New	REPLACED DMS01209
DMS	5 drawer later files, green	1	850.00	850.00	NONE	NONE	NONE	DMS01042		GOOD	FL Asset Num: 1822
DMS	Buffer	1	989.00	989.00	C205PX	C1500DCTP	PACIFIC	DMS01094		GOOD	FL Asset Num: 9561
DMS	DESK	1	400.00	400.00	NONE	NONE	NONE	DMS01121		POOR	FL Asset Num: 1009
DMS	COLD TABLE	1	465.00	465.00	7080577	334M	DUKE	DMS01185		GOOD	FL Asset Num: 2080
DMS	COLD TABLE rolling, stainless	1	465.00	465.00				DMS01186		FAIR	
DMS	Metal Shelves	1	365.00	365.00	NONE	NONE	NONE	DMS01187		GOOD	FL Asset Num: 2111
DMS	Metal Shelves	1	365.00	365.00	NONE	NONE	NONE	DMS01190		GOOD	FL Asset Num: 2112
DMS	Triple Sink	1	825.00	825.00	NONE	NONE	NONE	DMS01191		GOOD	FL Asset Num: 2131
DMS	DRYING RACKS	1	1,634.00	1,634.00	NONE	NONE	NONE	DMS01192		GOOD	FL Asset Num: 2113
DMS	DRYING RACKS	1	800.00	800.00	NONE	NONE	NONE	DMS01193		GOOD	FL Asset Num: 3001
DMS	Kettle	1	13,970.00	13,970.00	271169343	GT100E	Vulcan	DMS01194		GOOD	FL Asset Num: 2121
DMS	Kettle	1	13,970.00	13,970.00	271167978	GT100E	Vulcan	DMS01195		GOOD	FL Asset Num: 2120
DMS	Lrg Oven	1	7,800.00	7,800.00	537	TLO1G	Doyon	DMS01196		GOOD	FL Asset Num: 2129
DMS	Stove top	1	1,725.00	1,725.00	NONE	NONE	Southbend	DMS01198		GOOD	FL Asset Num: 2127
DMS	Sinks	1	300.00	300.00	NONE	NONE	NONE	DMS01201		GOOD	FL Asset Num: 1073

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Prep TABLE	1	593.35	593.35	NONE	NONE	NONE	DMS01202		GOOD	FL Asset Num: 1071 REPLACED WITH 2078
DMS	Prep TABLE	1	593.35	593.35	NONE	NONE	NONE	DMS01204		GOOD	FL Asset Num: 1081 REPLACED WITH 2079
DMS	Prep TABLE	1	593.35	593.35	NONE	NONE	NONE	DMS01205		GOOD	FL Asset Num: 1069 REPLACED WITH 2076
DMS	MIXER	1	8,411.00	8,411.00	NONE	SRM 60+	UNIVEX	DMS01206		FAIR	FL Asset Num: 2133
DMS	ROLLING CART - 2009 Q3	1	542.88	542.88	30 X 60	5885	CONTICO	DMS01207		GOOD	FL Asset Num: 9510 (WAS 9506)
DMS	Sinks	1	300.00	300.00	NONE	NONE	NONE	DMS01208		GOOD	FL Asset Num: 1072
DMS	Ice Machine	1	4,076.75	4,076.75	110497874	SD1602AP	Manitowoc	DMS01209		FAIR	FL Asset Num: 1074
DMS	Ice Machine	1	5,460.92	5,460.92	34943904C	CME1056AS32D	Scotsman	DMS01210		GOOD	FL Asset Num: 1075
DMS	Refrigerator, commercial	1	0.00	0.00	H0751306	RA-2D-S7	VICTORY	DMS01213		BROKEN	
DMS	Hot Box	1	5,000.00	5,000.00	H0866969	HA2DS7	VICTORY	DMS01216		FAIR	FL Asset Num: 174
DMS	Rolling Cart	1	135.00	135.00	NONE	NONE	NONE	DMS01218		POOR	FL Asset Num: 51
DMS	Rolling Cart	1	135.00	135.00				DMS01235		USED	FL Asset Num: 3003
DMS	Rolling Cart	1	135.00	135.00				DMS01313		USED	FL Asset Num: 3004
DMS	DOUBLE OVEN(2)	1	1,248.00	1,248.00	54-1063311	VC4GD-21D1		DMS01384	04/19/2013		SN#S - 54-1063311 & 54-1063312
DMS	Dishwasher	1	32,636.20	32,636.20	80140	SPEEDER 863	Insinger	TMPDMS574		GOOD	FL Asset Num: 2130
items not on original inventory of 02.18.11											
DMS	Medical Cart/Diamond	1	250.00	250.00				DMS00544		GOOD	this item was property of Diamond. No longer here. Inventory Reconciliation in Progress

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Fan Floor	1	495.00	495.00	NONE	P-3086	PATTON	TMPDMS1036		POOR	FL Asset Num: 56 cannot find. not listed on original inventory dated 02.18.11 --adc
DMS	PORTABLE RADIO	1	595.75	595.75	977THY24547502	AAH55QDC9JA1AN	MOTOROLA XPR 6310	TMPDMS345		unknown	FL Asset Num: R170 do not find on Control room daily inventory. not listed on original inventory dated 02.18.11 --adc
DMS	CRASH CART	1	669.00	669.00	NONE	NONE	HARLOFF	TMPDMS678		POOR	FL Asset Num: 1454 cannot find. not listed on original inventory dated 02.18.11 --adc
IWTF	Filing Cabinet	1	349.00	349.00	DJAPQE	SC2472	HON	TMPIWTF349		POOR	FL Asset Num: 0620 not listed on original inventory dated 02.18.11 --adc
IWTF	DIGITAL TV CONVERTER BOX	1	57.00	57.00	220940646770	DT502	APEX	TMPIWTF4			FL Asset Num: TF0483 (WAS TF0843)
IWTF	DIGITAL TV CONVERTER BOX	1	57.00	57.00	220940640570	DT502	APEX	TMPIWTF5		POOR	FL Asset Num: TF0837 (WAS TF0485) cannot find. not listed on original inventory dated 02.18.11 --adc
IWTF	GUITAR CLAMP	1	15.00	15.00	NONE	NONE	NONE	TMPIWTF968		good	FL Asset Num: NONE cannot find. not listed on original

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											inventory dated 02.18.11 --adc
LAUNDRY											
DMS	HEAT SEALER	1	1,442.13	1,442.13	HS3E1AC028	HS3E-110	THERMOPATCH	DMS00267	02/20/2014	NEW	REPLACED DMS01579 M.H.
DMS	WASHER 1	1	10,200.00	10,200.00	801002910	UW150TVQU10001	UNIMAC	DMS01581		Good	FL Asset Num: 1393 02/09/2016 REPORTED WORKING BY LAUNDRY OFFICER WALKER. REPORTED IN GOOD CONDITION BY MR DANLEY.
DMS	WASHER 2	1	10,200.00	10,200.00	801002911	UW150TVQU10001	UNIMAC	DMS01582		GOOD	FL Asset Num: 1394
DMS	WASHER 3	1	10,200.00	10,200.00	80100870	UW150TVQU10001	UNIMAC	DMS01583		GOOD	FL Asset Num: 1395
DMS	WASHER 5 (Replaced 1396 UniWash Washer)	1	7,578.88	7,578.88	100544001	30022V6J	MILNDR	DMS01584		Good	FL Asset Num: 499 02/09/2016 REPORTED WORKING BY LAUNDRY OFFICER WALKER. TOLD IN GOOD CONDITION BY MR DANLEY
DMS	WASHER 4	1	7,678.88	7,678.88	0608498400538	0W50M2AUI	UNIWASH	DMS01585		Fair	FL Asset Num: 1396 originally tagged garbage in parking lot DMS00073
DMS	Sewing Machine	1	698.71	698.71	231102485	7360R	Consew	DMS01586		in use	FL Asset Num: 1642

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	DRYER 5	1	2,436.26	2,436.26	252722KS	ADG75D	UNIDRYER	DMS01587		Good	FL Asset Num: 1392 02/09/20016 REPORTED WORKING BY LAUNDRY OFFICER WALKER. REPORTED IN GOOD CONDITION BY MR DANLEY.
DMS	DRYER 4	1	2,436.26	2,436.26	352716KS	ADG75D	UNIDRYER	DMS01588		FAIR	FL Asset Num: 1391
DMS	DRYER 3	1	9,995.00	9,995.00	801002595	UT170NRMF6G1WO1	UNIMAC	DMS01589		GOOD	FL Asset Num: 1641
DMS	DRYER 2	1	9,995.00	9,995.00	801000019	UT170NRMF6G1WO1	UNIMAC	DMS01590		GOOD	FL Asset Num: 1390
DMS	DRYER 1	1	9,995.00	9,995.00	801000020	UT170NRMF6G1WO1	UNIMAC	DMS01591		GOOD	FL Asset Num: 1389
DMS	LAUNDRY CARTS	1	295.00	295.00	NONE	NONE	GLASSTEX	DMS01592		POOR	FL Asset Num: 9791
DMS	LAUNDRY CARTS	1	295.00	295.00	NONE	NONE	GLASSTEX	DMS01593		POOR	FL Asset Num: 9788
DMS	LAUNDRY CART	1	295.00	295.00	NONE	NONE	GLASSTEX	DMS01594		POOR	FL Asset Num: 9785
DMS	LAUNDRY CART	1	295.00	295.00	NONE	NONE	GLASSTEX	DMS01595		POOR	FL Asset Num: 9790
DMS	LAUNDRY CART	1	295.00	295.00	NONE	NONE	GLASSTEX	DMS01596		POOR	FL Asset Num: 9784
DMS	LAUNDRY CART	1	295.00	295.00	NONE	NONE	GLASSTEX	DMS01597		POOR	FL Asset Num: 9787
DMS	LAUNDRY CART	1	295.00	295.00	NONE	NONE	GLASSTEX	DMS01598		POOR	FL Asset Num: 9789
IWTF	sewing machine	1			ZHC130812256	4423	SINGER	IWTF00451			
DMS	LINEN BASKET	1	155.00	155.00	NONE	TH400	CLINTON	TMPDMS482		fair	FL Asset Num: 2335

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	LAUNDRY CART	1	295.00	295.00	NONE	NONE	GLASSTEX	TMPDMS601		FAIR	FL Asset Num: 9786
LAUNDRY Office											
DMS	MOUSE	1	0.00	0.00			DELL	DMS01314		USED	FL Asset Num: 1401 BA UPDATED 01/08/2013
DMS	Keyboard	1	0.00	0.00	CNQDJ33171616600T	SK8115	DELL	DMS01315		USED	FL Asset Num: 1400 BA UPDATED 01/08/2013
DMS	Thermopatch Heat Sealer	1	1,595.00	1,595.00	HS4C1AK023	HS4C-110	THERMOPATCH	DMS01580		POOR	FL Asset Num: 9666
DMS	Desk 3 drawer	1	400.00	400.00	NONE	NONE	PERMANENT PLATE	DMS01599		BROKEN	FL Asset Num: 6238
DMS	DESKTOP COMPUTER	1	828.00	828.00	F3WTVB1 - 32888274877	OPTIPLEX GX620	DELL	DMS01600	12/26/2016	FAIR	FL Asset Num: 1990 BA UPDATED 01/08/2013
DMS	MONITOR	1	129.00	129.00	CNO4P12147804388C1 YK	E772P	DELL	DMS01601		FAIR	FL Asset Num: 1399 BA UPDATED 01/08/2013
DMS	File Cabinet 5 drawer	1	465.00	465.00	NONE	NONE	NONE	DMS01602		POOR	FL Asset Num: 730
DMS	Desk L SHAPED GRAY - Q1 2010	1	400.00	400.00	NONE	NONE	NONE	DMS01603		POOR	FL Asset Num: 9025
MAINTENANCE (Tool Officer Office)											
DMS	OFFICE DESK CHERRY WOOD	1	500.00	500.00				DMS00035	08/01/2010	FAIR	
DMS	Task Chair with arms	1	97.00	97.00	NONE	NONE	NONE	DMS00534		FAIR	FL Asset Num: 1829
MAINTENANCE BAY											
DMS	Flammable Cabinet	1	785.00	785.00	NONE	1947	EAGLE	DMS00033		FAIR	FL Asset Num: 1658
DMS	MULE UTILITY VEHICLE	1	6,867.80	6,867.80				DMS00039	08/01/2010	GOOD	
DMS	Office chair, arms, multi color	1	0.00	0.00				DMS01335		fair	Inventory Reconciliation in Progress

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Black Leather Executive Chair w/ Arms	1	99.00	99.00	NONE	NONE	NONE	IWTF00693		POOR	FL Asset Num: 9597
DMS	Fan Floor	1	495.00	495.00	NONE	P-3086	PATTON	TMPDMS1037		POOR	FL Asset Num: 57
MAINTENANCE CHEMICAL RM											
DMS	Caustic cabinet - IN THE CHEMICAL ROOM	1	785.00	785.00	NONE	RM8360	JUSTRITE	DMS00060		FAIR	FL Asset Num: 1657
MAINTENANCE ELECTRICAL RM											
DMS	A-SMART CART SYSTEM	1	349.00	349.00				DMS00071		GOOD	FL NUM ; 731
MAINTENANCE EXCESS TOOL ROOM											
IWTF	5 1/2 Scissors	1	35.00	35.00	NONE	NONE	MARIANNA	IWTF00660		FAIR	REPLACED WITH IWTF00877
DMS	Dayton wet dry vac	1	149.00	149.00	5272830	1UG91B	DAYTON	DMS00034		FAIR	FL Asset Num: 2423
DMS	Food Slicer-STORED	1	3,140.45	3,140.45	10190173	316700001	UNIVEX BY EUZ	DMS00040		FAIR	FL Asset Num: 1079
DMS	File Cabinet 4 DR LETTER	1	767.00	767.00	NONE	NONE	NONE	DMS00059		POOR	FL Asset Num: 2419
DMS	Drink Machine	1	2,500.00	2,500.00	NONE	NONE	NONE	DMS01183		GOOD	FL Asset Num: 1628 Etched with #
DMS	FLOOR BUFFER / BURNISHER	1	819.00	819.00	37685	C-205PX	PACIFIC	DMS01271		USD	FL Asset Num: 2261
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00626		FAIR	FL Asset Num: CMA041A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00627		FAIR	FL Asset Num: CMA042A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00628		FAIR	FL Asset Num: CMA043A Inventory Reconciliation in progress

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00629		FAIR	FL Asset Num: CMA044A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00630		FAIR	FL Asset Num: CMA045A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00631		FAIR	FL Asset Num: CMA046A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00632		FAIR	FL Asset Num: CMA047A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00633		FAIR	FL Asset Num: CMA048A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00634		FAIR	FL Asset Num: CMA049A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00635		FAIR	FL Asset Num: CMA050A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00636		FAIR	FL Asset Num: CMA051A Inventory Reconciliation in progress

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00637		FAIR	FL Asset Num: CMA052A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00638		FAIR	FL Asset Num: CMA053A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00639		FAIR	FL Asset Num: CMA054A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00640		FAIR	FL Asset Num: CMA055A Inventory Reconciliation in progress
IWTF	Hair Shaper	1	5.99	5.99	NONE	NONE	MARIANNA	IWTF00641		FAIR	FL Asset Num: CMA056A Inventory Reconciliation in progress
IWTF	6 1/2 Hair Shaper	1	35.00	35.00	NONE	NONE	SHEAR GLORY	IWTF00646		FAIR	REPLACED WITH IWTF00863
IWTF	6 1/2 Hair Shaper	1	35.00	35.00	NONE	NONE	SHEAR GLORY	IWTF00647		FAIR	REPLACED WITH IWTF00864
IWTF	6 1/2 Hair Shaper	1	35.00	35.00	NONE	NONE	SHEAR GLORY	IWTF00648		FAIR	REPLACED WITH IWTF00865
IWTF	6 1/2 Hair Shaper	1	35.00	35.00	NONE	NONE	SHEAR GLORY	IWTF00649		FAIR	REPLACED WITH IWTF00866
IWTF	6 1/2 Hair Shaper	1	35.00	35.00	NONE	NONE	SHEAR GLORY	IWTF00650		FAIR	REPLACED WITH IWTF00867
IWTF	5 1/2 Hair Shaper	1	35.00	35.00	NONE	NONE	SHEAR GLORY	IWTF00651		FAIR	REPLACED WITH

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	5 1/2 Hair Shaper	1	35.00	35.00	NONE	NONE	SHEAR GLORY	IWTF00652		FAIR	IWTF00868 REPLACED WITH IWTF00869
IWTF	5 1/2 Hair Shaper	1	35.00	35.00	NONE	NONE	SHEAR GLORY	IWTF00653		FAIR	REPLACED WITH IWTF00870
IWTF	5 1/2 Hair Shaper	1	35.00	35.00	NONE	NONE	SHEAR GLORY	IWTF00654		FAIR	REPLACED WITH IWTF00871
IWTF	5 1/2 Hair Shaper	1	35.00	35.00	NONE	NONE	SHEAR GLORY	IWTF00655		FAIR	REPLACED WITH IWTF00872
IWTF	5 1/2 Scissors	1	35.00	35.00	NONE	NONE	MARIANNA	IWTF00656		FAIR	REPLACED WITH IWTF00873
IWTF	5 1/2 Scissors	1	35.00	35.00	NONE	NONE	MARIANNA	IWTF00657		FAIR	REPLACED WITH IWTF00874
IWTF	5 1/2 Scissors	1	35.00	35.00	NONE	NONE	MARIANNA	IWTF00658		FAIR	REPLACED WITH IWTF00875
IWTF	5 1/2 Scissors	1	35.00	35.00	NONE	NONE	MARIANNA	IWTF00659		FAIR	REPLACED WITH IWTF00876
IWTF	5 1/2 scissors	1					marianna	IWTF00660			
IWTF	5 1/2 Scissors	1	35.00	35.00	NONE	NONE	MARIANNA	IWTF00661		FAIR	REPLACED WITH IWTF00878
IWTF	5 1/2 Scissors	1	35.00	35.00	NONE	NONE	MARIANNA	IWTF00662		FAIR	REPLACED WITH IWTF00879
IWTF	5 1/2 Scissors	1	35.00	35.00	NONE	NONE	MARIANNA	IWTF00663		FAIR	REPLACED WITH IWTF00880
IWTF	5 1/2 Scissors	1	35.00	35.00	NONE	NONE	MARIANNA	IWTF00664		FAIR	REPLACED WITH IWTF00881
IWTF	5 1/2 Scissors	1	35.00	35.00	NONE	NONE	MARIANNA	IWTF00665		FAIR	REPLACED WITH IWTF00882
IWTF	Hair Clippers	1	50.00	50.00	NONE	NONE	WAHL	IWTF00667		FAIR	REPLACED WITH IWTF00883
IWTF	Hair Clippers	1	50.00	50.00	NONE	NONE	WAHL	IWTF00668		FAIR	REPLACED WITH IWTF00884
IWTF	Hair Trimmers	1	57.00	57.00	NONE	NONE	ANDIS	IWTF00669		FAIR	REPLACED WITH IWTF00885
IWTF	Hair Trimmers	1	57.00	57.00	NONE	NONE	ANDIS	IWTF00670		FAIR	REPLACED WITH IWTF00886
DMS	FLOOR POLISHER	1	739.00	739.00	38099	C1500DCTP	PACIFIC	TMPDMS534		poor	FL Asset Num: 9714

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
MAINTENANCE EXCESS TOOLS OFFICERS OFFICE											
IWTF	SCROLL SAW BLADES, 18 pk	1	12.87	12.87	none	none	RYOBI	IWTF00847	02/29/2012	GOOD	REPLACES TMPIWTF880 --adc
IWTF	FLARING TOOL KIT	1	26.99	26.99	none	MTN9102	MOUNTAIN SAE	IWTF00848	03/01/2012	GOOD	REPLACES TMPIWTF865
IWTF	PIPE CUTTER	3	7.99	23.97	none	W702C	Performance	IWTF00849	03/01/2012	GOOD	replaces 3 of TMPIWTF866
IWTF	50FT WATER HOSE	3	34.99	104.97	NONE	NONE	NONE	TMPIWTF854		GOOD	
IWTF	AIR FITTING	1	24.98	24.98	NONE	NONE	NONE	TMPIWTF855		GOOD	5-PC KIT
IWTF	TURN BUCKLE TOOL	1	28.00	28.00	NONE	NONE	MILLER SOF STOCK	TMPIWTF856		SEE NOTES	FL Asset Num: VBM111 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	115V SANDER	1	109.00	109.00	704016	330 SPEED BLOCK	PORTER	TMPIWTF857		SEE NOTES	FL Asset Num: VBM233 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	115V ROUTER	1	124.99	124.99	17702	2720	BLACK AND DECKER	TMPIWTF858		SEE NOTES	FL Asset Num: VBM297 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	HAND SAW	2	26.99	53.98	NONE	65965	VERMONT AMERICAN	TMPIWTF859		SEE NOTES	FL Asset Num: VBM046/ VBM047 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	CHALK LINE	2	18.00	36.00	NONE	NONE	STARETT	TMPIWTF860		SEE NOTES	FL Asset Num: 210/212 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	PLANER	2	53.69	107.38	NONE	NONE	GREAT NECK	TMPIWTF861		SEE NOTES	FL Asset Num: VBM240/ VBM238 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	C-CLAMP	0	43.05	0.00	NONE	NONE	NONE	TMPIWTF862		SEE NOTES	FL Asset Num: VBM222/ VBM223 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	10IN. CIRCULAR SAW BLADE	7	27.95	195.65	NONE	NONE	NONE	TMPIWTF863		SEE NOTES	FL Asset Num: VBM-A-023/ VBM-A-025/ VBM-A-027/ VBM-A-026/ VBM-A-018/ VBM-A-019/ VBM-A-020 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	100FT TAPE MEASURE	1	44.95	44.95	NONE	NONE	LUFKIN	TMPIWTF864		SEE NOTES	FL Asset Num: VBM1748 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	TUBE CUTTER	2	43.99	87.98	NONE	NONE	RIGID	TMPIWTF866		SEE NOTES	FL Asset Num: VBM297/ VBM293/ VBM290/ VBM288/ VBM289 -
IWTF	STAPLE GUN	1	44.95	44.95	NONE	T50M	ARROW FASTENERS	TMPIWTF867		SEE NOTES	FL Asset Num: VBM206B - **These tools have been locked in a locker and placed on a

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											pallet in the warehouse. Existence and Condition can not be verified **
IWTF	CLAW HAMMERS	9	23.49	211.41	NONE	NONE	VAUGHN	TMPIWTF868		SEE NOTES	FL Asset Num: VBM120B/ VBM075B/ VBM118B/ VBM064B/ VBM067B/ VBM068B/ VBM121B/ VBM119B/ VBM069A - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	SANDING BLOCK	3	18.75	56.25	NONE	NONE	2-MARSHALL TOWN	TMPIWTF869		SEE NOTES	FL Asset Num: VBNB227/ VBNB228/ NONE VBNB231 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	TORPEDO LEVEL	3	32.45	97.35	NONE	PLMG-9	STARETT EXACT	TMPIWTF870		SEE NOTES	FL Asset Num: VBMB175/ VBMB176/ VBMB177 - **These tools

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	3/8 AIR HOSE	1	44.85	44.85	NONE	NONE	NONE	TMPIWTF871		SEE NOTES	FL Asset Num: NONE - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	1IN. WOOD CHISEL	3	12.99	38.97	NONE	NONE	2-POPULAR MECHANICS	TMPIWTF872		SEE NOTES	FL Asset Num: VBMA083/ VBMA082/FULLER VBMA086 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	3/4 WOOD CHISEL	3	10.99	32.97	NONE	NONE	2-POPULAR MECHANICS	TMPIWTF873		SEE NOTES	FL Asset Num: POPULAR MECHANICS VBMA082/ VBMA083/FULLER VBMA087 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	1/2 WOOD CHISEL	3	9.99	29.97	NONE	NONE	2-POPULAR MECANICS	TMPIWTF874		SEE NOTES	can not be verified ** FL Asset Num: POPULAR MECHANICS VBMA083/ VBMA082/ FULLER VBMA085 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	1/4 WOOD CHISEL	1	7.99	7.99	NONE	NONE	FULLER	TMPIWTF875		SEE NOTES	FL Asset Num: VBMA084 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	PUTTY KNIFE SCRAPER	5	6.99	34.95	NONE	2-28140/2-28240	STANLEY	TMPIWTF876		SEE NOTES	FL Asset Num: 2-28140/ 0511CB/ 062108/2- 28240: 050ICB/ 0551CB/ 0571CB - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	ALUMINUM YARD STICK	17	18.99	322.83	NONE	NONE	NONE	TMPIWTF877		SEE NOTES	FL Asset Num: VBM154/ VM152/ VBM133/ BM087/ BM082/ BM100/ BM101/ EXT370B/ BM081/ EXT371B/ BM086/ BM084/ BM103/ BM085 BM083/ BM080/ BM102 - - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	PVC SAW	4	31.99	127.96	NONE	NONE	LENOX	TMPIWTF878		SEE NOTES	FL Asset Num: VBM187/ VBM190/ VBM197/ VBM198 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	TROWEL	3	28.99	86.97	NONE	NONE	ORCON	TMPIWTF879		SEE NOTES	FL Asset Num: VIC024/ VIC026/ VIC025 - **These tools have been locked in a locker and

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	SCROLL SAW	1	529.00	529.00	68065	DW788	DELTA	TMPIWTF881		SEE NOTES	FL Asset Num: VBMB015B - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	BAND SAW BLADE	1	14.06	14.06	NONE	NONE	MK MORSE	TMPIWTF882		GOOD	
IWTF	SCISSORS	2	12.99	25.98	NONE	NONE	NONE	TMPIWTF883		SEE NOTES	FL Asset Num: MED13/LAUN018 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **
IWTF	STRIPE MARKER	1	18.75	18.75	NONE	NONE	ATHLETICS SPEC	TMPIWTF884		SEE NOTES	FL Asset Num: MP57 - **These tools have been locked in a locker and placed on a pallet in the warehouse. Existence and Condition can not be verified **

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
MAINTENANCE Fire Safety											
DMS	5 Drawer Filing	1	449.00	449.00				DMS00057	08/01/2010	fair	Moved from SORTS Fl asset: 726
DMS	Computer Desk	1	250.00	250.00	NONE	NONE	MILLER	DMS00145			Needs to be Disposed of Inventory Reconciliation in progress 02-08-2016 found in warehouse needing disposal
DMS	STRIPED WING BACKCHAIR	1	380.00	380.00	NONE	NONE	FAIRFIELD	DMS01012		GOOD	FL Asset Num: 2107
DMS	TASK CHAIR	1	98.00	98.00	2075AB	CXRNLR	HON	DMS01033		GOOD	FL Asset Num: 9515
DMS	OFFICE DESK	1	400.00	400.00				DMS01263		GOOD	FL Asset Num: 933 - MOVED TO MAINTENANCE FIRE AND SAFETY WAS ASSTE DMS1034
DMS	COPIER	1	9,829.12	9,829.12	W874L800648	MP7502	RICOH	MTC01565	09/05/2014	Good	REPLACES MTC0330 Share Name: GCF- MAINTENANCE(Ricoh MP 7502) Host Name:RNP0026738D25C D MAC Address:00:26:73:8D:25: CD IP Address:10.250.3.24

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
MAINTENANCE Front Office											
DMS	Desk	1	400.00	400.00	NONE	NONE	NONE	DMS00050		POOR	FL Asset Num: 9134
DMS	PRINTER	1	445.00	445.00	USMB131208	4000	HP	DMS00051		FAIR	FL Asset Num: 238
DMS	Book Shelf	1	149.00	149.00	NONE	NONE	NONE	DMS00052		FAIR	FL Asset Num: 9131
DMS	WOODEN DESK	1	200.00	200.00				DMS00055	08/01/2010	FAIR	WAS NOT IN SYSTEM ADDED 08/11/2011
DMS	5 Drawer File Cabinet	1	675.00	675.00				DMS00056		Good	0026
DMS	2 DRAWER FILING CABINET putty	1	249.00	249.00				DMS01264	07/02/2013	FAIR	FL NUM: 2414
DMS	Computer Desk	1	300.00	300.00	NONE	NONE	NONE	TMPDMS617		FAIR	FL Asset Num: 9135
DMS	File Cabinet	1	365.00	365.00	NONE	NONE	NONE	TMPDMS618		BAD	FL Asset Num: 975
MAINTENANCE SUPVSR OFFICE											
DMS	Dresser 2 drawer	1	200.00	200.00	NONE	NONE	NONE	DMS00041		GOOD	FL Asset Num: 947
DMS	Bookshelf	1	189.00	189.00	NONE	NONE	NONE	DMS00042		FAIR	FL Asset Num: 2408
DMS	File Cabinet black	1	365.00	365.00	C8HJLL	514CP	HON	DMS00043		GOOD	FL Asset Num: 729
DMS	File Cabinet black	1	365.00	365.00	CHHJLL	514CP	HON	DMS00046		GOOD	FL Asset Num: 728
DMS	Book Shelf WOOD, small	1	169.00	169.00	NONE	NONE	NONE	DMS00047		POOR	FL Asset Num: 153
DMS	Office Desk Wood	1	300.00	300.00				DMS00048	08/01/2010	fair	
MEDICAL											
DMS	MONITOR	1	129.00	129.00	CN0M1618466333CJ4P CL		DELL	DMS00647		GOOD	BA UPDATED 01/08/2013
DMS	wheeled office chair	1	97.00	97.00	NONE	NONE	NONE	DMS00737		FAIR	
MEDICAL ADMIN											
DMS	Lateral File 5 drawer	1	767.00	767.00	CN1NBQ	695L	HON	DMS00609		GOOD	
DMS	Lateral File 5 drawer	1	767.00	767.00	NONE	NONE	HON	DMS00611		GOOD	
DMS	DESK	1	400.00	400.00	NONE	NONE	NONE	DMS00614		FAIR	
DMS	Book Shelf 3 tier	1	149.00	149.00	NONE	NONE	HON	DMS00619		POOR	
DMS	Lateral File 5 drawer	1	767.00	767.00	NONE	NONE	HON	DMS00622		FAIR	
DMS	Office Chair	1	97.00	97.00	NONE	NONE	GF Office Furniture	DMS00667		FAIR	
DMS	Shredder	1	492.25	492.25	130905A 005431	Powershred 225i	Fellowes	DMS03002	12/26/2013	NEW	

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
CRC33220											
MEDICAL Breakroom											
DMS	Lockers, metal, gray	1	0.00	0.00				DMS00596		good	
DMS	Refrigerator	1	399.00	399.00	BA91021145	FRT17L3FW5	FRIGIDAIRE	DMS00597		GOOD	
MEDICAL Conf. Rm 8-59											
DMS	Table Oval	1	229.00	229.00	NONE	NONE	NONE	DMS00649		GOOD	
DMS	Little Annie	1	349.00	349.00	NONE	NONE	Red Cross	TMPDMS820		FAIR	
MEDICAL Dental 8-52											
DMS	Ultrasonic Scaler	1	0.00	0.00	D11059LA	ACCLEAN PRO	HENRY SCHEIN	DMS00243	01/19/2012	NEW	replaces DMS00714 -adc
DMS	AMALGAMATOR HI SPEED 110V	1	362.19	362.19	32991	HS-1	HENRY SCHEIN	DMS00262	10/04/2013	NEW	REPLACED DMS00716
DMS	Amalgamator	1	250.00	250.00	28990	NONE	Foremost Dental	DMS00700		BROKEN	
DMS	Amalgamator	1	250.00	250.00	57768	NONE	Foremost Dental	DMS00701		BROKEN	
DMS	Spinner	1	329.00	329.00	NONE	LR84417	L.D. Caulk Div.	DMS00702		BROKEN	
DMS	Rotex 780	1	295.00	295.00	NONE	65792	Rotex	DMS00703		BROKEN	
DMS	Amalgamator	1	250.00	250.00	28985	NONE	Foremost Dental	DMS00704		BROKEN	
DMS	Ultra Sonic SCALER	1	419.00	419.00	6784	6784	SO. East Instit.	DMS00705		BROKEN	
DMS	View Box	1	149.00	149.00	109185	DE100	Star X-ray Co.	DMS00706		BROKEN	
DMS	Examination Stool	1	169.00	169.00	NONE	NONE	NONE	DMS00707		FAIR	
DMS	Examination Stool	1	169.00	169.00	NONE	NONE	NONE	DMS00708		FAIR	
DMS	View Box	1	149.00	149.00	NONE	DE100	Star X-ray Co.	DMS00709		FAIR	
DMS	AUTO Clave	1	1,099.00	1,099.00	V153665	119-022	Midmark	DMS00710		FAIR	
DMS	Examination Stool	1	169.00	169.00	NONE	NONE	NONE	DMS00712		FAIR	
DMS	Ultra Sonic Cleaner	1	429.00	429.00	9513256	U1424	Tuttnauer	DMS00713		BROKEN	
DMS	Examination Chair	1	1,300.00	1,300.00	37169	PL-200	Den-tal-ez	DMS00715		POOR	
DMS	Vita Litz Scanner	1	865.00	865.00	26-24504	2006	Analytic Tech	DMS00717		UNKNOW N	
DMS	Examination Chair	1	1,500.00	1,500.00	10490	SP15	PELTON CRANE	DMS00718		POOR	
DMS	View Box	1	149.00	149.00	NONE	DE100	Star X-ray Co.	DMS00719		FAIR	
DMS	Examination Chair Light	1	489.00	489.00	NONE	LFCBAA/LFW11	PELTON CRANE	DMS00720		GOOD	
DMS	Examination Chair Table Arm	1	469.00	469.00	NONE	E125/E125L5	PELTON CRANE	DMS00721		GOOD	
DMS	Examination Stool	1	169.00	169.00	NONE	NONE	NONE	DMS00722		FAIR	
DMS	Flammable Cabinet	1	685.00	685.00	NONE	1925	EAGLE	DMS00723		GOOD	
DMS	Refrigerator	1	129.00	129.00	GM116807	TAX35NTARWA	General Electric	DMS00724		FAIR	

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Examination Chair	1	1,300.00	1,300.00	37169	PL-200	Den-tal-ez	DMS00725		FAIR	
DMS	X-ray ARM	1	1,300.00	1,300.00	T11161	096-A	Belmont Equip	DMS00726		FAIR	
DMS	ULTRA SONIC Scaler	1	638.00	638.00	32	NONE	WHALEDENT	DMS00727		FAIR	
DMS	Examination Chair Table Arm	1	1,300.00	1,300.00	85848	NONE	Dentech	DMS00728		FAIR	
DMS	View Box	1	149.00	149.00	109186	DE100	Star X-ray Co.	DMS00729		GOOD	
DMS	ULTRA SONIC CLEANER	1	569.51	569.51	13144-129232	CSU-1	TAUTTNER	DMS01390	05/23/2013	NEW	REPLACES DMS00711

MEDICAL DENTAL LAB 8-51

DMS	Shaker	1	249.00	249.00	CX597762	82520	NONE	DMS00730		FAIR	
DMS	Polishing Lathe	1	442.00	442.00	221294	26D	Red Wing	DMS00731		FAIR	
DMS	Trimmer	1	309.00	309.00	31-10-94	31	Handler	DMS00732		POOR	

MEDICAL Dental Office 8-54

DMS	PRINTER	1	495.00	495.00	CNDX135323	4014	HP	DMS00659		GOOD	
DMS	File Cabinet 5 drawer	1	465.00	465.00	NONE	NONE	NONE	DMS00691		FAIR	
DMS	Desk Wood	1	400.00	400.00	NONE	NONE	Mactavish Furn	DMS00692		BROKEN	
DMS	DESK L-Shape attachment	1	494.00	494.00	NONE	NONE	Mactavish Furn	DMS00693		BROKEN	
DMS	Desk Wood	1	400.00	400.00	NONE	NONE	JOFCO	DMS00694		BROKEN	
DMS	MONITOR	1	0.00	0.00	HA17HVDLA10453E	740N	SAMSUNG	MTC01400		GOOD	
DMS	Task Chair, blue w/arms	1	0.00	0.00	332QU		HON	MTC01415		GOOD	

MEDICAL Dental X-Ray 8-53

DMS	Book Shelf 3 shelf	1	149.00	149.00	NONE	NONE	NONE	DMS00695		POOR	
DMS	X-Ray Developer	1	389.00	389.00	51327	90000	Pen Pro	DMS00696		FAIR	
DMS	Water Maker	1	189.00	189.00	14821	Tuttnauer	Purwise	DMS00697		FAIR	
DMS	Rolling stool, with back, light gray	1	0.00	0.00			Brewer Company	DMS00698		good	
DMS	CYLINDER / CARRIER CO2	1	289.00	289.00	NONE	HT-68	OKI Bering	DMS00699		FAIR	

MEDICAL ER Room 8-36

DMS	Nebulizer Pump	1	30.00	30.00				DMS00546		FAIR	
DMS	EKG	1	3,000.00	3,000.00	A3000009069	ATRIA 3000	BURDICK	DMS00577		GOOD	
DMS	Examination Table	1	1,015.00	1,015.00	NONE	404	Mid Mark	DMS00578		FAIR	
DMS	MEDICATION Cart	1	465.00	465.00	NONE	NONE	ARTROMICK	DMS00580		GOOD	
DMS	Ophthalmoscope	1	455.00	455.00				DMS00585		FAIR	
DMS	EXAM Light	1	49.00	49.00	NONE	NONE	NONE	DMS00687		FAIR	

MEDICAL Exam Rm 1 (8-43)

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Laundry Cart	1	60.00	60.00				DMS00576			FAS # CORRECT Renumbered from Asset ID: DMS0057
DMS	Microscope	1	900.00	900.00	02J0291	CHT	Olympus	DMS00750		FAIR	
DMS	Examination Stool	1	169.00	169.00	NONE	NONE	NONE	DMS00751		FAIR	
DMS	Office Chair	1	97.00	97.00			CORPORATE EXPRESS	DMS01254		NEW	
MEDICAL EXAM RM 2 (8-42)											
DMS	HON COMF.ARMLESS CHAIR	1	189.79	189.79	NA		COM. 5900 SERIES	DMS00264	10/31/2013	NEW	REPLACED DMS00679
DMS	LOCKING MEDICAL CABINET	1	249.00	249.00	NONE	NONE	NONE	DMS00744		FAIR	
DMS	Examination Table	1	1,015.00	1,015.00	1643	2ND CENTURY	SHERWOOD MED	DMS00745		POOR	
DMS	Examination Light	1	103.00	103.00	NONE	997	Burt	DMS00747		FAIR	
DMS	SMALL FAN	1	39.00	39.00	NONE	NONE	LASKO	DMS00752		POOR	destroyed \caught fire
MEDICAL Exam Room 8-37											
DMS	Folding Computer Table	1	0.00	0.00				DMS00594		POOR	
MEDICAL hallway 8-35											
DMS	Desk	1	400.00	400.00	NONE	NONE	NONE	DMS00615		FAIR	with return, 3 pieces
DMS	SCALE BEAM	1	155.00	155.00	NONE	400KL DS	PELSTAR	TMPDMS483		USED	
MEDICAL Infirmary BED AREA 8-14											
DMS	Bed table	1	250.00	250.00				DMS005500		FAIR	FAS NUMBER CORRECT
DMS	Instrument Tray	1	175.00	175.00				DMS00551		GOOD	
DMS	Infirmary Bed	1	489.00	489.00	NONE	420A	HILL-ROM	DMS00554		GOOD	
DMS	Infirmary Bed	1	489.00	489.00	420A37D54	420A	HILL-ROM	DMS00555		GOOD	
DMS	Infirmary Bed	1	489.00	489.00	420A37D77	420A	HILL-ROM	DMS00556		GOOD	
DMS	Infirmary Bed	1	489.00	489.00	420A38D67	420A	HILL-ROM	dms00557		GOOD	
DMS	Infirmary Bed	1	489.00	489.00	NONE	420A	HILL-ROM	dms00558		GOOD	
DMS	Infirmary Bed	1	489.00	489.00	NONE	420A	HILL-ROM	DMS00559		GOOD	
DMS	Infirmary Bed	1	489.00	489.00	420A37D87	420A	HILL-ROM	DMS00560		GOOD	
DMS	Infirmary Bed	1	489.00	489.00	420A37D57	420A	HILL-ROM	DMS00561		GOOD	
DMS	Infirmary Bed	1	489.00	489.00	NONE	420A	HILL-ROM	DMS00562		GOOD	
DMS	4 shelf book case	1	325.00	325.00				DMS00566		POOR	

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	COMMODE CHAIRS	2	89.00	178.00	NONE	NONE	NONE	DMS00567		POOR	
DMS	COMMODE CHAIRS	2	89.00	178.00	NONE	NONE	NONE	DMS00568		POOR	
DMS	STOOL	1	69.00	69.00	NONE	NONE	NONE	DMS00569		GOOD	
DMS	STOOL	1	49.00	49.00	NONE	NONE	NONE	DMS00570		GOOD	
DMS	Desk	1	400.00	400.00	NONE	NONE	Wright Line	DMS00574		POOR	
DMS	MEDICAL CART YELLOW	1	465.00	465.00	NONE	NONE	NONE	DMS00575		FAIR	
DMS	EXAM TRAY	1	229.00	229.00	NONE	NONE	NONE	DMS00579		GOOD	
DMS	I V POLE	1	109.00	109.00	NONE	NONE	NONE	DMS00586		GOOD	
DMS	MEDICAL TABLE	1	140.25	140.25	86J12	UMF5190	MOORE MED	DMS01262		USED	
DMS	32" FLAT SCREEN TV	1	198.00	198.00	6990Y25200128	UW32S3PW	WESTINGHOUSE	DMS01332	06/05/2011	NEW	AR
DMS	BLUE SHOWER CHAIR W/O BACK	1	42.99	42.99	119-1828	2354	HENRY SCHEIN	DMS01334	08/19/2013	NEW	REPLACES DMS00591 M.H.
MEDICAL Infirmary Closet 8-06											
DMS	Shelf(3)	1	159.00	159.00	NONE	NONE	NONE	DMS00588		POOR	
DMS	(4) SHELF	1	169.00	169.00	NONE	NONE	NONE	DMS00589		FAIR	
DMS	UTILITY CARTS	1	175.00	175.00	NONE	NONE	NONE	DMS00592		GOOD	
DMS	UTILITY CARTS	1	175.00	175.00	NONE	NONE	NONE	DMS00595		GOOD	
Medical Infirmary Station 8-10											
DMS	PRINTER	1	0.00	0.00	DYCPLV1	2335dn	DELL	DMS00263	06/25/2013	NEW	REPLACES DMS00547. JMP Warranty end date: 7/2/2014
DMS	NEBULIZER - Mobile	1	129.00	129.00	D3732376	4650D	Sunrise	DMS00545		GOOD	
DMS	Record Shelf	1	225.00	225.00				DMS00548		FAIR	
DMS	Rolling Computer Desk	1	150.00	150.00				DMS00549		FAIR	
DMS	Medical Cart	1	175.00	175.00				DMS00593		FAIR	
MEDICAL LAB 8-22											
DMS	Freezer	1	249.00	249.00	01411114HG	DCF520W	Danby	DMS00677		POOR	
DMS	Refrigerator	1	134.00	134.00	UR109966	TAX3DNYARWH	General Electric	DMS00678		POOR	
DMS	Desk	1	400.00	400.00	NONE	NONE	NONE	DMS00680		BROKEN	
DMS	Desk	1	400.00	400.00	NONE	NONE	NONE	DMS00681		BROKEN	
DMS	MONITOR	1			MMLXLAA010430078C 44221	V226HQL	ACER	GCFM00031		GOOD	ADDED ON 01-15-2015
DMS	Supply cabinet, plastic, locking, gray	1	0.00	0.00			ICEBERG	MTC01416		GOOD	

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
MEDICAL Lobby											
DMS	Scale Weight	1	436.00	436.00	4000004406	400KL	Healthometer	DMS00741		FAIR	
DMS	Bulletin Board	1	60.00	60.00	NONE	NONE	Quartet	DMS00742		FAIR	
DMS	Bulletin Board	1	60.00	60.00	NONE	NONE	Quartet	DMS00743		FAIR	
MEDICAL MOBILE											
DMS	STRETCHER	1	2,000.00	2,000.00	50439439	MX-PRO 6082	STRYKER	DMS00543		GOOD	
DMS	Rubbermaid Cart - Grey	1	75.00	75.00				DMS00553		FAIR	
DMS	WHEELCHAIR	1	97.00	97.00	NONE	Tech Medical	Durotrac	DMS00563		GOOD	
DMS	Privacy screen	1	0.00	0.00				DMS00571		fair	
DMS	Blood Pressure Machine w/pedestal	1	485.00	485.00	NONE	NONE	Welch-Allyn	DMS00581		GOOD	
DMS	Stool	1	69.00	69.00	NONE	NONE	NONE	DMS00582		FAIR	
DMS	BACK BOARD	1	459.00	459.00	NONE	NONE	Iron Back	DMS00583		GOOD	
DMS	BACK BOARD	1	459.00	459.00	355403	NONE	Ferno-Washington	DMS00584		GOOD	
DMS	Laundry Cart	1	150.00	150.00				DMS00590		POOR	
DMS	Book Shelf 3 tier	1	149.00	149.00	NONE	NONE		DMS00598		GOOD	
DMS	Guest Chair, gray	1	87.06	87.06	NONE	NONE	Corporate Express	DMS00626		GOOD	
DMS	CHAIR	1	57.00	57.00	NONE	NONE	NONE	DMS00675		GOOD	
DMS	Television Cart wheeled 2 tier	1	149.00	149.00	NONE	NONE	NONE	DMS00683		GOOD	
DMS	VCR	1	69.00	69.00	105770672	DV200MW8	Magnavox	DMS00685		FAIR	
DMS	Vitals Machine	1	1,225.00	1,225.00	NONE	5200101A	Welch-Allyn	DMS00746		FAIR	
DMS	Rolling stool, black	1	84.00	84.00	NONE	NONE	NONE	DMS00749		GOOD	
DMS	I V POLE / VITALS MACHINE	1	109.00	109.00	NONE	NONE	NONE	DMS00753		GOOD	
DMS	RECORDS CART	1	465.00	465.00				DMS01261		USED	
DMS	FLOOR POLISHER	1	739.00	739.00	53953	C205PX-TP	PACIFIC	DMS01320		Fair	FL Asset Num: 9566 Inventory Reconciliation in Progress
DMS	WHEELCHAIR	1	160.00	160.00	12BM002498	ATO-TREX2	INVACARE	MTC01477	02/15/2012	NEW	REPLACES MTC00514 -- adc
MEDICAL Office 8-19											
DMS	PRINTER	1	11,000.00	11,000.00	CNRXG89739	4350	HP	DMS00613	01/10/2008	GOOD	
DMS	FILE CABINET	1	399.00	399.00	NONE	NONE	NONE	DMS00652		FAIR	
DMS	BOOK SHELF 5	1	189.00	189.00	DYFTXK	527ABC	HON	DMS00653		FAIR	
DMS	BOOKSHELF WOOD CABINET 5	1	149.00	149.00	NONE	NONE	NONE	DMS00654		BROKEN	

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
SHELF											
DMS	File Cabinet 5 drawer	1	465.00	465.00	CZR84C	315P	HON	DMS00655		FAIR	
DMS	FILE CABINET 2 DR	1	249.00	249.00	NONE	NONE	NONE	DMS00656		BROKEN	
DMS	CABINET	1	189.00	189.00	NONE	NONE	NONE	DMS00657		FAIR	
DMS	PRINTER TABLE	1	169.00	169.00	NONE	NONE	NONE	DMS00658		POOR	
DMS	DESK WOOD	1	400.00	400.00	NONE	NONE	NONE	DMS00661		POOR	
MEDICAL Office 8-20											
DMS	CABINET 4 DR	1	399.00	399.00	BJQ20	NONE	HON	DMS00633		POOR	4 drawer lateral cabinet
DMS	BOOKCASE WOOD	1	129.00	129.00	NONE	NONE	NONE	DMS00644		FAIR	
DMS	File Cabinet 2 drawer	1	249.00	249.00	NONE	NONE	HON	DMS00650		POOR	
DMS	Desk	1	400.00	400.00	NONE	NONE	HON	DMS00651		POOR	with return
MEDICAL Office 8-21											
DMS	Book Shelf, metal	1	149.00	149.00	C5T05C	NONE	HON	DMS00625		FAIR	
DMS	BULLETIN BOARD	1	60.00	60.00	NONE	NONE	Quartet	DMS00637		FAIR	
DMS	DESK	1	400.00	400.00	NONE	NONE	NONE	DMS00646		FAIR	
DMS	Office chair, black	1	93.95	93.95	none	B1560	BOSS	DMS01361	12/03/2014	FAIR	REPLACES DMS01353
DMS	Chair Stacking plastic	1	29.00	29.00	NONE	NONE	Norix	TMPDMS738		FAIR	
MEDICAL Office 8-23											
DMS	DESK	1	400.00	400.00	NONE	NONE	NONE	DMS00670		BAD	
DMS	Desk	1	400.00	400.00	NONE	NONE	GF Office Furniture	DMS00671		POOR	
DMS	BOOK CASE	1	149.00	149.00	NONE	NONE	NONE	DMS00673		POOR	
MEDICAL Office 8-39											
DMS	File Cabinet 4 drawer	1	399.00	399.00	ZR935	D374	HON	DMS00599		FAIR	
DMS	COAT RACK	1	129.00	129.00	NONE	NONE	NONE	DMS00601		BROKEN	
DMS	Desk	1	400.00	400.00	NONE	NONE	NONE	DMS00602		GOOD	
DMS	office chair/wheels, black	1	157.00	157.00	NONE	NONE	NONE	DMS00603		FAIR	label coming off. # written on with marker
DMS	Book Shelf 3 Shelf	1	149.00	149.00	NONE	NONE	NONE	DMS00606		POOR	
DMS	PRINTER	1	245.00	245.00	PHGFG63396	LASERJET M401DNE	HP	DMS03016	07/07/2013	New	HSA OFFICE IP ADDRESS 10.250.3.43 CS-Added Cost 10.6.15

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
MEDICAL Office 8-40											
DMS	FILE CABINET 5 DR LATERAL	1	399.00	399.00	NONE	NONE	Metal Stand	DMS00624		FAIR	
DMS	Office Chair, arms, burgandy	1	179.00	179.00	NONE	SCORE	GLOBAL INDUSTRIES	DMS00628		GOOD	
DMS	Desk	1	400.00	400.00	NONE	NONE	NONE	DMS00632		GOOD	
DMS	PRINTER	1	1,075.00	1,075.00	CNRXR19729	4250	HP	DMS04006		FAIR	Renumbered from Asset ID: DMS00629
MEDICAL Office 8-41											
DMS	File Cabinet 2 drawer, black, mobile	1	249.00	249.00	NONE	NONE	Pendaflexer	DMS00600		FAIR	
DMS	Guest chair, gray	1	97.00	97.00	NONE	NONE	Corporate Express	DMS00627		GOOD	
DMS	Desk	1	400.00	400.00	NONE	NONE	HON	DMS00640		POOR	
DMS	OFFICE CHAIR	1	97.00	97.00	NONE	NONE	GLOBE	DMS00645		FAIR	
DMS	Desk Chair, black	1	95.37	95.37	CBRNLR	IA52761	HON	DMS01257		USED	
MEDICAL Office 8-44											
DMS	Lateral File 5 drawer	1	767.00	767.00	CKLUXZ	695L	HON	DMS00610		GOOD	
DMS	Desk	1	494.00	494.00	NONE	NONE	NONE	DMS00618		FAIR	
DMS	DESK	1	400.00	400.00	NONE	NONE	NONE	DMS00668		FAIR	
DMS	ROLLING CART	1	169.00	169.00	NONE	NONE	NONE	DMS00669		BROKEN	
DMS	MULTIFUNCTION PRINTER	1	220.00	220.00	CNHZ96Q095	M1319F	HP	DMS00676		USED	FAX/SCANNER/PRINTER
DMS	Office chair, black	1	93.95	93.95	none	B1560	BOSS	DMS01362	09/06/2012	GOOD	REPLACES DMS01354
MEDICAL Office 8-45											
DMS	Desk	1	400.00	400.00	NONE	NONE	HON	DMS00642		POOR	
DMS	Office Chair, black	1	57.00	57.00	129088		PRIDE	DMS01255		NEW	has PNA property label on it
MEDICAL Office 8-46											
DMS	DESK	1	400.00	400.00	NONE	NONE	NONE	DMS0036		FAIR	FAS NUMBER CORRECT
DMS	DESK CHAIR, black	1	95.37	95.37	CIRNLR	IA52761	HON	DMS01258		NEW	
MEDICAL Officer Station 8-56											
DMS	File Cabinet 2 drawer	1	249.00	249.00	NONE	NONE	NONE	DMS00754		FAIR	

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
MEDICAL Optometry 8-55											
DMS	Office Chair wheeled	1	97.00	97.00	NONE	NONE	NONE	DMS00689		BROKEN	FL Asset Num: 9120
DMS	Table wood	1	149.00	149.00	NONE	NONE	NONE	DMS00690		BROKEN	
MEDICAL Pharmacy 8-49											
DMS	File Cabinet 5 Drawer	1	399.00	399.00	NONE	NONE	HON	DMS00756		FAIR	
DMS	PRINTER	1	175.00	175.00	CNHC65S1YH	1320	HP	DMS00757		FAIR	
MEDICAL Pharmacy Office 8-48											
DMS	FILE CABINET 5 DR	1	499.00	499.00	CQAN0Q	695L	HON	DMS00755		FAIR	
DMS	Refrigerator	1	120.00	120.00	LA81005959	MRT15CSEN	Tappan	DMS00758		POOR	
DMS	Storage Cabinet (2 Door)	1	400.00	400.00	NONE	NONE	NONE	DMS00759		POOR	
DMS	FILE CAB. 4 DR LETTER	1	598.92	598.92	ZC930	D374	HON	DMS00760		FAIR	
DMS	FILE CABINET 5 DR	1	499.00	499.00	NONE	NONE	NONE	DMS00761		POOR	
DMS	OFFICE CHAIR W ARMS	1	95.37	95.37	NONE	NONE	NONE	DMS00762		POOR	
DMS	Desk	1	400.00	400.00	NONE	NONE	NONE	DMS00763		FAIR	
MEDICAL Room 8-17											
DMS	Office Chair Executive	1	147.00	147.00	NONE	NONE	Corporate Express	DMS00623		POOR	
DMS	WORKSTATION 1 - SHELF	1	1,000.00	1,000.00	NONE	NONE	PATTERSON-POPE	DMS0064		GOOD	FAS # CORRECT
DMS	WORKSTATION 2 - DESK	1	2,000.00	2,000.00	NONE	NONE	PATTERSON-POPE	DMS00662		GOOD	
DMS	WORKSTATION 2 - SHELF	1	1,000.00	1,000.00	NONE	NONE	PATTERSON-POPE	DMS00663		GOOD	
DMS	WORKSTATION 1 - DESK	1	2,000.00	2,000.00	NONE	NONE	PATTERSON-POPE	DMS00665		GOOD	
DMS	FAX	1	714.00	714.00	VEW21060	1060P	CANON	DMS01115		GOOD	FL Asset Num: 895
MEDICAL TB Office 8-50											
DMS	Book Shelf 2 tier	1	116.09	116.09	CMFNTQ	S30ABC	HON	DMS00733		FAIR	
DMS	Refrigerator	1	286.50	286.50	SU12224W406300406	S819-R	Summit	DMS00734		FAIR	
DMS	Desk Small Metal	1	249.00	249.00	NONE	NONE	NONE	DMS00735		FAIR	
DMS	Desk Large metal	1	612.00	612.00	NONE	NONE	NONE	DMS00736		GOOD	
DMS	PRINTER	1	646.30	646.30	CNHC65S2V7	1320	HP	DMS00739		POOR	
DMS	Office chair, black	1	93.95	93.95	none	B1560	BOSS	DMS01363	09/06/2012	GOOD	REPLACES DMS01355
MEDICAL Triage 8-24											
DMS	Cabinet METAL LOCKING	1	269.00	269.00	NONE	NONE	NONE	DMS00686		POOR	

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	X RAY BOX	1	119.00	119.00	NONE	NONE	NONE	DMS00688		UNKNO N	
MEDICAL TRIAGE CLOSET											
DMS	X RAY READER	1	119.00	119.00	NONE	NONE	NONE	DMS00748		POOR	
OSG BAY											
DMS	Scale, digital	1	0.00	0.00	0016522-6JK	T31P	OHAUS Defender	DMS00063		good	
DMS	1715 Tractor	1	4,500.00	4,500.00	Ford	NONE	OSG016A	DMS00065		BAD	FL Asset Num: 1660 02-12-2016 BILLY DANLEY SAID THE TRACTOR WAS IN FAIR CONDITION.
DMS	20" PUSH MOWER	1	100.00	100.00	1K170K21137	11A-020B006	MTD	DMS00233	05/03/2011	GOOD	replaces TMPDMS859
DMS	20" PUSH MOWER	1	100.00	100.00	1K170K21143	11A-020B006	MTD	DMS00234	05/03/2011	GOOD	replaces missing mower TMPDMS867
DMS	20" PUSH MOWER	1	100.00	100.00	1K170K21139	11A-020B006	MTD	DMS00235	05/03/2011	POOR	BAD MOTOR replaces missing mower TMPDMS864
DMS	20	1	100.00	100.00	1K170K21182	11A-020B006	MTD	DMS00236	05/03/2011	GOOD	replaces missing mower TMPDMS861
DMS	20" PUSH MOWER	1	100.00	100.00	1K170K21183	11A-020B006	MTD	DMS00237	05/03/2011	GOOD	replaces missing mower DMS00066
DMS	MOWER	1	150.00	150.00	1J101K21322	11A-A44E065	BOLENS	DMS00240	01/25/2012	NEW	replaces missing mower TMPDMS860
DMS	MOWER	1	150.00	150.00	1J101K22061	11A-A44E065	BOLENS	DMS00242	01/25/2012	NEW	replaces missing mower TMPDMS862
DMS	LAWN MOWER	1	319.18	319.18	1K134K30593	538024	TROY BILT	DMS00295	02/17/2015	New	REPLACING DMS01376
DMS	LAWN MOWER	1	319.18	319.18	1K134K30585	538024	TROY BILT	DMS00296	02/17/2015	New	REPLACING DMS01379

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	LAWN MOWER	1	319.18	319.18	1K134K30586	538024	TROY BILT	DMS00298	02/17/2015	GOOD	REPLACING DMS00275
DMS	LAWN MOWER	1	239.00	239.00	1A276K30597	12AA1BA729	YARD MACHINE	DMS00320	07/11/2016	New	REPLACE DMS00294
DMS	LAWN MOWER	1	239.00	239.00	1E106KC1196	12AA1BA729	YARD MACHINE	DMS00321	07/11/2016	New	REPLACE DMS00297
DMS	LAWN MOWER	1	269.00	269.00	1612195438118	TB200	TROY BILT	DMS00340	05/05/2017	New	REPLACED DMS00296
DMS	LAWN MOWER	1	269.00	269.00	1611165486016	TB200	TROY-BILT	DMS00341	05/04/2017	New	REPLACED DMS00295
IWTF	Lawnmower	1	0.00	0.00	1E247K10112	12AV566N011249887	TROY BILT	IWTF00039		GOOD	asset tag present, not found in tracker. added 10/27/11 -adc
IWTF	Edger, walk behind	1	0.00	0.00	1E07K90157	25B-554E011230266	TROY BILT	IWTF00041		GOOD	asset tag present, not found in tracker added 10/27/11 -adc
IWTF	Blower, gas	1	0.00	0.00	07165N602280-5	FL1500LE	WEED EATER	IWTF00042		UNKNOW N	
IWTF	Weedeater	1	0.00	0.00	1K176DE0507	TB70SS	TROY BILT	IWTF00043		GOOD	
IWTF	Cement Mixer	1	0.00	0.00	3953319	755 PM	GOLDBLATT	IWTF00044		good	bar code label present, was not entered in tracker 11/27/11 -adc
DMS	HUSKEE 5.0 MOWER	1	400.01	400.01	1E120K21004	11B-084B31	HUSKEE	TMPDMS863		POOR	FL Asset Num: OSG193A-1
OSG Office											
DMS	File cabinet, 2 drawer	1	0.00	0.00				DMS00029		fair	
DMS	File cabinet, 5 drawer	1	0.00	0.00				DMS00062		fair	
DMS	Desk	1	0.00	0.00				DMS00064		fair	
PROPERTY office 04											
DMS	MONITOR	1	129.00	129.00	CNOM1618466333C34 GYL	NONE	NONE	DMS00674		FAIR	
DMS	PRINTER	1	452.00	452.00	T575H802957	SP4510DN	RICOH	DMS03020	01/05/2016	Good	Replacing DMS01230, CS added date and Cost Host Name: RNP002673A8DD3F MAC Address:

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											MAC Address: 00:26:73:A8:DD:3F IP Address: 10.250.3.28 Share Name: GCF- DWOperations
DMS	SCANNER	1	475.00	475.00	AWWCC00799	iX500	FUJITSU	DMS04009	03/03/2017	Good	Replacing DMS01107
DMS	TELEPHONE	1	87.51	87.51	4AAXA019863	KX-TG4771	PANASONIC	MTC01564	09/04/2014	NEW	PHONE SET INCLUDES BASE AND CORDLESS HANDSET. ADDED BY JMP
PROPERTY OFFICE 05											
DMS	Office Chair	1	97.00	97.00	NONE	15805	Boling	dms00139		FAIR	FL Asset Num: 9877 Inventory Reconciliation in progress
PROPERTY Office 06											
DMS	4 Drawer File Cabinet, putty	1	450.00	450.00	38EDGC	314CP	HON	DMS01329		Good	
DMS	MONITOR	1	0.00	0.00	6CM4292KBR	V221	HP	MTC01567		NEW	REPLACES MTC01366. JMP
Property STG Room 07											
DMS	ARMED ROLLING OFFICE CHAIR - RED	1	119.00	119.00	CVRNLR	2075AB	HON	DMS00165		FAIR	FL Asset Num: 1777
DMS	Chair wheeled, gray	1	97.00	97.00			CORPORATE EXPRESS	DMS01252		FAIR	FL Asset Num: 1709
DMS	PRINTER	1	240.00	240.00	PHGFD49686	M401dne	HP	DMS03012	03/12/2015	New	Replaces DMS00158
PROPERTY*											
DMS	Desk	1	400.00	400.00			STEELCASE	DMS01251		USED	FL Asset Num: 1708

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Cabinet 5 drawer	1	465.00	465.00			GF OFFICE FURN	DMS01272		USED	FL Asset Num: 908
DMS	Cabinet 5 drawer	1	465.00	465.00				DMS01273		USED	FL Asset Num: 899
DMS	Cabinet 5 drawer	1	465.00	465.00			GF OFFICE FURN	DMS01274		USED	FL Asset Num: 895
REC											
DMS	Stackable Chairs	8	75.00	600.00				DMS00081		POOR	
IWTF	BUFFER	1	739.00	739.00	28MAY07AK	C1500DC-TP	PACIFIC	IWTF00002		POOR	FL Asset Num: 2442
IWTF	DVD VCR Combo (replaces 0453)	1	74.88	74.88	U3940266	DC220MW9	MAGNAVOX	IWTF01098		GOOD	FL Asset Num: 9982 Located in Canine Office
IWTF	DVD VCR Combo	1	119.00	119.00	DE180707738576	DUP3340U17	PHILLIPS	IWTF01130		FAIR	FL Asset Num: 0453 Found still being used
IWTF	TELEVISION, 42" FLAT PANEL	1	429.00	429.00	K1000226500004736	ELDTW422	ELEMENT	IWTF01248	01/11/2011	NEW	replaces IWTF01115
IWTF	METAL SHELVES	1	59.22	59.22	NONE	NONE	NONE	TMPIWTF929		FAIR	FL Asset Num: 0299
REC GYM											
DMS	Aiwa 5 disc CD Player	1	89.00	89.00	520PM9B50190	XC-35MU	AIWA	DMS01182		FAIR	FL Asset Num: 1617
IWTF	Microphone headset	1	99.99	99.99		WH20TQG	SHURE	IWTF00441	11/05/2012	NEW	
IWTF	Microphone headset	1	99.99	99.99		WH20TQG	SHURE	IWTF00442	11/05/2012	NEW	
IWTF	Microphone headset	1	99.99	99.99		WH20TQG	SHURE	IWTF00443	11/05/2012	NEW	
IWTF	WIRELESS MICROPHONE RECEIVER	1	50.00	50.00	G14854	GMW-61	GEMSOUND	IWTF00444	11/14/2012	NEW	REPLACES IWTF00316 (includes microphones IWTF00448 and IWTF00449)
IWTF	WIRELESS MICROPHONE	1	0.00	0.00		GMW-61	GEMSOUND	IWTF00445	11/14/2012	NEW	REPLACES IWTF00317
IWTF	WIRELESS MICROPHONE	1	0.00	0.00		GMW-61	GEMSOUND	IWTF00446	11/14/2012	NEW	REPLACES IWTF00318

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	WIRELESS MICROPHONE RECEIVER	1	50.00	50.00	G46807	GMW-61	GEMSOUND	IWTF00447	11/14/2012	NEW	REPLACES IWTF00324 (includes microphones IWTF00444 and IWTF00445)
IWTF	WIRELESS MICROPHONE	1	0.00	0.00		GMW-61	GEMSOUND	IWTF00448	11/14/2012	NEW	REPLACES IWTF00319
IWTF	WIRELESS MICROPHONE	1	0.00	0.00		GMW-61	GEMSOUND	IWTF00449	11/14/2012	NEW	REPLACES IWTF00325
IWTF	Chair Plastic Stacking	46	29.00	1,334.00	NONE	NONE	Norix	IWTF00687		FAIR	FL Asset Num: NONE
IWTF	Body Fat Analyzer	1	50.00	50.00	0800304F	HBF-300	OMRON	IWTF01114		FAIR	FL Asset Num: 0064
IWTF	Popcorn machine	1	479.99	479.99	SC07954	2085CL	GOLD METAL	IWTF01118		GOOD	FL Asset Num: 0450
IWTF	Filing Cabinet	1	299.00	299.00	NONE	NONE	NONE	IWTF01140		FAIR	FL Asset Num: 0619
IWTF	Filing Cabinet	1	299.00	299.00	NONE	NONE	NONE	IWTF01141		FAIR	FL Asset Num: 0620
IWTF	Grey Tables(2- office 20- gym)	22	146.00	3,212.00	NONE	NONE	NONE	TMPIWTF887		GOOD	FL Asset Num: NONE 20 in GYM & 2 in Office
IWTF	Basketball Goals - Outside Courts	4	475.00	1,900.00	NONE	NONE	POTER	TMPIWTF889		GOOD	FL Asset Num: NONE Found but did not assign asset number
IWTF	Basketball Goals - Inside Gym	2	475.00	950.00	NONE	NONE	NONE	TMPIWTF890		GOOD	FL Asset Num: NONE Found but did not assign asset number
IWTF	CONES	10	12.31	123.10	NONE	NONE	NONE	TMPIWTF921		GOOD	FL Asset Num: NONE

REC GYM OFFICE

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	MEGAPHONE	1	56.88	56.88	none	PMP58U	PYLE	IWTF00337	03/28/2012	GOOD	REPLACES IWTF01132
IWTF	MEGAPHONE	1	56.88	56.88	none	PMP58U	PYLE	IWTF00338	03/28/2012	GOOD	REPLACES IWTF01131
IWTF	BULLHORN	1	29.00	29.00	NONE	NONE	Galls	IWTF01133		GOOD	FL Asset Num: 0398 (Replaced with 9668)
IWTF	BULLHORN	1	29.00	29.00	NONE	AHM651S	CAROL ELECT.	IWTF01142		POOR	FL Asset Num: 0398 has been replaced. Question on if works.
REC SOUND SYSTEM											
IWTF	CYLINDER RADIATOR LOUD SPEAKER	1	1,699.99	1,699.99	042829Z71700135AC	B1	BOSE	IWTF01121		BAD	FL Asset Num: TF9171
IWTF	CYLINDER RADIATOR LOUD SPEAKER	1	1,699.99	1,699.99	042829Z70630231AC	B1	BOSE	IWTF01122		BAD	FL Asset Num: TF9172
IWTF	KARAOKE SYSTEM	1	199.99	199.99	VP8A89AAA41317	GIGMAN	VOCOPRO	IWTF01125		FAIR	FL Asset Num: TF0271
IWTF	WIRELESS TRANSMITTER / RECIEVER	1	549.99	549.99	187558	EW100G2	SENNHEISER	IWTF01126		BAD	FL Asset Num: TF0477
IWTF	COMPACT MIXER - ADDITION	1	899.99	899.99	WL28004	1604VLZ3	MACKIE	IWTF01127		GOOD	FL Asset Num: TF9019
IWTF	CD PLAYER 5 DISC CHANGER - ADDITION	1	349.99	349.99	210050270	CD355	TASCAM	IWTF01128		GOOD	FL Asset Num: TF0455
IWTF	HAND HELD WIRELESS MICROPHONE - (replaces TF0245)	1	544.10	544.10	305265	EW135G2	SENNHEISER	TMPIWTF903		SEE NOTES	FL Asset Num: TF9169
IWTF	CABLES	1	100.00	100.00	NONE	NONE	VARIOUS	TMPIWTF904		FAIR	FL Asset Num: TF0247
IWTF	CD / CASSETTE PLAYER - ADDITION	1	399.00	399.00	211250282	CDA500	TASCAM	TMPIWTF913		FAIR	FL Asset Num: TF0455
IWTF	STORAGE CABINET -ADDITION	1	239.00	239.00	NONE	PRO3500	MONSTER POWER	TMPIWTF914		FAIR	FL Asset Num: TF0455
IWTF	MONSTER POWER CONDUCTOR POWER SUPPLY - ADDITION	1	299.00	299.00	60000100	PRO1000	MONSTER POWER	TMPIWTF915		FAIR	FL Asset Num: TF0572

REC Sprvsr Office

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Desk	1	400.00	400.00	NONE	NONE	NONE	DMS01177		GOOD	FL Asset Num: TF0054
DMS	3 shelf bookcase	1	149.00	149.00	NONE	NONE	NONE	DMS01178		FAIR	FL Asset Num: 9795
DMS	PRINTER STAND	1	69.00	69.00	NONE	NONE	NONE	DMS01179		FAIR	FL Asset Num: 9264
DMS	Black cushion chair	1	89.00	89.00	32GQL	2041AB	HON	DMS01180		FAIR	FL Asset Num: TF0056
IWTF	Phone, cordless	1	57.88	57.88	MK501263959	CL83201	AT&T	IWTF00339	03/21/2012	NEW	2 handsets REPLACES IWTF01111
IWTF	Black File Cabinet 5 Drawer	1	89.00	89.00	8919281394	D711MU	HON	IWTF01104		GOOD	FL Asset Num: 0053
IWTF	Projector Screen	1	140.00	140.00	NONE	NONE	DAPER	IWTF01109		GOOD	FL Asset Num: TF0457
IWTF	Camera	1	249.00	249.00	CN41H1105V	735	HP	IWTF01112		POOR	FL Asset Num: 0175 GRLYB0210
IWTF	MIC STAND	1	29.00	29.00	13462	MC07B	UTIMATE	IWTF01119		FAIR	FL Asset Num: 0459
IWTF	MICROPHONE	1	39.00	39.00				IWTF01242		USED	FL Asset Num: 0456
IWTF	WIRELESS TRANSMITTER / HEAD SET	1	90.30	90.30	1HJ1764664-05	PGX1-H6		TMPIWTF1089	04/02/2014	BAD	does not work. replaced TMPIWTF902

SALLYPORT

DMS	Desk - MADE IN CARPENTRY CLASS	1	275.00	275.00	NONE	NONE	NONE	DMS00541		POOR	FL Asset Num: 9906
DMS	BLACK TASK CHAIR	1	0.00	0.00				DMS01488		NEW	M.H.

SEC HDQTRS OFFICE 03

DMS	DESK-L SHAPE	1	650.00	650.00	NONE	NONE	NONE	DMS01038		FAIR	FL Asset Num: 1418
DMS	Office chair, black	1	79.99	79.99			Realspace	DMS01360	09/12/2012	GOOD	REPLACES DMS00045
IWTF	BLACK ROLLING CHAIR	1	99.99	99.99			STAPLE	IWTF01348	07/17/2017	New	REPLACE IWTF00220

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
SEC HDQTRS Office 10											
DMS	File Cabinet 5 drawer	1	545.00	545.00	NONE	NONE	Brown & William	DMS00151		POOR	FL Asset Num: 158
DMS	File Cabinet 5 drawer	1	545.00	545.00	NONE	NONE	Brown & William	DMS00152		POOR	FL Asset Num: 744
DMS	File Cabinet 5 drawer	1	545.00	545.00	NONE	NONE	Brown & William	DMS00153		POOR	FL Asset Num: 2403
SEC HDQTRS Office 2											
DMS	Desk	1	612.00	612.00	ZRXNDY	GA30125	HON	DMS00937		GOOD	FL Asset Num: 2280
DMS	OFFICE CHAIR	1	97.00	97.00	NONE	NONE	GLOBE	DMS01047		GOOD	FL Asset Num: 1420
SEC HDQTRS OFFICE 5											
DMS	WOOD BOOKCASE	1	160.00	160.00	DLZVAL	NONE	HON	DMS00161		GOOD	
DMS	Desk, two piece wood	1	625.00	625.00				DMS00162		GOOD	Tag 2391
DMS	LAPTOP COMPUTER	1	199.00	199.00	F6JB1D1	LATITUDE D620	DELL	DMS00166	08/01/2011	FAIR	FL Asset Num: 601573 BA UPDATED 01/08/2013 Old laptop in Contract Monitors office, trying to figure out how to dispose
DMS	VISITOR CHAIR - RED	1	57.00	57.00	C8KNGA	4003AB	HON	DMS00167		GOOD	FL Asset Num: 1778
DMS	VISITOR CHAIR - RED	1	57.00	57.00	CLKNGA	4003AB	HON	DMS00168		GOOD	FL Asset Num: 1779
DMS	MONITOR	1	177.00	177.00	RMH101101106	VS12915	VIEWSONIC	DMS00170		GOOD	FL Asset Num: 1665
SEC HDQTRS Office 6											
DMS	Television	1	297.00	297.00	85450911215	VT3110A	Emerson	DMS00155		GOOD	FL Asset Num: 1234
DMS	Chair Wing Back	1	225.00	225.00	NONE	NONE	Best Chairs	DMS00159		FAIR	FL Asset Num: 2394
DMS	Chair Wing Back	1	225.00	225.00	5.68475E+12	0800LC	Best Chairs	DMS00160		FAIR	FL Asset Num: 2397
DMS	BIG & tALL EXECUTIVE BLACK	1	168.18	168.18	NA	23001	EARLSWOOD	DMS00271	03/03/2014	NEW	M.H.

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
LEATHER CHAIR											
SEC HDQTRS Office 8											
DMS	Storage Cabinet	1	365.00	365.00	DX2R4K	785LS	HON	dms00140		FAIR	
DMS	OFFICE CHAIR - METAL	1	57.00	57.00				DMS01267		USED	FL Asset Num: 1286
SECHDQTRS OFFICE14											
DMS	File Cabinet	1	399.00	399.00	DM3LHH	514PQ	HON	DMS00146		POOR	FL Asset Num: 1321
DMS	Desk	1	299.00	299.00	NONE	NONE	NONE	DMS00147		POOR	
SEQ HDQTRS OFFICE 12											
DMS	Office Chair	1	97.00	97.00	DCIYKD	2041AB	HON	DMS00144		POOR	Inventory Reconciliation in progress
STATION 1											
DMS	FILE CABINET 4 DR	1	465.00	465.00	NONE	NONE	OFFICE IMPRESSIONS	DMS00154		POOR	FL Asset Num: 2400
DMS	DESKTOP COMPUTER	1	0.00	0.00	H6KJRC1	OPTIPLEX 745	DELL	DMS00196	08/28/2009	good	BA UPDATED 01/08/2013
DMS	DESKTOP COMPUTER	1	0.00	0.00	72FWSC1	OPTIPLEX 320	DELL	DMS00197	05/01/2010	good	BA UPDATED 01/08/2013
DMS	DESKTOP COMPUTER	1	0.00	0.00	B2FWSC1	OPTIPLEX 320	DELL	DMS00198	05/01/2010	good	BA UPDATED 01/08/2013
DMS	MOUSE	1	14.00	14.00	2011120900	KW-03	KINGWIN	DMS00257	01/10/2012	GOOD	REPLACES DMS00228
DMS	CHARGER	1	792.96	792.96	7190MKL02	IMPRES WPLN4218A	MOTOROLA	DMS00501		unknown	FL Asset Num: 1379 not being used. in file cabinet.
DMS	CHARGER	1	792.96	792.96	7190MKL01	IMPRES WPLN4218A	MOTOROLA	DMS00502		GOOD	FL Asset Num: 1380
DMS	CHARGER	1	792.96	792.96	7190MKL01	DMS00503	MOTOROLA	DMS00503		GOOD	FL Asset Num: 481
DMS	CHARGER	1	792.96	792.96	7190MKI01	IMPRES WPLN4218A	MOTOROLA	DMS00505		GOOD	FL Asset Num: 483
DMS	CHARGER	1	792.96	792.96	7190MKL01	IMPRES WPLN4218A	MOTOROLA	DMS00506		GOOD	FL Asset Num: 480
DMS	PORTABLE RADIO	1	595.75	595.75	977THY24737502	AAH55QDC9JA1AN	MOTOROLA XPR 6300	DMS00507		BROKEN	FL Asset Num: R108

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	PORTABLE RADIO	1	595.75	595.75	977THY08567502	AAH55QDC9JA1AN	MOTOROLA XPR 6314	DMS00508		BROKEN	FL Asset Num: R183
DMS	PORTABLE RADIO	1	595.75	595.75	977THW07957462	AAH55QDC9JA1AN	MOTOROLA XPR 6325	DMS00509		FAIR	FL Asset Num: R220 verified with CO Brown in Arsenal that radio was being used by CO Henry 12.05.11 --adc
DMS	PORTABLE RADIO	1	595.75	595.75	977THY24767502	AAH55QDC9JA1AN	MOTOROLA XPR 6315	DMS00510		FAIR	FL Asset Num: R184
DMS	PORTABLE RADIO	1	595.75	595.75	977THW08057463	AAH55QDC9JA1AN	MOTOROLA XPR 6324	DMS00511		GOOD	FL Asset Num: R218 assigned to contract monitor Inventory Reconciliation in Progress
DMS	MONITOR	1	129.00	129.00	6XB23982GA	LCD207ONXBK	MULTISYNC	DMS00513		FAIR	FL Asset Num: 1363
DMS	Keyboard	1	39.00	39.00	695-1305	CM-9760	Pelco	DMS00514		GOOD	FL Asset Num: 1358 Inventory Reconciliation in Progress
DMS	Track Man Wheel	1	25.00	25.00	8043601000	see notes	Logitech	DMS00515		GOOD	FL Asset Num: 1362 mouse quit working. replaced with Dell mouse #CN011D3V7158111A13 0Q -adc Inventory Reconciliation in Progress
DMS	Speaker	1	59.00	59.00	0CJ3783717469UO3YV	A225	DELL	DMS00517		GOOD	FL Asset Num: 1369 Inventory Reconciliation

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											in Progress
DMS	Speaker	1	59.00	59.00	OCJ3783717469UO3YY	A225	DELL	DMS00518		GOOD	FL Asset Num: 1367
DMS	Speaker	1	59.00	59.00	OCJ3783717469UO3YY	A225	DELL	DMS00519		GOOD	FL Asset Num: 1368
DMS	Speaker	1	59.00	59.00	OCJ3783717469UO3YV	A225	DELL	DMS00521		GOOD	FL Asset Num: 1370
DMS	Speaker	1	69.00	69.00	OCJ3783717469UO3YR	NONE	DELL	DMS00522		GOOD	FL Asset Num: 1374
DMS	Speaker	1	69.00	69.00	OCJ3783717469UO3YR	A225	DELL	DMS00523		GOOD	FL Asset Num: 1375
DMS	MONITOR	1	129.00	129.00	6XB235359GA	LCD207ONXBK	MULTISYNC	DMS00525		GOOD	FL Asset Num: 1364
DMS	MONITOR	1	129.00	129.00	1163350328	PMCL315	Pelco	DMS00527		GOOD	FL Asset Num: 1373
DMS	Keyboard	1	19.00	19.00	ODJ3317161671HOWC	SK8115	DELL	DMS00528		GOOD	FL Asset Num: 1360 BA UPDATED 01/08/2013
DMS	MONITOR	1	177.00	177.00	CNOFJ1816418071U52	A225	DELL	DMS00529		GOOD	FL Asset Num: 1376 BA UPDATED 01/08/2013
DMS	Keyboard	1	19.00	19.00	ODJ33171616715OBIY	SK8115	DELL	DMS00530		GOOD	FL Asset Num: 1361 BA UPDATED 01/08/2013
DMS	Motorola Base Radio	1	600.00	600.00	207060110	SL-15CDM	Motorola XPR4500	DMS00531		GOOD	FL Asset Num: 1378
DMS	Keyboard	1	19.00	19.00	ODJ3317161671HOTQZ	SK8115	DELL	DMS00535		GOOD	FL Asset Num: 1359 BA UPDATED 01/08/2013
DMS	WAND METAL DETECTOR	1	379.00	379.00	NONE	11651	GARRETT	DMS00536		FAIR	FL Asset Num: 9867
DMS	PORTABLE RADIO	1	595.75	595.75	977THY24427502	AAH55QDC9JA1AN	MOTOROLA XPR 6305	DMS00539		GOOD	FL Asset Num: R141

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	PORTABLE RADIO	1	595.75	595.75	977THY08617502	AAH55QDC9JA1AN	MOTOROLA XPR 6309	DMS00540		GOOD	FL Asset Num: R165
DMS	2 shelf unit	1	60.00	60.00	NONE	NONE	NONE	DMS01043		POOR	FL Asset Num: 59 Inventory Reconciliation in Progress
DMS	Computer Desk	1	250.00	250.00	NONE	NONE	NONE	DMS01081		GOOD	FL Asset Num: 85 Inventory Reconciliation in Progress
DMS	PORTABLE RADIO	1	595.75	595.75				DMS01299		used	FL Asset Num: R109 Inventory Reconciliation in Progress
DMS	PORTABLE RADIO	1	595.75	595.75	977THY08387502	AAH55QDC9JA1AN	Motorola XPR6304	DMS01300		Used	FL Asset Num: R140
DMS	PORTABLE RADIO	1	595.75	595.75	977THW07157462	AAH55QDC9JA1AN	Motorola XPR 6306	DMS01301		Used	FL Asset Num: R145
DMS	PORTABLE RADIO	1	595.75	595.75	977THW07217462	AAH55QDC9JA1AN	Motorola XPR 6307	dms01302		Used	FL Asset Num: R146 Inventory Reconciliation in Progress
DMS	PORTABLE RADIO	1	595.75	595.75	977THY08637502	AAH55QD9JA1AN	Motorola XPR 6312	DMS01303		Used	FL Asset Num: R174
DMS	PORTABLE RADIO	1	595.75	595.75	977THW03027460	AAH55QDC9JA1AN	MOTOROLA XPR 6322	DMS01304		USED	FL Asset Num: R215
DMS	PORTABLE RADIO	1	595.75	595.75	977THW07287462	AAH55QDC0JA1AN	MOTOROLA XPR 6326	DMS01305		USED	FL Asset Num: R157
DMS	PORTABLE RADIO	1	595.75	595.75	977THY24207502	AAH55QDC9JA1AN	Mortorola XPR 6302	DMS01306		Used	FL Asset Num: R126
DMS	PORTABLE RADIO	1	595.75	595.75	977THW03217460	AAH55QDC9JA1AN	MOTOROLA XPR 6321	DMS01307		USED	assigned to Pharmacy FL Asset Num: R213
DMS	PORTABLE RADIO	1	595.75	595.75	977THY24487502	AAh55QDC9JA1AN	Motorola XPR 6311	DMS01308		Used	FL Asset Num: R171

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	PORTABLE RADIO	1	595.75	595.75	977THY08627502	AAH55QDC9JA1AN	MOTOROLA XPR 6328	DMS01309		USED	FL Asset Num: R172
DMS	PORTABLE RADIO	1	595.75	595.75	977THW07887462	AAH55QDC9JA1AN	MOTOROLA XPR 6323	DMS01310		USED	FL Asset Num: R217
DMS	PORTABLE RADIO	1	595.75	595.75	977THW07487462	AAH55QDC9JA1AN	MOTOROLA XPR 6319	DMS01517		FAIR	FL Asset Num: R204 verified with CO Brown in Arsenal that radio was being used by SEG 12.05.11 --adc Inventory Reconciliation in Progress
DMS	Microphone	1			N/A	DTS1	QUAM	DMS03025		Good	
DMS	MONITOR	1			066339263	PMCL319	PELCO	DMS03028		BAD	
DMS	MONITOR	1	715.00	715.00	CFXA280160	PMCL319	Pelco	DMS04002	07/09/2010	Good	REPLACING DMS00524
IWTF	PORTABLE RADIO	1	595.75	595.75	977THY09037502	AAH55QDC9JA1AN	MOTOROLA XPR 6317	IWTF00226		FAIR	FL Asset Num: R195
DMS	MONITOR	1	0.00	0.00	CN0RNMH67444505BC T9S		DELL	MTC01430		NEW	
DMS	PORTABLE RADIO	1	595.75	595.75	977THY23817502	AAH55QDC9JA1AN	MOTOROLA XPR 6303	TMPDMS338			FL Asset Num: R139
DMS	PORTABLE RADIO	1	595.75	595.75	977THW07317462	AAH55QDC9JA1AN	MOTOROLA XPR 6308	TMPDMS343		FAIR	FL Asset Num: R156 verified with CO Brown in Arsenal that radio was being used by Post 12.05.11 --adc
DMS	PORTABLE RADIO	1	595.75	595.75	977THY08587502	AAH55QDC9JA1AN	MOTOROLA XPR 6313	TMPDMS348		FAIR	FL Asset Num: R175 verified with CO Brown that radio was

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											being used by REC 12.05.11 --adc
DMS	PORTABLE RADIO	1	595.75	595.75	977THY08877502	AAH55QDC9JA1AN	MOTOROLA XPR 6316	TMPDMS351		FAIR	FL Asset Num: R192 verified with CO Brown in Arsenal that radio was being used by J.Moore in Medical 12.05.11 --adc
DMS	PORTABLE RADIO	1	595.75	595.75	977THY08957502	AAH55QDC9JA1AN	MOTOROLA XPR 6318	TMPDMS353			FL Asset Num: R201
DMS	PORTABLE RADIO	1	595.75	595.75	977THW08027462	AAH55QDC9JA1AN	MOTOROLA XPR 6320	TMPDMS355			FL Asset Num: R209
DMS	PORTABLE RADIO	1	595.75	595.75	977THY0885 7502	AAH55QDC9JA1AN	MOTOROLA XPR 6327	TMPDMS362			FL Asset Num: R187
TRANSPORT											
DMS	2007 - VAN	1	19,465.20	19,465.20	1FTSS34L67DB37746	E-350 SUPER	FORDX	TMPDMS1027		GOOD	TAG # ABA-R48 - FL
DMS	2007 - VAN	1	13,000.00	13,000.00	1FTSS34L17DB01480	E-350 SUPER	FORDX	TMPDMS1028		GOOD	TAG # ARA-R47 - FL
DMS	2007 - VAN	1	13,000.00	13,000.00	1FTSS34L37DB01481	E-350 SUPER	FORDX	TMPDMS1029		GOOD	TAG # ABA-Q46 - FL
DMS	2007 - TRUCK	1	15,000.00	15,000.00	1FTRF12WX7NA43318	F-150 4X2 RE	FORDX	TMPDMS1030		GOOD	TAG # ABA-R45 - FL
VISITATION											
DMS	brown folding table	1						DMS00199			
DMS	grey folding table	1						DMS00225			
DMS	buffer	1			GE2015-002503	261118	global	DMS00310			replacing DMS00001
IWTF	Floor burnisher	1	985.00	985.00	67983	C1500DC-TP	PACIFIC	IWTF00374	05/04/2012	GOOD	REPLACES TMPIWTF1019
IWTF	Picnic table	1	179.95	179.95		250793	GLOBAL	IWTF00416	01/03/2013	GOOD	REPLACING IWTF01184

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00480	01/29/2015	New	REPLACE IWTF00379
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00481	01/29/2015	New	REPLACE IWTF00380
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00482	01/29/2015	New	REPLACE IWTF00381
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00483	01/29/2015	New	REPLACE IWTF00382
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00485	01/29/2015	Needs to be Disposed of	
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00486	01/29/2015	New	REPLACE IWTF00850
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00487	01/29/2015	New	REPLACE IWTF00851
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00488	01/29/2015	New	REPLACE IWTF00852
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00489	01/29/2015	New	IWTF00377
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00491	01/29/2015	New	REPLACE IWTF01181
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00492	01/29/2015	New	REPLACE IWTF01182
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00493	01/29/2015	New	REPLACE IWTF01180
IWTF	UMBRELLA	1	0.00	0.00	NA	250987NV	GLOBAL	IWTF00494	01/29/2015	New	NO REPLACEMENT
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01183		FAIR	FL Asset Num: 0217Inventory Reconciliation in progress
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01186		FAIR	FL Asset Num: 1627
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01187		FAIR	FL Asset Num: 0218
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01188		FAIR	FL Asset Num: 1625
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01189		FAIR	FL Asset Num: 0212

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01190		FAIR	FL Asset Num: 0208
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01191		FAIR	FL Asset Num: 0214
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01192		POOR	FL Asset Num: 0220
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01193		FAIR	FL Asset Num: 0216
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01194		FAIR	FL Asset Num: 0207
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01195		FAIR	FL Asset Num: 0210
IWTF	PICNIC TABLE	1	599.00	599.00	NONE	NONE	NONE	IWTF01196		FAIR	FL Asset Num: 0209
IWTF	PICNIC TABLE	1	193.45	193.45	NA		GLOBAL IND.	IWTF01288	11/06/2013	NEW	REPLACED IWTF01185 JMP
IWTF	PICNIC TABLE	1	193.45	193.45	NA		GLOBAL IND.	IWTF01289	11/06/2013	NEW	REPLACES IWTF01197 JMP
DMS	CHAIRS PLASTIC STACKING	85	29.00	2,465.00	NONE	NONE	NORIX	TMPDMS1032		FAIR	FL Asset Num: NONE
WAREHOUSE CAGE #1											
DMS	MONITOR	1	159.00	159.00	CNO0P121478042A0C9 74	E772P	DELL	dms00003		UNKNOW N	FL Asset Num: 9099 - unable to determine if this monitor works BA UPDATED 01/08/2013 Inventory Reconciliation in Progress
DMS	MEDICAL TABLE	1	140.25	140.25	86J12	UMF5190	MOORE MED	DMS00005		NEW	FL Asset Num: 2338
DMS	Floor Fan	1	59.00	59.00	NONE	5XW06	Wind Pro	DMS00037		POOR	FL Asset Num: 1669 Inventory Reconciliation in Progress

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Lateral cabinet, 5 drawer	1	0.00	0.00			HON	DMS00087		good	adc Inventory Reconciliation in Progress
DMS	CHAIR	1	57.00	57.00	NONE	NONE	NONE	DMS00616		BROKEN	FL Asset Num: 2200 Inventory Reconciliation in Progress
DMS	Chair ROSE W/ ARMS	1	57.00	57.00	NONE	283013	Pride	DMS00764		FAIR	FL Asset Num: 9233
DMS	SAFE	1	600.00	600.00	L414372	NONE	SENTRY	DMS01007		GOOD	FL Asset Num: 134
DMS	6 drawer office desk	1	450.00	450.00	NONE	NONE	NONE	DMS01044		GOOD	FL Asset Num: 1085
DMS	File Cabinet 5 drawer LATERAL	1	850.00	850.00	NONE	NONE	HON	DMS01053		GOOD	FL Asset Num: 1724
DMS	Chair Orange	2	50.00	100.00	NONE	NONE	NONE	DMS01070		POOR	FL Asset Num: 1667
DMS	TILT SKILLET - Q1 2010	1	6,800.00	6,800.00	NONE	NONE	LEGION	DMS01203		GOOD	FL Asset Num: 671
DMS	Cabinet Key	5	85.38	426.90				DMS01321		New	FL Asset Num: still in box
IWTF	Floor burnisher	1	985.00	985.00	67982	C1500DC-TP	PACIFIC	IWTF00375	05/04/2012	GOOD	REPLACES TMPIWTF1020
IWTF	Hot Curlers	1	18.00	18.00	NONE	NONE	Baby Bliss	IWTF00675		Needs to be Disposed of	FL Asset Num: NONE
IWTF	COMMISSARY COLLECTION BOX W/ SNORKEL	1	717.00	717.00	NONE	NONE	NONE	TMPIWTF998		good	FL Asset Num: TF0571
WAREHOUSE CAGE #2											
IWTF	SHAMPOOER	1	849.00	849.00	UC45014010856	C45014-01	AMBASSADOR	IWTF00001		FAIR	FL Asset Num: 1653
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00350	10/03/2010	BAD	REPLACES IWTF00578
IWTF	Nail table, portable, black marble	1	88.00	88.00	none		PURESANA	IWTF00351	03/28/2012	NEW	REPLACES IWTF00582

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Hair Wash Chair	1	250.00	250.00	NONE	NONE	NONE	IWTF00552		BAD	FL Asset Num: 1184
IWTF	Grey Task Chair	1	57.00	57.00	NONE	NONE	NONE	IWTF00555		POOR	FL Asset Num: 9363
IWTF	Half Moon Table	1	89.00	89.00	NONE	NONE	NONE	IWTF00575		FAIR	FL Asset Num: 0512
IWTF	Half Moon Table	1	89.00	89.00	NONE	NONE	NONE	IWTF00591		FAIR	FL Asset Num: 0513
IWTF	Stylist Cart wheeled	1	445.00	445.00	NONE	NONE	NONE	IWTF00601		BROKEN	FL Asset Num: 2029
IWTF	Foot Bath	1	61.00	61.00	NONE	61330	Hot Spa	IWTF00603		BROKEN	FL Asset Num: 0517
IWTF	Hand Wax	2	12.00	24.00	NONE	NONE	NONE	IWTF00666		BROKEN	FL Asset Num: NONE
IWTF	Barber Chair	1	195.00	195.00				IWTF01201		USED	FL Asset Num: 9347IWTF01222
IWTF	Barber Chair	1	195.00	195.00				IWTF01209		USED	FL Asset Num: 9355
IWTF	Work Stations	1	89.00	89.00				IWTF01210		USED	FL Asset Num: 0630 (0650)
IWTF	Work Stations	1	89.00	89.00				IWTF01218		USED	FL Asset Num: 0641
IWTF	Rolling Pedicure Stool	1	59.95	59.95				IWTF01220		BAD	FL Asset Num: 1703
IWTF	Rolling Pedicure Stool	1	59.95	59.95				IWTF01221		USED	FL Asset Num: 1704
IWTF	Rolling Pedicure Stool	1	59.95	59.95				IWTF01222		USED	FL Asset Num: 1705
IWTF	Rolling Pedicure Stool	1	59.95	59.95				IWTF01223		USED	FL Asset Num: 1706
IWTF	Rolling Pedicure Stool	1	59.95	59.95				IWTF01224		BAD	FL Asset Num: 1707
DMS	VCR	1	49.00	49.00	U27668177A	EWV404	EMERSON	TMPDMS1061		BROKEN	FL Asset Num: BROKEN
IWTF	Scanner Hand Held	1	299.00	299.00	SNT02-01227	ST3400	Comsect	TMPIWTF1024			FL Asset Num: 0049
IWTF	Scanner Hand Held	1	299.00	299.00	SNT02-01225	ST3400	Comsect	TMPIWTF1025			FL Asset Num: 0050

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Emerson VCR	1	89.00	89.00	U35534251A	EWV404	EMERSON	TMPIWTF1068		BROKEN	FL Asset Num: TF0449 - BROKEN
IWTF	Ionizer	1	1,000.00	1,000.00	8142	3000	CONAIR	TMPIWTF604		BROKEN	FL Asset Num: 0457
IWTF	Ionizer	1	1,000.00	1,000.00	8155	3000	CONAIR	TMPIWTF605		BROKEN	FL Asset Num: 0458
WAREHOUSE CAGE 3											
DMS	Desk w/ Drawers	1	400.00	400.00	NONE	NONE	Globe Wernicke	DMS00085		BROKEN	FL Asset Num: 1886
DMS	Chair BLACK	1	97.00	97.00	NONE	CEB1951B0002	Corporate Express	DMS00157		POOR	FL Asset Num: 2395
DMS	Desk	1	400.00	400.00	1721	NONE	JOTCO	DMS00172		BROKEN	FL Asset Num: 2405
DMS	L SHAPED DESK W/ CREDENZA	1	499.00	499.00	NONE	NONE	NONE	DMS00850		GOOD	FL Asset Num: 1065 Inventory Reconciliation in Progress
DMS	DESK CHAIR burgandy	1	95.37	95.37	CCKNGA	1A52761	HON	DMS00961		BAD	FL Asset Num: 2273
DMS	Two drawer wood cabinet	1	200.00	200.00				DMS01026		fair	adc Inventory Reconciliation in Progress
DMS	FILE CABINET 5 LAT.-GREEN	1	850.00	850.00	NONE	NONE	NONE	DMS01040		GOOD	FL Asset Num: 1419
DMS	Desk 4 drawer Wood	1	450.00	450.00	NONE	NONE	NONE	DMS01071		poor	FL Asset Num: 1827
DMS	Desk Wall Mount	1	344.65	344.65				DMS01268		FAIR	FL Asset Num: 1349 Inventory Reconciliation in Progress
DMS	OFFICE CHAIR	1	197.00	197.00				DMS01311		used	FL Asset Num: 1436 (replacement purchased but still being used REPLACED WITH DMS00173)

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Overhead Projector	1	150.00	150.00	16049602	HL1610	3M	IWTF00050		NEW	FL Asset Num: TF0850 Inventory Reconciliation in progress
IWTF	Double Black Cubical	1	49.00	49.00	NONE	NONE	NONE	IWTF00592		POOR	FL Asset Num: 9041
IWTF	Simulator	1	2,245.00	2,245.00	YE647D1/YE6471	863203-1000	MOMO RACING	IWTF00733		BROKE	FL Asset Num: TF0382
IWTF	Work Stations	1	89.00	89.00				IWTF01211		USED	FL Asset Num: 0931 (0647) Inventory Reconciliation in progress
IWTF	SPEAKER CABLE	1	25.00	25.00			CBI	IWTF01240		NEW	
IWTF	HEAVY DUTY CABLE	1	75.00	75.00			CBI	IWTF01241		NEW	Inventory Reconciliation in Progress
DMS	FOLDING TABLE	27	120.00	3,240.00	NONE	NONE	NONE	TMPDMS1031		poor	DMS00199,DMS00200, DMS00201 DMS00202,DMS00203,D MS00204 DMS00205,DMS00206,D MS00207 DMS00208,DMS00209,D MS00210 DMS00211,DMS00212,D MS00213 DMS00214,DMS00215,D MS00216 DMS00217, DMS00218,DMS00219 DMS00220,DMS00221,D MS00222 DMS00223,DMS00224,D MS00225 DMS00226

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Ionizer	1	1,000.00	1,000.00	8562	3000	CONAIR	TMPIWTF602		BROKEN	FL Asset Num: 0822
IWTF	Ionizer	1	1,000.00	1,000.00	8565	3000	CONAIR	TMPIWTF603		BROKEN	FL Asset Num: 0823
IWTF	Barber Chair	1	195.00	195.00	NONE	NONE	NONE	TMPIWTF680		poor	FL Asset Num: 9356
IWTF	Barber Chair	1	195.00	195.00	NONE	NONE	NONE	TMPIWTF681		poor	FL Asset Num: 9357
IWTF	GUITAR SCREWS	4	25.00	100.00	NONE	NONE	NONE	TMPIWTF974		good	attached to guitar
WAREHOUSE DISPOSAL											
DMS	PRINTER	1	1,150.25	1,150.25	CNRXR19728	4250	HP	DMS00009		Poor	FL Asset Num: 1340
DMS	MONITOR	1	129.00	129.00	CN0M1619-64180-44M-36EH	E152FPC	DELL	DMS00078		POOR	DEFECTIVE BA UPDATED 01/08/2013
DMS	Task Chair Black	1	57.00	57.00	NONE	NONE	NONE	DMS00093		Needs to be Disposed of	FL Asset Num: 9596 NO TAG
DMS	DESKTOP COMPUTER	1			2738BP727041	3297		DMS00135		Poor	
DMS	Shredder	1	915.00	915.00				DMS00156		BROKEN	No tag #
DMS	DESK CHAIR	1	80.00	80.00			STAPLES	DMS00173	07/07/2011	NEW	replaces DMS01311
DMS	Microphone with base	1	87.95	87.95	none	AS40119	ASTATIC	DMS00227	12/05/2011	FAIR	base replaces DMS00526
DMS	MOWER	1	150.00	150.00	1J101K20151	11A-A44E065	BOLENS	DMS00239	07/04/2008	NEW	replaces missing mower TMPDMS866
DMS	Chair, hi-back, black	1	38.00	38.00	none	none	STAPLES	DMS00246	10/02/2014	BAD	REPLACING DMS00992 -adc
DMS	UPRIGHT BAGLESS VACUUM CLEANER	1	95.63	95.63	1322700596S	18M9X	BISSELL	DMS00268	07/06/2009	NEW	REPLACING DMS01095...M.H.
DMS	MOWER	1	202.99	202.99	1A224K13039	247370101	CRAFTSMAN	DMS00274	01/04/2010	NEW	REPLACED DMS00238 M.H.
DMS	MOWER	1	202.99	202.99	1A224K13047	247370101	CRAFTSMAN	DMS00275	01/04/2010	NEW	REPLACED DMS00241 M.H.
DMS	Keyboard	1	19.00	19.00	TH04N4543717137NL6 97	RT7D20	DELL	DMS00520		FAIR	FL Asset Num: 9730 BA UPDATED

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											01/08/2013
DMS	Chair	1	57.00	57.00	CEB1121PB004	NONE	NONE	DMS00542		BAD	from sallyport replaced w/dms01488
DMS	DVD PLAYER	1	69.00	69.00	U19682493B	MWD200G	MAGNAVOX	DMS00565		BAD	
DMS	DESKTOP COMPUTER	1	885.96	885.96	D822741	OPTIPLEX GX270	DELL	DMS00607	09/24/2008	Poor	FL Asset Num: 1496 DHS BA UPDATED 01/08/2013
DMS	MONITOR	1	129.00	129.00	QQ2083842557	VS11826	VIEWSONIC	DMS00620		BAD	FL Asset Num: 2186 Inventory Reconciliation in Progress- Found on 12-02-2014
DMS	DESKTOP COMPUTER	1	1,200.00	1,200.00	J522741	OPTIPLEX GX270	DELL	DMS00634	01/28/2004	Needs to be Disposed of	BA UPDATED 01/08/2013
DMS	FAX	1	249.00	249.00	U61639M9J114795	FAX4100E	BROTHER	DMS00666		BAD	need to use OEM drum and toner 9/24--cleaned scanner glass
DMS	Chair Burgundy	20	29.00	580.00	NONE	C110	NORIX	DMS00740		BAD	
DMS	DESKTOP COMPUTER	1	885.96	885.96	C222741	OPTIPLEX GX270	DELL	DMS00776	01/27/2005	Poor	FL Asset Num: 1094 Windows installed. 2007 Office Home & Student installed. product key: PHJM9-9PJK-GPW2T-4TPVR-CDXXY BA UPDATED 01/08/2013

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	MONITOR	1	129.00	129.00	CNOM1618466333CJ4P 9L		DELL	DMS00781		BAD	FL Asset Num: 320
DMS	Office Chair wheeled	1	97.00	97.00	NONE	NONE	Pride	DMS00786		Needs to be Disposed of	FL Asset Num: 9275
DMS	MONITOR	1	129.00	129.00	MX075UXR4714116410 TD	NONE	DELL	DMS00794		BAD	FL Asset Num: 980 BA UPDATED 01/08/2013
DMS	OFFICE CHAIR	1	147.00	147.00	NONE	NONE	NONE	DMS00836		BAD	FL Asset Num: 2246 Inventory Reconciliation in Progress
DMS	MONITOR	1	129.00	129.00	025PGG371711559237	Ultra Scan P780	DELL	DMS00858		BAD	FL Asset Num: 982
DMS	MONITOR	1	129.00	129.00	04DO2547603272057X	DK7XTP793	DELL	DMS00866		POOR	FL Asset Num: 1083
DMS	MONITOR	1	129.00	129.00	161846633SCJ4JKL	E152FPB	DELL	DMS00872		BAD	does not work. display has failed. -cox BA UPDATED 01/08/2013
DMS	MONITOR	1	129.00	129.00	4N73647606358BTU6	M995	DELL	DMS00883		BAD	FL Asset Num: 989 BA UPDATED 01/08/2013
DMS	MONITOR	1	129.00	129.00	C0M1618466333CJ4NH L		DELL	DMS00890		POOR	DEFECTIVE BA UPDATED 01/08/2013
DMS	Task Chair, w/arms, burgandy	1	87.06	87.06	NONE	DMS00934IA52761	HON	DMS00934		FAIR	FL Asset Num: 2279
DMS	Task Chair, w/arms, burgundy	1	97.00	97.00				DMS00935		BROKE 04/11/2014	#2292 INVENTORY AUDIT 04/11/2014
DMS	DESKTOP COMPUTER	1	649.00	649.00	MXM71909P8	DC5700	HP	DMS01005	07/11/2009	Poor	FL Asset Num: 2173 - MOVED TO LAW LIBRARY
DMS	DESKTOP COMPUTER	1	828.00	828.00	2UA94105X6	DC5800	HP	DMS01046	07/17/2005	Poor	FL Asset Num: 9174 -

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	DESKTOP COMPUTER	1	649.00	649.00	MXL9420LZX	DC5800	HP	DMS01060	06/17/2010	Poor	MOVED TO LAW LIBRARY FL Asset Num: 9186 LAW LIBRARY USE
DMS	File Cabinet 4 drawer	1	500.00	500.00	MVFYP6	GA30125	HON	DMS01067		Needs to be Disposed of	FL Asset Num: 758
DMS	VCR / DVD PLAYER	1	75.00	75.00	U27986807	DV220MW9	MAGNONEVOX	DMS01074		Poor	FL Asset Num: 9519 Inventory Reconciliation in Progress Replaced by DMS01337
DMS	DESKTOP COMPUTER	1	900.00	900.00	D122741	OPTIPLEX GX270	DELL	DMS01092	01/27/2005	Poor	FL Asset Num: 1664 BA UPDATED 01/08/2013
DMS	DESKTOP COMPUTER	1			2ua94105wh	dc5800smf		DMS01108		Poor	
DMS	19 Sanyo Television	1	99.74	99.74	V6140488303014	DS25550	SANYO	DMS01181		BAD	FL Asset Num: 448 previously located in REC
DMS	DESK CHAIR	1	95.37	95.37	C3RNLR	IA52761	HON	DMS01259		BAD	FL Asset Num: 2297 this asset id is also assigned to a scale beam. scale beam has bar code with this #. FAS # CORRECT. also corrected serial & model #. (was previously entered as C2RNLR & JA52761 respectively) -adc

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Television, 32"	1	350.00	350.00	B51X322BCL0991	X322BV-HD	SCEPTRE	DMS01349	07/07/2005	BAD	REPLACES DMS01153 PR # 1036
DMS	TV, 40" HD LCD	1	278.00	278.00	G12002274 10000207	ELDFW406	ELEMENT	DMS01366	04/15/2006	BAD	REPLACES DMS01565
DMS	Folding TABLE	1	120.00	120.00	NONE	T245-320	Norix	DMS01563		BAD	BROKEN
DMS	MONITOR	1	129.00	129.00	CN0M16196418044M35 UH		DELL	DMS01607		BAD	FL Asset Num: 1211 asset had wrong serial previously CN07N24271664551 BA UPDATED 01/08/2013
DMS	DESKTOP COMPUTER	1	1,055.64	1,055.64	G2K3LM1	OptiPlex 380	Dell	DMS03000	01/12/2002	Good	Reimaged Optiplex 380 MTC Asset ID:MTC00081 Replaced DMS01059
DMS	DESKTOP COMPUTER	1	1,000.00	1,000.00	G2N1LM1	OPTIPLEX 380	DELL	DMS03023	12/01/2013	GOOD	[Renumbered from Asset ID: MTC00584. MTC00584 was REPLACED BY GCF00518 Hard Drive was wiped with Kill Disk and reimaged with Windows 7.] Replacing DMS00823
IWTF	PRINTER	1	550.00	550.00	CMBC84204L	CP3505n	HP	IWTF00010		Poor	color
IWTF	DESKTOP COMPUTER	1	828.00	828.00	8722741	OPTIPLEX GX270	DELL	IWTF00053	01/27/2005	Poor	FL Asset Num: TF0532 BA UPDATED 01/08/2013

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	MONITOR	1	177.00	177.00	CNOM16196418044M3 69H	E152FPC	DELL	IWTF00062		BAD	FL Asset Num: 0124 BA UPDATED 01/08/2013 Replaced by IWTF01295
IWTF	MONITOR	1	885.06	885.06	CN0M16190418044M36 94	E152FPC	DELL	IWTF00063		POOR	display not working. BA UPDATED 01/08/2013
IWTF	MONITOR	1	129.00	129.00	CNOM1618466333CJ4P 5L	E152FPC	DELL	IWTF00064		POOR	FL Asset Num: 0543
IWTF	MONITOR	1	129.00	129.00	CNOM16196418044M3 62H	E152FPC	DELL	IWTF00066		POOR	FL Asset Num: 0974 Note on monitor states it is broken. BA UPDATED 01/08/2013
IWTF	Open Bookshelf Metal	1	49.00	49.00	NONE	NONE	NONE	IWTF00077		Poor	FL Asset Num: 0523 Missing shelves
IWTF	PRINTER	1	442.00	442.00	USBB096173	4000	HP	IWTF00090		FAIR	FL Asset Num: TF0581
IWTF	Office Chair Burgundy	1	147.00	147.00	C6RNLR	2075AB	62T	iwtf00257		FAIR	FL Asset Num: 0911
IWTF	DIGITAL TV CONVERTER BOX	1	57.00	57.00	220940646414	DT502	APEX	IWTF00502		BAD	
IWTF	MONITOR	1	199.00	199.00	CNOM16196418045R1 DVH	E152FPC	DELL	IWTF00713		BAD	BA UPDATED 01/08/2013
IWTF	MONITOR	1	129.00	129.00	CN0M16196418044M36 BH	NONE	DELL	IWTF00714		Poor	FL Asset Num: 0101 BA UPDATED 01/08/2013
IWTF	PRINTER	1	918.06	918.06	usmb133404	4000	HP	IWTF00746		Needs to be Disposed of	FL Asset Num: TF0427
IWTF	MONITOR	1	177.00	177.00	OM16196418044- M-	E152F	DELL	IWTF00748		BAD	FL Asset Num: 0107

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
					56GH						BA UPDATED 01/08/2013
IWTF	MONITOR	1	129.00	129.00	OM16196418041613BC	E152FPC	DELL	IWTF00778		Poor	FL Asset Num: TF0192 BA UPDATED 01/08/2013
IWTF	MONITOR	1	0.00	0.00	CN0M16196418044L9F YH		DELL	IWTF00799		Poor	
IWTF	MONITOR	1	0.00	0.00	CN0M16196418044L8D 2H		DELL	IWTF00810		Poor	
IWTF	MONITOR	1			QQ1081300106	VA1721WMB	VIEWSONIC	IWTF00821			Needs to be Originally in inventory as Disposed of TMPIWTF580. Original Location HVAC then Move to AutoCAD Storage.
IWTF	Digital video converter	1	29.00	29.00	000-001-7871	DVC-ST100B-VP-BX4	Vupoint Solutions	IWTF00846	03/01/2012	Poor	replaces IWTF01009
IWTF	Digital TV Converter Box	1	85.00	85.00	220940646520	DT502	APEX	IWTF01003		BAD	
IWTF	Converter Box	1	75.00	75.00	220940646636	DT502	APEX	IWTF01004		BAD	
IWTF	DIGITAL TV CONVERTER BOX	1	57.00	57.00	220940646377	DT502	APEX	IWTF01006		BAD	FL Asset Num: TF0486
IWTF	dvd-vcr player	1	149.00	149.00	7061371772	XBV713	ZENITH	IWTF01094			Needs to be broken m.h. Disposed of
IWTF	UPS	1	57.00	57.00	3B0804X43604	VE55OR	APC	IWTF01145		BAD	FL Asset Num: 0331
IWTF	Surge Protector	1	57.00	57.00	3B0804X39677	APC	VE55OR	IWTF01150		Poor	FL Asset Num: 0336
IWTF	Surge Protector	1	57.00	57.00	3B0804X38662	APC	VE55OR	IWTF01152		Poor	FL Asset Num: 0338
IWTF	UPS	1	57.00	57.00	3B0804X38678	VE55OR	APC	IWTF01153		Poor	FL Asset Num: 0339
IWTF	DESKTOP COMPUTER	1	1,058.00	1,058.00	MXM816065Y	DC5800	HP	IWTF01158	04/17/2008	Poor	
IWTF	DESKTOP COMPUTER	1	1,058.00	1,058.00	MXM8160664	DC5800	HP	IWTF01159	04/17/2008	Poor	FL Asset Num: 0340

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	DESKTOP COMPUTER	1	1,058.00	1,058.00	MXM8160665	DC5800	HP	IWTF01160	04/17/2008	Poor	FL Asset Num: 0347
IWTF	DESKTOP COMPUTER	1	1,058.00	1,058.00	MXM8160661	DC5800	HP	IWTF01161	04/17/2008	Poor	FL Asset Num: 0346 MAC Address: 00-1F-29-47-25-48
IWTF	DESKTOP COMPUTER	1	1,058.00	1,058.00	MXM81702R6	DC5800	HP	IWTF01163	04/23/2008	Poor	
IWTF	DESKTOP COMPUTER	1	699.00	699.00	2H05DTC6FOGT	CM0204	HP	IWTF01176		BAD	FL Asset Num: 0953 BAD MOTHERBOARD -- adc
IWTF	DVD Player	1	49.00	49.00	D32764073A		Magnavox	IWTF01177		FAIR	FL Asset Num: TF0951 property # written on with marker.
DMS	MONITOR	1	0.00	0.00	CN-095WUP-46633-214- 80QF	E551	DELL	MTC02519		Poor	CRT
DMS	TELEVISION	1	297.00	297.00	ILLEGIBLE	25S56C121	PHILLIPS	TMPDMS1039		POOR	FL Asset Num: 959 - BROKEN was in warehouse 8-1-10
IWTF	TELEVISION, 27"	1	297.00	297.00	65261213292	DTV2794	ILO	TMPIWTF1065		POOR	FL Asset Num: 0452 previous location: canine
WAREHOUSE OFFICE #1											
DMS	Cabinet -Wooden 2 Drawer	1	89.00	89.00	NONE	NONE	MCTAVISH	DMS00008		FAIR	FL Asset Num: 1347
DMS	Desk - 6 Drawer Wooden	1	400.00	400.00	NONE	NONE	NONE	DMS00011		FAIR	FL Asset Num: 1338
DMS	Chair Task	1	102.05	102.05	CORNLR	2075AB	HON	DMS00012		GOOD	FL Asset Num: 1335
DMS	Desk 4 Drawer	1	400.00	400.00	NONE	NONE	NONE	DMS00013		FAIR	FL Asset Num: 1348
DMS	BLACK ROLLING CHAIR	1	99.99	99.99	NA	NA	STAPLES	DMS00309	02/24/2016	New	REPLACE DMSOO260

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Calculator	1	32.06	32.06	3020989	1208-2	Victor	IWTF00026		FAIR	FL Asset Num: 0500, Power cord almost broken
DMS	Vacuum cleaner	1	49.30	49.30	none	UD70115	DIRT DEVIL	MTC01482	08/05/2010	GOOD	REPLACES MTC01225
DMS	Credenza-Wood	1	0.00	0.00	na			MTC02219		good	warehouse office1
WAREHOUSE OFFICE #2 Mail Rm											
DMS	Cart, transport, red	1	0.00	0.00				DMS00020		good	
DMS	Task chair, armless, gray	1	0.00	0.00				DMS00067		fair	
DMS	BLACK MESH ROLLING CHAIR	1	69.39	69.39	NA	NA	STAPLES	DMS00303	05/08/2014	New	REPLACE DMS01370
DMS	BLACK MESH ROLLING CHAIR	1	69.39	69.39	NA	NA	STAPLES	DMS00304	05/08/2014	New	REPLACE DMS01347
DMS	REFRIGERATOR	1	130.00	130.00	NONE	HSA04WWCWW	HAIER	DMS01021		GOOD	FL Asset Num: 2099
DMS	SORTING BINS	1	140.00	140.00				DMS01266		USED	FL Asset Num: 1287 Inventory Reconciliation in Progress
IWTF	Safe GED	1	645.00	645.00	AS473446	S3421	Sentry	IWTF00045		GOOD	FL Asset Num: 0194
DMS	Refrigerator	1	0.00	0.00	KA02105806	LFPH33M4LM	FRIGIDAIRE	MTC00400		POOR	
WAREHOUSE STORAGE LOCK											
DMS	Corner Desk Wood	1	249.00	249.00	NONE	NONE	NONE	dms00136		FAIR	FL Asset Num: 1534Inventory Reconciliation in progress
DMS	File Cabinet 4-Drawer	1	149.99	149.99	NONE	NONE	NONE	DMS00148		POOR	FL Asset Num: 1314
DMS	DESK CHAIR	1	95.37	95.37	CERNLR	IA52761	HON	DMS00906		poor	FL Asset Num: 2293 label came off. wrote on with marker

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	DESK	2	612.00	1,224.00	CPXNDY/C4XNMY	NONE	HON	DMS00963		FAIR	FL Asset Num: 2369
DMS	TELEVISION	1	197.00	197.00	434523283	19CT354	GE	DMS01030		GOOD	FL Asset Num: 1723 previous location: Admin conf. rm
DMS	Office chair, black	1	54.25	54.25	none	none	STAPLES / LOCKRIDGE	DMS01350	05/07/2012	GOOD	REPLACES DMS00899
IWTF	Monitor Riser Keybrd Tray	1	60.00	60.00	NONE	KD75	3M	IWTF00023		GOOD	FL Asset Num: 0499
IWTF	Calculator	1	74.85	74.85	2569107	P100-DHII	Cannon	IWTF00025		FAIR	FL Asset Num: 0496
IWTF	Monitor Riser, clear	1	50.00	50.00	NONE			TMPIWTF1044		fair	FL Asset Num: 498
WAREHOUSE STORAGE main floor											
DMS	Fan, large industrial, square	1	0.00	0.00				DMS00002		fair	FL # 0868
DMS	SCALE BEAM	1	155.00	155.00	NONE	400KL DS	PELSTAR	DMS00004		NEW	FL Asset Num: 2337
DMS	Weight Bench	1	300.00	300.00	Y2430000	21857RC	FITNESSQUEST	DMS00027		FAIR	FL Asset Num: 1345 - Missing Bar
DMS	Folding CHAIRS - METAL	6	57.00	342.00	NONE	NONE	NONE	DMS00069		FAIR	FL Asset Num: 1285
DMS	File Cabinet Legal 5 Drawer	1	249.00	249.00	NONE	NONE	NONE	DMS00110			Needs to be Disposed of FL Asset Num: 216 Drawers aren't pulling out.
DMS	TELEVISION, 42" FLAT PANEL	1	0.00	0.00	B1171152854420	DP42841	SANYO	DMS00231		GOOD	01.25.12--TV was not found entered in the tracker under this serial # (entered as of date). it has DMS01339 written on it with marker. this is not correct. DMS01339 is located in A- 1 with barcode label DMS01339. - adc

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Privacy screen	1	0.00	0.00				DMS00572		fair	
DMS	Book Shelf 5 shelf	1	189.00	189.00	NONE	NONE	NONE	DMS00605		BAD	
DMS	MONITOR	1	129.00	129.00	CN-0M1618-46633-3CJ-4JFL	E152FPb	DELL	DMS00635		POOR	
DMS	Refrigerator	1	134.00	134.00	TA301494	TAX4DNCBBL	General Electric	DMS00682		BAD	broken
DMS	Television	1	297.00	297.00	434554186	NONE	General Electric	DMS00684		FAIR	
DMS	Television	1	297.00	297.00	44172030	T52560 B101	Magnavox	DMS00771		Needs to be Disposed of	FL Asset Num: 985
DMS	Office Chair wheeled	1	97.00	97.00	283020	NONE	Pride	DMS00778		BAD	FL Asset Num: 9242
DMS	Office Chair - rose	1	97.00	97.00	NONE	283018	Pride	DMS00822		BAD	FL Asset Num: 9248
DMS	Office Chair Wheeled	1	97.00	97.00		3401	Globe	DMS00889		POOR	#001292
DMS	DESK CHAIR w/arms, burgandy	1	95.37	95.37	CLRNLR	IA52761	HON	DMS00901		POOR	FL Asset Num: 2364
DMS	POWER SHREDDER	1	967.00	967.00	117097310600M	320	FELLOWES	DMS00951		BROKEN	FL Asset Num: 1634
DMS	FILE CABINET 5 DR	1	489.00	489.00	NONE	84260L	STEELCASE	DMS01032		GOOD	FL Asset Num: 875 - MOVED TO WAREHOUSE MAIN FLOOR
DMS	4 DRAWER FILING CABINET	1	365.00	365.00	NONE	NONE	NONE	DMS01077		Needs to be Disposed of	FL Asset Num: 1444 Inventory Reconciliation in Progress
DMS	CREDENZA	1	300.00	300.00	NONE	NONE	Indiana Furniture	DMS01106		GOOD	FL Asset Num: 931 Inventory Reconciliation in Progress
DMS	Storage Shelf	1	129.00	129.00	166ONY	109	HALE	DMS01123		POOR	FL Asset Num: 1006
DMS	Dehumidifier	1	89.00	89.00	3850A20500F	NONE	Comfort-Aire	DMS01127		Needs to be Disposed of	FL Asset Num: 1004

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
DMS	Television	1	297.00	297.00	MB32880324	CT-27E13G	PANASONIC	DMS01147		DAMAGE D	FL Asset Num: 961 previous location: B-4
DMS	TELEVISION	1	297.00	297.00	LD32871095	CT27E13G	Panasonic	DMS01152		FAIR	
DMS	File cabinet, 4 drawer	1	0.00	0.00			HON	DMS01211		poor	Inventory Reconciliation in Progress
DMS	TELEVISION/VCR/DVD COMBO	1	449.00	449.00	V11658655	MWC20T6	MAGNAVOX	DMS01237		Needs to be Disposed of	FL Asset Num: 1384
DMS	Secretarial Chair	1	0.00	0.00				DMS01319		good	
DMS	Office chair, black w/arms	1	35.00	35.00	none	17637	STAPLES	DMS01345		NEW	replaces DMS00149 -adc
DMS	Office chair, w/arms, black leather	1	59.99	59.99	none	Fausto I	OFFICEMAX	DMS01348	08/05/2010	POOR	REPLACES DMS00068
DMS	Office chair, black	1	39.00	39.00	none		MERAX	DMS01352	02/02/2012	GOOD	REPLACES DMS00990
DMS	TELEVISION	1	65.00	65.00	S3W0925C04504			DMS01368	12/06/2012	NEW	REPLACES DMS01118
DMS	Office chair, black	1	49.99	49.99		OMO03654	GLEE II	DMS01369	03/07/2002	NEW	REPLACES DMS01117
DMS	FOLDING TABLE	1	120.00	120.00	NONE	NONE	NORIX	DMS01513		FAIR	FL Asset Num: 9808
DMS	File Cabinet 2 Drawer, putty	1	95.37	95.37	DUPTGK		HON	DMS01515		BAD	FL Asset Num: 2267
DMS	TELEVISION	1	166.25	166.25	107500TQ2426H02332	DXR24TV	DIWEX	DMS01542		Needs to be Disposed of	FL Asset Num: 2310
DMS	TELEVISION	1	166.25	166.25	127500TQ2426H02393	DX-R24TV	DIWEX	DMS01546		Needs to be Disposed of	FL Asset Num: 2311
DMS	TELEVISION	1	297.00	297.00	107500TQ2426H02329	DXR24TV	DINEX	DMS01549		GOOD	FL Asset Num: 2314
DMS	TELEVISION	1	166.25	166.25	187500TQ2426H02090	DX-R2RTV	DINEX	DMS01577		GOOD	FL Asset Num: 2331

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Copier Cabinet	1	160.50	160.50	NONE	PF9P	MINOLTA	IWTF00024		GOOD	FL Asset Num: 0850
IWTF	Office Chair Yellow	1	97.00	97.00	NONE	NONE	HON	IWTF00126		FAIR	FL Asset Num: TF0573
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	NONE	NONE	IWTF00192		Needs to be Disposed of	FL Asset Num: 0757
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	D2MPNA	NONE	IWTF00220		Needs to be Disposed of	FL Asset Num: 0766
IWTF	Chair Adjustable Secretary	1	57.00	57.00	NONE	DXMPNA	NONE	IWTF00242		Needs to be Disposed of	FL Asset Num: 0765
IWTF	Sally Mate Trolley Cart	1	0.00	0.00	none	none	SALLY	IWTF00320		Needs to be Disposed of	
IWTF	Rolling crate, black/gray	1	0.00	0.00	none	none	STAPLES	IWTF00328		Needs to be Disposed of	
IWTF	TASK CHAIR, BLACK MESH	1	53.00	53.00		WA3074BK	Flash Furniture	IWTF00434	11/01/2016	Needs to be Disposed of	Inventory Reconciliation in progress
IWTF	PALLET JCK	1	322.50	322.50			RING POWER	IWTF00450	03/01/2013	NEW	REPLACED IWTF00027
IWTF	Filing Cabinet 2-Drawer	1	249.00	249.00	NONE	NONE	NONE	IWTF00776		BROKEN	FL Asset Num: TF0435
IWTF	Office Desk	1	400.00	400.00	NONE	NONE	NONE	IWTF01001		POOR	FL Asset Num: TF0066
IWTF	DIGITAL TV CONVERTER BOX	1	57.00	57.00	220940646179	DT502	APEX	IWTF01010		POOR	FL Asset Num: TF0488 asset tag got torn off-- wrote # on with marker

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Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
											-adc Inventory Reconciliation in Progress
IWTF	Round Table	1	120.00	120.00	77851420	NONE	ICEBURG	IWTF01046		GOOD	FL Asset Num: TF0414
IWTF	Cassette Deck	1	49.00	49.00	E164202	7070A	EIKI (ADOO)	IWTF01067		Needs to be Disposed of	
IWTF	TELEVISION	1	249.00	249.00	65491022868	DTV 2798	Sansui	IWTF01095		POOR	FL Asset Num: 1671 replaced TMPIWTF1065 previous location: canine Inventory Reconciliation in Progress
IWTF	SPEAKER CABLE	1	25.00	25.00			CBI	IWTF01239		NEW	Inventory Reconciliation in Progress
IWTF	SURGE PROTECTOR POWER SUPPLY	1	150.00	150.00	01100202433	PRO1000	MONSTER POWER	IWTF01247	05/04/2007	NEW	REPLACES IWTF01129
IWTF	TELEVISION	1	0.00	0.00	LTYDAGL3961592	VA26LHDTV10T	VIZIO	IWTF01249		POOR	previous location A- DORM QUAD 1
IWTF	MONITOR	1	0.00	0.00	CN0RNMH67444505B4 22S	P190st	DELL	IWTF04019		Needs to be Disposed of	WILL RETAGG AS IWTF04019 Renumbered from Asset ID: MTC01436
IWTF	PALLET JACK	1	322.50	322.50	NA	A4	CAT	IWTF01330	10/17/2016	New	REPLACE IWTF00450
DMS	Shelving Bulk	7	455.50	3,188.50	NONE	NONE	NONE	TMPDMS1060		USED	FL Asset Num: still wrapped - TOO MANY TO TAG
DMS	TELEVISION	1	297.00	297.00	H164DB1FQ	24V414T	RCA	TMPDMS148		DAMAGE	FL Asset Num: 9160

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
										D	previous location: A-3
DMS	Record Shelves	1	600.00	600.00	NONE	NONE	NONE	TMPDMS392		FAIR	FL Asset Num: 83
DMS	RECORD SHELVES	1	600.00	600.00	NONE	NONE	NONE	TMPDMS798		FAIR	FL Asset Num: 2226
DMS	TYPEWRITER	1	250.00	250.00			Smith Corona	TMPDMS833		FAIR	in file cabinet
IWTF	27 Sanyo T.V.	1	343.43	343.43	V8360333705738	DS27880	SANYO	TMPIWTF1069		POOR	FL Asset Num: TF0447 - BROKEN
WAREHOUSE STORAGE RM 1											
DMS	PROJECTOR	1	79.00	79.00	1024721	1700AJF	3M	DMS01090		FAIR	FL Asset Num: 1662
IWTF	HVAC training Materials	1	500.00	500.00			Pearson Education	IWTF00018		NEW	1 book & 4 CDs
IWTF	UPS	1	0.00	0.00	JB0349054121	500	APC	IWTF00022		UNKNOW N	
IWTF	MICROPHONE	1	150.00	150.00			SHURE	IWTF01238		USED	
IWTF	SPEAKER CABLE	1	75.00	75.00	NONE	NL4FX	NEUTRIK	TMPIWTF1080		UNKNOW N	FL Asset Num: 0011
IWTF	CABLE ADAPTER	1	20.00	20.00	NONE	NONE	NONE	TMPIWTF1083		UNKNOW N	FL Asset Num: 009
IWTF	AUDIO CABLES	1	25.00	25.00	NONE	SOUNDFLEX	VTG AUDIO	TMPIWTF1084		UNKNOW N	FL Asset Num: 0017
IWTF	AUDIO CABLE WITH POWER CABLE	1	75.00	75.00	NONE	SOUNDFLEX/SVT	VTG AUDIO/CSA	TMPIWTF1085		UNKNOW N	FL Asset Num: 0019
IWTF	AUDIO CABLE WITH POWER CABLE	1	75.00	75.00	NONE	SOUNDFLEX/SVT	VTG AUDIO/CSA	TMPIWTF1086		UNKNOW N	FL Asset Num: 0020
IWTF	AUDIO CABLES	1	50.00	50.00	NONE	SOUNDFLEX	VTG AUDIO	TMPIWTF1087		UNKNOW N	FL Asset Num: 0021
IWTF	POWER CABLE	1	75.00	75.00	NONE	SVT	CSA	TMPIWTF1088		UNKNOW N	FL Asset Num: 0012
IWTF	MONSTER CABLE MONSTER POWER	1	33.43	33.43	1080101317	PRO1000	MONSTER LLC	TMPIWTF944		NEW	FL Asset Num: TF0478 previous location IWTF music program to w'house storage
IWTF	DIGITAL GUITAR TUNER	1	18.00	18.00	NONE	NONE	PEAVEY	TMPIWTF966		good	FL Asset Num: 9898

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	DIGITAL GUITAR TUNER	1	18.00	18.00	NONE	NONE	PEAVEY	TMPIWTF967		good	FL Asset Num: 9900
IWTF	BOOK MANUALS	1	50.00	50.00	NONE	NONE	YAMAHA	TMPIWTF969		good	FL Asset Num: 9901
IWTF	BOOK MANUALS	1	50.00	50.00	NONE	NONE	YAMAHA	TMPIWTF970		good	FL Asset Num: 9902
IWTF	BOOK MANUALS	1	15.00	15.00	NONE	NONE	YAMAHA	TMPIWTF971		good	FL Asset Num: 9903
IWTF	BOOK MANUALS	1	15.00	15.00	NONE	NONE	Peavey	TMPIWTF972		good	FL Asset Num: 9904
IWTF	PICK CASE	1	25.00	25.00	NONE	NONE	NONE	TMPIWTF973		good	FL Asset Num: 9897
IWTF	GUITAR PICS	2	12.00	24.00	NONE	NONE	NONE	TMPIWTF975		good	FL Asset Num: 9899
WAREHOUSE STORAGE RM 2											
DMS	DESK	1	400.00	400.00	NONE	NONE	NONE	DMS01105		BROKE	FL Asset Num: 1745
IWTF	SINGER SEWING MACHINE	1	98.50	98.50	ZHC6171113303	3116	SINGER	IWTF00009		GOOD	FL Asset Num: 1397, UNKNOWN IF WORKING APPEARANCE IS GOOD Inventory Reconciliation in Progress
WAREHOUSE SUPPLY ROOM											
DMS	TASK CHAIR	1	57.00	57.00	2625000521	3401	GLOBAL	TMPDMS1050			FL Asset Num: 28
WAREHOUSE WHSE DAILY USE											
DMS	Fork Lift	1	20,223.00	20,223.00	AT3501547	P5000	Caterpillar	DMS00021		GOOD	FL Asset Num: 1337
DMS	FORKLIFT	1	4,300.00	4,300.00	476317	V30D	CATERPILLAR	DMS00024		GOOD	FL Asset Num: 899
DMS	Platform Cart	1	304.32	304.32	NONE	NONE	Dayton	DMS00028		FAIR	FL Asset Num: 0258
DMS	Mule Utility Vehicle	1	6,867.80	6,867.80	JKIAFEA1Z7B525996	KAF400	Kawasaki	DMS00032		GOOD	FL Asset Num: 1356

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Exhibit A - Fixtures, Furnishings and Equipment Inventory

Owner	Asset Description	Quantity	Cost	Total	Serial #	Model Number	Manufacturer	Asset Number	Date Purchase	Condition	Asset Notes
IWTF	Platform Cart	1	174.42	174.42	NONE	NONE	Dayton	IWTF00028		FAIR	FL Asset Num: 0051
IWTF	Platform Cart	1	304.32	304.32	NONE	NONE	Dayton	IWTF00032		FAIR	FL Asset Num: 0052
IWTF	Platform Cart	1	304.32	304.32	NONE	NONE	Dayton	IWTF00033		FAIR	FL Asset Num: 0259
IWTF	Platform Cart	1	304.32	304.32	NONE	NONE	Dayton	IWTF00034		FAIR	FL Asset Num: 0257
IWTF	Platform Cart	1	242.44	242.44	NONE	NONE	Dayton	IWTF00035		FAIR	FL Asset Num: 0493
IWTF	Platform Cart	1	304.32	304.32	NONE	NONE	Dayton	IWTF00036		FAIR	FL Asset Num: 0229
IWTF	Platform Cart	1	242.44	242.44	NONE	NONE	Dayton	IWTF00037		FAIR	FL Asset Num: 0808
IWTF	Platform Cart	1	242.44	242.44	NONE	NONE	Dayton	IWTF00038		FAIR	FL Asset Num: 0809
IWTF	Platform Cart	6	299.23	1,795.38	NONE	NONE	Dayton	TMPIWTF1058		FAIR	FL Asset Num: 0807 - Multi Carts, 1 - Broken (maintenance)

WHAREHOUSE CANTEEN OFFICE 03

DMS	Desk w/Return- Wood	1	400.00	400.00	NONE	NONE	NONE	DMS00010		FAIR	FL Asset Num: 1354
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Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Warden		
Department:	MTC Corporate Office	Wage Range:	\$86,091 - \$129,147
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the regional vice president. Directly supervises the deputy warden, finance manager, human resources manager, investigator, compliance manager, fire and safety manager, and administrative assistant. Responsible for the overall management of the facility in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan, coordinate and direct the total administrative and programmatic activities of the facility.
3. Provide staff training; evaluate staff performance and implement organizational and personnel actions in accordance with the Decision Analysis Table (DAT).
4. Develop departmental budgets; monitor and control expenditures.
5. Develop and implement new and revised policies and procedures affecting the facility. Ensure each policy and procedure is reviewed annually.
6. Coordinate with regional vice president on matters involving contract modifications, future proposal preparation and negotiation.
7. Review shift assignments for MTC security staff to ensure all shifts are adequately staffed to meet requirements of facility procedures and post orders. Ensure proper number of custodial supervisors and officers for the security of inmate labor force on work assignments.
8. Coordinate, plan, and direct placement of all personnel in the event of riots, escapes and other emergencies.
9. Direct and oversee risk management matters.
10. Direct and oversee that all reporting requirements are met and standards adhered to.
11. Monitor staff selection process of potential employees to ensure adherence to all applicable laws, MTC and state regulations, and select qualified applicants to fill vacancies as needed.
12. In conjunction with human resources manager and MTC corporate human resources, direct the imposition of staff disciplinary action according to MTC personnel policy and procedures.
13. Direct preparation of work and other related reports on inmates for the classification committee and permanent record of inmates, showing progress and estimating rehabilitative prospects; direct inspections of living accommodations of inmates for proper sanitation, deciding whether or not improvements are necessary and taking appropriate action where needed.
14. Oversee the overall maintenance of buildings and permanent improvements of the facility; direct and approve requisitions, inventory and issuance of all unit supplies, material and equipment.
15. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
16. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in correctional management, criminal justice, public/business administration, education, counseling or other related field and eight (8) years experience as a manager/administrator of criminal justice programs involving incarcerated offenders required. Must be a skilled communicator with the ability to effectively interact with community and customer representatives, staff and inmates. Excellent written

communication skills and computer proficiency are also required. Directly related experience may be considered in lieu of formal education requirements, if approved by the senior vice president, corrections.

Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Human Resources Manager		
Department:	Human Resources	Wage Range:	\$44,179 - \$66,269
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the warden. Directly supervises the human resources assistant. Responsible for the management of human resources, which includes personnel and benefits administration, staff training, EEO and affirmative action, in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan, coordinate and manage the administrative and personnel services of the facility.
3. Provide staff training, evaluate staff performance and implement organizational and personnel changes as approved by the warden.
4. Develop departmental budget; monitor and control expenditures. Review and recommend changes to budget authorizations.
5. Develop and implement new and revised policies and procedures affecting the human resources area. Coordinate with other departments to ensure compliance with overall facility objectives.
6. Coordinate the recruitment and screening of applicants; extend approved employment offers and coordinate the processing of all job references for new employees, including verification of previous employment, educational attainment/degrees. Oversee new employee orientation.
7. Manage the administration of group insurance and retirement programs to ensure uniform application and interpretation of policy and procedure.
8. Administer wage and salary program including salary and personnel changes, performance appraisals, evaluation of position descriptions, personnel records and reports, rate structures and area wage and salary surveys.
9. Coordinate affirmative action compliance and equal employment opportunity. Advise and assist supervisors in employee relations and benefit matters.
10. Forward grievance, discrimination charges, requests for termination and other critical personnel matters to the warden for recommendation, review and coordination with the corporate office.
11. Process paperwork for terminating employees, perform exit interviews, employee surveys and report results to warden.
12. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
13. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in human resources management or related field and three (3) years of human resources or related experience required, one (1) of which must be in a supervisory capacity. Excellent verbal and written communication skills and computer proficiency required. Directly related experience may be considered in lieu of formal education requirements, if approved by corporate human resources. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Human Resources Assistant		
Department:	Human Resources	Wage Range:	\$11.81 - \$16.53
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the human resources manager. Performs a variety of clerical and administrative duties related to human resource administration in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Perform clerical functions for the human resources department.
3. Maintain confidentiality with all sensitive information relating to the human resource role.
4. Maintain and update personnel files.
5. Maintain accurate weekly and monthly reports. Coordinate with accounting all payroll changes.
6. Process paperwork for terminating employees, including retirement report and forms when applicable.
7. Inform new employees of available insurance benefits, procedures, etc. Coordinate with insurance company regarding claims, resolution of problem cases, and other related functions.
8. Receive visitors and telephone calls; handle routine matters personally and direct non-routine business to proper staff for consideration.
9. Create various reports as required.
10. Maintain and update information regarding employee service awards and coordinate with Warden on presentation of awards.
11. Provide follow-up correspondence to applicants and agencies regarding employment status.
12. Assist the manager, human resource in the advertisement of all open positions with internal and external recruitment sources.
13. Ensure all new hire information and other personnel changes are entered into the computer and proper notifications forwarded to payroll and ensure adequate, current and updated personnel records are maintained.
14. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
15. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent, two (2) years clerical or related experience, and computer proficiency required. Prior human resources experience preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Finance Manager		
Department:	Finance	Wage Range:	\$44,179 - \$66,269
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the warden. Directly supervises the accounting clerk, warehouse supervisor and MIS technician. Responsible for performing accounting and audit functions within the general accounting function and summarizing data for periodic operating statements and management information in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Supervise in the preparation of data entry for developing financial statements and management information reports, including monthly accounting journal entries, overhead application schedules, bank reconciliations, general ledger account analyses and monthly financial statement.
3. Prepare the departmental budget; monitor and control expenditures.
4. Prepare financial reports as required for the Inmate Bank Fund, the Privately Operated Institutions Welfare Trust Fund (POIIWTF) or any other accounts required for contractual compliance in accordance with GAAP.
5. Assist in the development and implementation of new and revised policies and procedures affecting accounting and property and supply.
6. Prepare and maintain cost data and related analyses pertaining to facility operations.
7. Audit all of the accounts payable and cashier functions.
8. Oversee cash disbursements journal, general ledger and cost ledger by recording accounting transactions, preparing reconciliations and financial tabulations as assigned.
9. Ensure the balancing of books and compilation of statistical reports such as cash expenditures, departmental costs and other pertinent reports.
10. Supervise incoming and prepare outgoing interdivisional billings, reconcile and clear interdivisional accounts and prepare associated journal entries.
11. Assist in the preparation of month-end closing of financial books, facility and corporate financial reports. Review reports for accuracy and resolve problems.
12. Coordinate with other facility staff concerning accounting matters.
13. Conduct annual audits as required to meet contractual requirements.
14. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
15. Maintain accountability of staff, inmates and property; adhere to safety practices

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in accounting or business administration and three (3) years of finance, accounting or related experience in a supervisory capacity are required. Directly related experience may be considered in lieu of formal education requirements if approved by corporate finance. Experience with automated accounting systems and computer proficiency desired. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Accounting Clerk		
Department:	Finance	Wage Range:	\$11.81 - \$16.53
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the finance manager. Responsible for performing a variety of routine accounting duties in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Post routine journal vouchers or accounts payable vouchers, entering vouchers in registers; post subsidiary ledgers or simple cost accounting data.
3. Perform any combination of routine calculating, posting and verifying duties to obtain primary financial data.
4. Maintain routine accounting records and reports in accordance with established procedures such as accounts payable, accounts receivable, payroll, inventory control or general accounting records.
5. Process payroll, insurance reports and petty cash.
6. Perform miscellaneous clerical duties involving typing, filing, accumulating data and preparation of repetitive reports or reports required for contractual compliance.
7. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
8. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent, experience with automated accounting systems, computer proficiency and one year varied and responsible accounting or bookkeeping experience required. Academic training in bookkeeping, accounting or payroll preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Facility Name: Position Title: Department: Status:	GADSDEN CORRECTIONAL FACILITY Warehouse Supervisor Finance Non-Exempt	Wage Range: \$13.67 - \$19.14 Effective Date: TBD
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Position Summary:

Reports to the finance manager. Responsible for performing purchasing and supply work for the facility in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan, organize, and implement the preparation of specifications for commodities and equipment.
3. Prepare purchase orders and other procurement documentation.
4. Coordinate the preparation of emergency and spot requisition requests for local purchase of items.
5. Inspect all incoming shipments to ensure required specifications are met.
6. Maintain perpetual inventory controls through the use of established systems including computerized programs.
7. Coordinate the receipt, storage, and issue of warehouse items.
8. Supervise the work of inmates assigned to the property area. Provide training on handling stock, record keeping, warehousing methods, and applicable policies and procedures.
9. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
10. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent and three (3) years experience in inventory control or shipping and receiving preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Information Systems Technician		
Department:	Finance	Wage Range:	\$14.35 - \$20.09
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the finance manager. Responsible for performing intermediate level systems support work operating automated data processing equipment which has the capabilities of data storage and data computation using several different software applications in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Install and repair computer hardware, software, and peripherals.
3. Install, maintain, and administer server and network infrastructure.
4. Assist with wide area network (WAN) connections to MTC and the State of Florida systems.
5. Maintain the necessary security controls over the software.
6. Interact with staff to establish processing priorities and explain the capabilities and limitations of the available hardware and software.
7. Provide training and operational assistance to personnel in the implementation and utilization of data processing hardware and/or software.
8. Develop and maintain procedure manuals; prepare briefings, reports, and evaluations as to systems efficiency and utilization.
9. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed; provide regular feedback to staff regarding social skills procedures and intervention techniques.
10. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent required. Two (2) years experience in the support and maintenance of microcomputer systems or thirty semester hours from an accredited college or university with the course work in computer science or related field strongly preferred. A+ certifications, network administration and MSCA and one (1) year directly related experience preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Administrative Assistant		
Department:	Administration	Wage Range:	\$12.40 - \$17.36
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the warden. Responsible for performing a variety of clerical and administrative duties which require extreme discretion in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Perform a variety of secretarial and clerical duties, including dictation and transcription of correspondence, reports and other documents. Maintain confidentiality with sensitive facility information.
3. Receive telephone calls and visitors; tactfully refer them to proper individual if warden is not available.
4. Maintain calendar of events, schedules, appointments and take minutes of meetings.
5. Coordinate meeting arrangements such as time, place, attendees and matter to be discussed.
6. Maintain correspondence control log and coordinate preparation of special reports.
7. Maintain central library of required documents, handbooks, directives, facility operating procedures, and other related materials. Ensure distribution to designated staff.
8. Participate in the development of new and revised facility operating procedures in compliance with corporate procedures. Maintain and update master facility operating procedures.
9. Make recommendation for purchase of equipment and supplies; maintain expense account records and confidential files.
10. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
11. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent, two (2) years clerical or related experience, and computer proficiency required. Associate's degree in business administration, secretarial science or associated field preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Fire & Safety Manager		
Department:	Risk Management	Wage Range:	\$13.02 - \$18.32
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to warden. Responsible for the facility fire and safety program in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Manage programs and conduct monthly inspections of all areas of the facility to ensure compliance with local, state and federal regulations, ACA standards, and Environmental Health and Safety Manual requirements.
3. Develops and maintains accurate files and records for the facility relating to all aspects of the agency safety, environmental health, risk management, worker's compensation, and ACA accreditation program.
4. Prepare evaluative reports; recommend improvements and modifications to resolve problems and deficiencies; and prepare responses to requests for information related to unit operations and activities.
5. Ensure adequate fire protection services are provided and available to the facility.
6. Perform fire inspections and testing of equipment on a frequent scheduled basis at various times or different shifts.
7. Arrange annual inspections by local or state fire officials or other qualified person or entity.
8. Ensure availability of fire hoses or extinguishers at appropriate locations throughout the facility.
9. Establish, manage and monitor safety training programs for facility staff members and offenders on the facility.
10. Develop and maintain a system for review of and compliance with safety and fire prevention standards and training.
11. Assists administration during situations that pose an imminent threat of death or serious injury; assists in implementing appropriate corrective action; and prepares reports and maintains contact with other departments and staff.
12. Monitors the control, use, maintenance, and storage of hazardous materials and chemicals, safety equipment, and devices; and monitors environmental factors, operating procedures, safety procedures, contamination, and pollution.
13. Conduct investigations involving inmate and employee accidents, incidents, near misses, reported hazards, vehicle accidents, fires, lightning and other weather damage and other conditions and situations which could affect the health, safety and welfare of employees and inmates and communicates such information to the warden in a timely manner; make recommendations for prevention when necessary.
14. Monitor the facility grounds to ensure compliance with OSHA rules and regulations, as well as state and local safety laws.
15. Educate and monitor employee and inmate workers to utilize appropriate personal protective equipment (PPE) consistent with the requirements in the Environmental Health and Safety Manual and applicable Material Safety Data Sheets (MSDS) requirements.
16. Communicate safety, environmental health, risk management and workers' compensation concerns to the warden.
17. Ensure sanitation practices are in place and are being adhered to in all departments.
18. Coordinate with departments for implementation of preventative maintenance and sanitation schedules.
19. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed; provide regular feedback to staff regarding social skills procedures and intervention techniques.

20. Maintain accountability of staff, offenders and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent and at least one (1) year experience in risk management or a related field (e.g., loss control, workers' compensation, occupational safety or industrial hygiene). Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Training Lieutenant		
Department:	Operations	Wage Range:	\$36,504 - \$54,766
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden, operations. Responsible for staff and program development by coordinating and instructing correctional officer certification training and non-correctional pre-service training in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan and coordinate correctional officer certification training for new hires in compliance with MTC, FDOC and DMS directives.
3. Plan, coordinate, and conduct pre-service training for all non-security employees as required by MTC, FDOC and DMS directives.
4. Plan and develop programs and training to comply with ACA accreditation, FDOC and DMS requirements.
5. Establish periodic and annual review of pre-service and in-service training programs.
6. Maintain and document accurate records of all training and certifications both in employee training files and electronic files.
7. Develop the departmental budget; monitor and control expenditures. Review and recommend changes to budget authorizations.
8. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills, procedures and intervention techniques.
9. Maintain accountability of staff, inmates and property. Adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in education, counseling or related field, and four (4) years experience in adult correctional environment or related field required, one (1) of which must be in a supervisory capacity. Directly related experience may be considered in lieu of formal education requirements, if approved by the senior vice president, corrections. Excellent verbal and written communication skills required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Investigator		
Department:	Investigations	Wage Range:	\$36,504 - \$54,766
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the warden. Responsible for conducting confidential investigations throughout the facility in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Conduct investigations as directed by the warden.
3. Assist in gathering intelligence and maintaining accurate records to document the activities of individuals suspected or known to pose a threat to the security of the facility.
4. Conduct scheduled reviews of facility operations and programming, including staff training programs, as directed.
5. Investigate inmate grievances regarding reported and suspected violations of statutes, rules or regulations.
6. Identify, gather and examine agency records.
7. Identify, contact and interview potential witnesses by taking statements from witnesses and complainants.
8. Prepare comprehensive and detailed investigative reports.
9. Maintain appropriate grievance data and analyze trends.
10. Prepare cases for presentation at hearings or in court.
11. Testify at hearings or in court. Present evidence of violations. If appropriate, serve as a witness.
12. Maintain confidentiality in the course of conducting investigations and in everyday activities.
13. Regular and predictable attendance is required.
14. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
15. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High School diploma or equivalent, one (1) year experience in conducting investigations in a correctional or other law enforcement environment required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Compliance Manager		
Department:	Compliance	Wage Range:	\$15.82 - \$22.15
Status:	Non - Exempt	Effective Date:	TBD

Position Summary:

Reports to the warden. Responsible for the facility compliance and accreditation with the American Correctional Association (ACA) accreditation standards. Responsible for the facility fire, safety and risk management program and ensuring that training is conducted in compliance with ACA standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Establish periodic, annual and required reviews of each department ensuring compliance with MTC, DMS, ACA and other audit requirements.
3. Implement procedures to ensure facility compliance with PREA, ACA, and other required standards.
4. Review and research data relevant to maintain compliance with all ACA standards, and implement changes when necessary.
5. Provide training to comply with the American Correctional Association (ACA) accreditation requirements.
6. Conduct regular and required reviews, self-audits and inspections to ensure facility operations and programs meet compliance with all applicable laws and agency policy. The regular self-monitoring will be separate from any other inspections conducted by other agencies.
7. Ensure that monthly, quarterly, and other required reports for the facility are provided to the appropriate individuals or agency in a timely manner and within specified timelines.
8. Ensure facility compliance with all PREA requirements, record keeping and reporting standards.
9. Establish and maintain all files associated with audits and inspections.
10. Oversees grievance procedures and processes are in accordance to all applicable requirements and standards.
11. Must be willing to work various hours or shifts to ensure all areas of the facility are audited.
12. Must be able to interact with all departments and staff.
13. Must have excellent time management skills.
14. Regular and predictable attendance is required.
15. Attend ACA accreditation hearings and assist other facilities conduct pre-ACA audits, which will require occasional travel.
16. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
17. Maintain accountability of staff, inmates and property. Adhere to safety procedures.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in criminal justice, administration or management or related field. Two (2) years' experience in a correctional or instructional environment or two (2) years' experience in auditing or related work. Experience in inspections, audit and accreditation preparation preferred. Directly related experience may be considered in lieu of formal education requirements, if approved by regional vice president, corrections. Must possess computer skills and demonstrated writing proficiency. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Disciplinary Hearing Officer		
Department:	Operations	Wage Range:	\$14.35 - \$20.09
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden, operations. Responsible for conducting fair and impartial hearings of inmates in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Review investigation results with the Chief of Security or Deputy Warden; then determine if there is sufficient evidence to support the charge prior to disciplinary report being filed.
3. Ensure all facts are introduced at each hearing and determine the credibility of the facts presented.
4. Ensure the narrative report describes the offense(s) with which the inmate is charged and that any reasonable person can understand.
5. Write request for continuance.
6. Call witnesses as necessary to present evidence.
7. Question witnesses via telephone or in person. Record statements.
8. Interview informants and determine how knowledge was gained.
9. Protect the identity of informants for security reasons.
10. Ensure inmate rights are not violated.
11. Testify at disciplinary hearings.
12. Make written notation on hearing records.
13. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
14. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent and three (3) years experience in criminal justice or related field required, one (1) year of which must be in a supervisory capacity. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Deputy Warden, Operations		
Department:	Operations	Wage Range:	\$71,157 - \$106,746
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the warden. Directly supervises the chief of security, training lieutenant, maintenance manager, mailroom clerk, disciplinary hearing office, operations clerk, and food service. Responsible for overall management of security, training, maintenance, unit management and grievance functions in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan, coordinate and manage the administrative and programmatic activities of the department.
3. Provide staff training, evaluate staff performance and implement organizational and personnel changes as approved by the warden and coordinated with the human resources manager prior to implementation.
4. Develop departmental budgets; monitor and control expenditures. Review and recommend changes to budget authorizations.
5. Develop and implement new and revised policies and procedures affecting security, grievance, maintenance, and training. Coordinate with other departments to ensure compliance with overall facility objectives.
6. Direct procedures and practices relating to the training and counseling of inmates and security staff; maintain constant vigilance of employees and inmates through staff assignments to insure that policies, rules and regulations are being adhered to and that none are violated.
7. Provide thorough administrative staff assignments, proper number of case managers, instructors and other personnel for the security of inmate labor force.
8. Oversee the preparation of work assignments and other related reports on inmates for the classification committee and the permanent record of inmates showing progress and estimating rehabilitative prospects.
9. Monitor staff selection process of potential employees to ensure adherence to all applicable laws, MTC and state regulations, and select qualified applicants to fill vacancies as needed.
10. Oversee maintenance functions, ensuring the facility is well-maintained and operational.
11. Monitor the direction of grievance and disciplinary procedures for inmates.
12. Oversee laundry operations.
13. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
14. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in correctional management, criminal justice, public/business administration, education, counseling or other related field and seven (7) years correctional experience required, five (5) of which must be in a managerial capacity. Excellent verbal and written communication skills and computer proficiency are also required. Directly related experience may be considered in lieu of formal education requirements if approved by the senior vice president, corrections. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Chief of Security		
Department:	Operations	Wage Range:	\$48,589 - \$72,883
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden operations. Directly supervises the shift lieutenants. Responsible for the overall management of security functions in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan, coordinate and direct the security functions for the facility.
3. Provide staff training, evaluate staff performance and implement organizational and personnel changes as approved by the deputy warden and coordinated with the manager, human resources prior to implementation.
4. Assist the deputy warden in the preparation of facility budget; monitor and control expenditures.
5. Develop and implement new and revised policies, procedures and programs affecting security.
6. Direct procedures and practices relating to the training and security of inmates and staff; maintain constant vigilance of staff assignments to ensure adherence to policies, rules and regulations.
7. Supervise staff assignments for security functions.
8. Review report preparation for hearings and permanent records of inmates and monitor their rehabilitative prospects.
9. Assist in staff selection process, ensuring compliance with applicable local and federal regulations and MTC directives.
10. Review post orders annually and submit changes for approval when necessary.
11. Prepare and submit monthly reports in compliance with contractual requirements including but not limited to, inmate property disposal, inmate random drug testing results, etc.
12. Regular and predictable attendance is required.
13. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
14. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in correctional management, criminal justice, public/business administration, education, counseling or other related field, and five (5) years related experience, three (3) of which must be in supervisory capacity are required. Directly related experience may be considered in lieu of formal education requirements, if approved by regional vice president, corrections. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Operations Clerk		
Department:	Operations	Wage Range:	\$9.71 - \$13.59
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden, operations. Performs a variety of clerical and administrative duties in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Responsible for clerical tasks, systems and procedures related to security operations and assisting all security personnel as directed.
3. Perform duties including filing, data entry, create spreadsheets, type correspondences, reports and letters as directed by supervisor.
4. Proofread material to verify accuracy.
5. File inmate records and maintain, update, and file all terminated inmate records in accordance with established guidelines.
6. Maintain department files and update as needed.
7. Make copies of documents and information from one record to place in another record as required.
8. Maintain appropriate office supplies for the department.
9. Operate office equipment, including computers.
10. Log and distribute incoming mail, prepare outgoing mail, answer telephone and convey messages.
11. Operate telephone communications and mail handling as assigned.
12. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
13. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent and one (1) year related experience required. Computer knowledge preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Lieutenant (Shift)		
Department:	Operations	Wage Range:	\$36,504 - \$54,766
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the chief of security. Directly supervises assigned sergeants. Responsible for the custody and discipline of inmates in the facility in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Serve as shift supervisor.
3. Conduct shift briefings.
4. Supervise, protect, instruct, train, counsel and evaluate assigned employees and inmates; schedule employees' and inmates' work and off-duty time; assist in formulating security and work procedures.
5. Supervise and provide custody and security of inmates including observation of inmates and inmates assigned to work duty, which includes long periods of sitting and standing.
6. Supervise and direct searches for contraband including 'pat' and 'strip' searches by squatting and bending to perform such functions.
7. Transfer and transport inmates by walking or riding in vehicles. Restrain and secure assaultive inmates as needed.
8. Read, review and properly apply information found in inmate records which is related to the inmates' health and safety and to the security of the facility. Provide appropriate information to other personnel.
9. Supervise the preparation and maintenance of records, forms and reports.
10. Perform specific duties if assigned to the following areas: housing unit, special management area and intake.
11. Respond to emergencies to search for inmates, administer first aid at the emergency site, carry an injured or unconscious offender, and use force, including chemical agents to control inmates.
12. Comply with policies, procedures, rules and regulations.
13. Regular and predictable attendance is required.
14. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
15. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent and three (3) years of corrections experience in an adult correctional environment or related field required, one (1) of which must be in a supervisory capacity. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Sergeant (Shift)		
Department:	Operations	Wage Range:	\$13.67 - \$19.14
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the designated lieutenant. Directly supervises assigned correctional officers. Responsible for the custody and discipline of inmates in the facility in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Supervise, protect, instruct, train, counsel and evaluate assigned employees.
3. Provide for the care, custody, and adherence to rules and regulations of inmates assigned to specific work area.
4. Supervise and provide custody and security of inmates including observation of inmates and inmates assigned to work duty which includes long periods of sitting and standing.
5. Supervise and direct searches for contraband including 'pat' and 'strip' searches, by squatting and bending to perform such functions.
6. Transfer and transport inmates by walking or riding in vehicles. Restrain and secure assaultive inmates as needed.
7. Read, review and properly apply information found in inmate records which is related to the inmates' health and safety and to the security of the facility. Provide appropriate information to other personnel.
8. Supervise the preparation and maintenance of records, forms and reports.
9. Perform specific duties if assigned to the following areas: housing unit, education, intake and segregation or other areas as assigned.
10. Respond to emergencies to search for inmates, administer first aid at the emergency site, carry an injured or unconscious inmate, and use force, including the use of chemical agents to control inmates.
11. Comply with policies, procedures, rules and regulations.
12. It is expected that the incumbent work overtime, when directed to do so.
13. Regular and predictable attendance is required.
14. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
15. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent and two (2) years experience in an adult correctional environment or related field required. Prior supervisory experience preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Sergeant (Armory, Tool and Key Control)		
Department:	Operations	Wage Range:	\$13.67 - \$19.14
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the designated lieutenant. Duties include armory, tool and key control. Responsible for the custody and discipline of inmates in the facility in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Supervise, protect, instruct, train, counsel and evaluate assigned employees.
3. Provide for the care, custody, and adherence to rules and regulations of inmates assigned to specific work area.
4. Supervise and provide custody and security of inmates including observation of inmates and inmates assigned to work duty which includes long periods of sitting and standing.
5. Supervise and direct searches for contraband including 'pat' and 'strip' searches, by squatting and bending to perform such functions.
6. Transfer and transport inmates by walking or riding in vehicles. Restrain and secure assaultive inmates as needed
7. Read, review and properly apply information found in inmate records which is related to the inmates' health and safety and to the security of the facility. Provide appropriate information to other personnel.
8. Supervise the preparation and maintenance of records, forms and reports.
9. Perform specific duties if assigned to the following areas: housing unit, education, intake and segregation or other areas as assigned.
10. Respond to emergencies to search for inmates, administer first aid at the emergency site, carry an injured or unconscious inmate, and perform use of force procedures, including the use of chemical agents to control inmates.
11. Maintain records, review logs, and conduct audits to ensure accountability for all weapons and ammunition assigned to facility.
12. Maintain weapons in good condition and submit requests for repairs or replacements of any weapons, chemical agents, or other armory assigned equipment.
13. Conduct inspections regularly of all armory equipment and maintain appropriate records.
14. Develop and review tracking logs and reports to ensure keys issued or returned into inventory at the warden or deputy wardens request are accounted for at all times.
15. Establish and maintain effective measures to ensure control and accountability for all tools, instruments of a culinary or medical nature, and other hazardous devices that are stored or used within the facility.
16. It is expected that the incumbent will work overtime, when directed to do so.
17. Regular and predictable attendance is required.
18. Comply with policies, procedures, rules and regulations.
19. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
20. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent and two (2) years experience in an adult correctional environment or related field required. Prior supervisory experience preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Correctional Officer		
Department:	Operations	Wage Range:	\$12.40 - \$17.36
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the designated sergeant. Responsible for the custody and discipline of inmates in the facility in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Search for contraband and provide facility security.
3. Count, provide meals, and supervise inmates in housing, work and other areas.
4. Maintain the secure custody and security of inmates including observation of inmates, which includes long periods of sitting and standing.
5. Perform specific security functions including 'pat' and 'strip' searches', by squatting and bending to perform such functions.
6. Transfer and transport inmates by walking or riding in vehicles. Restrain and secure assaultive inmates, as needed.
7. Prepare and maintain records, forms, and reports.
8. Read, review and properly apply information found in inmate records which is related to the health and safety of the inmate, and for the security of facility and the facility staff.
9. Perform specific duties if assigned to the following areas: commissary, property, transportation, education, food service, recreation, escort/roving, mailroom, laundry, visiting room, booking, mobile patrol, main control, law library, housing, special management area, and intake.
10. If assigned to the food services area, assist in instructing inmates assigned to food services in the safe, hygienic method of preparing and serving appetizing, correctly proportioned meals in accordance with pre-planned menus.
11. Respond to emergencies to search for inmates, administer first aid at the emergency site, carry an injured or unconscious offender, and perform use of force procedures, including the use of chemical agents to control inmates.
12. Comply with policies, procedures, rules and regulations.
13. It is expected that the incumbent will work overtime when directed to do so.
14. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
15. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent and completion of the basic recruit training course for correctional officers required. Must be eligible for or possess a current employment Certificate of Completion for Correctional Officers meeting the certification standards as established by the Florida Department of Law Enforcement. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Mailroom Clerk		
Department:	Programs	Wage Range:	\$9.71 - \$13.59
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden, operations. Responsible for the coordination of mail services for the facility and performing postal duties in the mail room requiring familiarity with rules, regulations, policies, and procedures in compliance with Management & Training Corporation (MTC) and Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Process all incoming and outgoing inmate correspondence, prepare forms and maintain records and files related to inmate correspondence.
3. Perform administrative duties necessary to ensure the processing of all offender correspondence in compliance with correspondence rules under Florida administrative codes pertaining to mail procedures.
4. Review incoming books intended for offender receipt; inspects general offender correspondence, publications and packages; and maintains all records and files pertinent to processing offender correspondence and mailroom activities.
5. Sort, open, inspect and scan inmate correspondence. Maintain related records. Deliver inmate mail.
6. Act as authorized courier for receipt of registered, special delivery or other mails received for employees and/or inmates.
7. Sort departmental mail.
8. Provide information and responses to inquiries regarding routine mailroom procedures.
9. Maintain contact with US Postal Service personnel and private mail carriers (i.e., UPS, Federal Express, etc.).
10. Operate postal equipment and ascertain postage needed.
11. Prepare various forms related to the processing of inmate correspondence and mailroom functions.
12. Deliver outgoing mail each afternoon to the post office.
13. Ensure offenders do not handle other offender's correspondence.
14. Respond to offender questions, complaints and/or requests pertaining to their correspondence.
15. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
16. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent required. Prior experience in a correctional setting preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Physician/CHO		
Department:	Health Services	Wage Range:	\$184,558 – \$276,848
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports administratively to the health services administrator and clinically to the corporate clinical medical director. Responsible for providing medical services related to diagnosis and treatment of inmates and emergency treatment of staff and visitors. Ensures that appropriate healthcare is accessible and provided to the inmate population in a timely fashion. Renders medical judgment regarding care provided to inmates assigned to the facility in compliance with American Correctional Association (ACA), MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Performs complete medical histories and physical examinations; forms clinical impressions based upon findings; orders, diagnostic tests, interprets results of laboratory tests and radiological examinations, prescribes medications, and renders treatments appropriate to clinical impressions.
3. Inspects, completes and analyzes medical records, assigns reviews and updates medical classifications; completes admission notes, progress notes, and discharge summaries and makes rounds on inmates admitted to the medical unit.
4. Serves in rotation with other physicians to provide after-hours and weekend inmate care, to include accepting on-call rotation.
5. Refers inmates for specialty consultations and treatment through approved processes.
6. Utilizes established corporate, facility and corrections policies and procedures in making decisions, while using sound independent judgment in performing the duties of the position.
7. Plan, implement, direct and control all clinical aspects of the program and have direct oversight of, and shall monitor the performance of, all healthcare personnel rendering direct patient care.
8. Prepare and submit reports as required for contractual compliance.
9. Maintains security and confidentiality of all inmate medical records; observes applicable HIPAA rules.
10. Evaluates provision of services to prevent inappropriate use or duplication of services.
11. Monitors all potential catastrophic illnesses.
12. Implement basic cost containment and utilization management for inmate care and facility operations.
13. Complies with all applicable pharmacy regulations, especially those covering controlled substances.
14. Provides health counseling and health education on an individual or group basis, as required.
15. Assists corporate counsel with responses to inmate lawsuits.
16. Attends regularly scheduled staff meetings, promotes communication and the proper flow of relevant information.
17. Provides physical safety requirement recommendations that are necessary to promote a safe working environment to health care administrator.
18. Facilitates, where applicable, NCCHC/ACA accreditation of the medical program by providing the required level of efficiency and approved appropriate medical services.
19. Complies with requirements of applicable regulations, laws, policies, standards and contracts.
20. Performs rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
21. Maintains equipment and supplies.
22. Promotes the development of positive social skills among staff and inmates through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
23. Maintains accountability of inmates and property; adhere to safety practices.



Position Description

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Doctor of medicine or osteopathy degree and valid license to practice medicine in the state of Florida, and current continuing education required by MTC Medical and professional regulatory board. Current DEA, ACLS and CPR certifications. Experience in a correctional setting preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Mid-Level Provider		
Department:	Health Services	Wage Range:	\$94,702 - \$142,064
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports administratively to the health services administrator and clinically to the physician/CHO. Responsible for providing clinical care of specific patients under the direction of a physician. Follows established clinical standards, procedures, and practices and give specific patient care direction to nursing and other staff in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Follow established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
3. Provide direct patient care, evaluate outcomes, consult with specialists as required and adjust treatment processes as indicated to ensure optimal patient care.
4. Perform CPR when necessary.
5. Monitor medical condition of patients and report and document changes appropriate to scope of practice.
6. Diagnose and treat patients appropriately, exercising independent judgment, initiating an effective course of action.
7. Perform daily information rounds and prepare notes on inmates assigned to medical housing.
8. Perform basic procedures including thermal applications, non-sterile soaks, application of dressings and casts.
9. Order diagnostic and therapeutic services and assess efficiency, documenting results and making needed changes.
10. Consult with facility physician in a collaborative and cooperative relationship.
11. Maintain accurate and comprehensive charting on patient medical records.
12. Enhance professional development through participation in educational programs, in-service and workshops.
13. Attend scheduled staff meetings; promote communications and proper flow of relevant information between medical staff and jail departments.
14. Utilize established corporate, facility and corrections policies and procedures in making decisions, while independent judgment in performing the duties of the position.
15. Implement basic cost containment and utilization management for patient care and facility operations.
16. Maintain security and confidentiality of all patient medical records; observes applicable HIPAA rules
17. Closely monitor all potential catastrophic illnesses.
18. Serves in rotation with other medical staff to provide after-hours and weekend inmate care, to include accepting on-call rotation.
19. Complies with all applicable pharmacy regulations, especially those covering controlled substances.
20. Assist corporate counsel with responses to inmate lawsuits.
21. Facilitate, where applicable, NCCHC/ACA accreditation of the medical program by providing the required level of efficiency and approved appropriate medical services.
22. Comply with requirement of applicable regulations, especially those covering controlled substances.
23. Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
24. Maintain equipment and supplies.
25. Promote the development of positive social skills among inmates through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.



26. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Completion of an accredited physician's assistant program and a current license or completion of an accredited Advanced Practice Nurse program and a current license is required. Current DEA registration unless state practice regulations permit other prescribing arrangements under supervision also required. Basic Life Support (BLS) certification must be also remain current. Two to five years' experience is recommended, preferably in the correctional or emergency medicine environment. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	MTC MEDICAL – GADSDEN CORRECTIONAL FACILITY		
Position Title:	Dentist		
Department:	Health Services	Wage Range:	\$126,048 - \$189,072
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports administratively to the health services administrator with clinical oversight from corporate medical director. Directly supervises the dental technician. Responsible for providing preventive and corrective dental care to inmates in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Provide direct dental diagnostic and treatment services to inmates, using current knowledge of methods, practices, procedures and techniques of providing quality diagnosis and treatment, including preventative periodontics, restorative, endodontic, minor oral surgical and exodontia and prosthodontic services.
3. Provide guidance and technical supervision to dental hygienists and dental technicians performing direct and indirect inmate care services; coordinates clinic operations with the health services administrator.
4. Maintain an effective clinical inmate scheduling and record-keeping system; provides referrals; maintains records on clinic operations and prepares required reports, as needed.
5. Coordinate and participate in inmate education programs and services; provides consultation, guidance, and in-service education to other health services staff.
6. Refer inmate to oral health specialists for consultations, evaluations and treatments.
7. Adhere to established corporate, facility and correctional policies and procedures in making decisions, while using sound independent judgment in performing the duties of the position.
8. Maintain security and confidentiality of all inmate medical records; observes applicable HIPAA rules.
9. Implement basic cost containment and utilization management for inmate care and facility operations.
10. Comply with all applicable pharmacy regulations, especially those covering controlled substances.
11. Assist corporate counsel with responses to inmate lawsuits.
12. Attend regularly scheduled staff meetings; promote communication and the proper flow of relevant information.
13. Provide physical safety requirement recommendations that are necessary to promote a safe working environment to health services administrator.
14. Facilitate, where applicable, NCCHC/ACA accreditation of the medical program by providing the required level of efficiency and approved appropriate medical services.
15. Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
16. Maintain equipment and supplies.
17. Provide orientation for new dental staff concerning the facility dental program.
18. May act as the radiation safety officer as designated by the health services administrator.
19. Promote the development of positive social skills among staff and inmates through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
20. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.



Position Description

Education and Experience Requirements:

Requires DDS degree or DMD degree and valid license to practice dentistry with DEA controlled substance registration certificate in the state of Florida and current CPR certification. Two (2) years of general clinical practice strongly preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Dental Hygienist		
Department:	Health Services	Wage Range:	\$25.77 - \$36.08
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports administratively to the health care administrator and reports clinically to the dentist. The dental hygienist also performs direct and indirect inmate care procedures, as well as clinical and clerical support tasks specifically delegated by the on-site dentist. Performs unit level community health tasks. Work includes tasks the dental hygienist is legally trained and qualified to perform and necessary for the efficient delivery of quality dental care in compliance with American Correctional Association (ACA), MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Record inmate health history and vital signs; perform radiography, inmate oral health orientation, and oral health education and counseling.
3. Provide dental screening; perform removal of calculus, deposits, or accretions from the natural and restored surfaces of teeth and dental prostheses; perform root planning or the smoothing and polishing of roughened root surfaces of exposed teeth; perform topical application of caries preventive agents and plaque indexes.
4. Coordinate availability of clinic staff and appropriate oral health educational materials teaching aid; ensure the availability on the unit of oral health education materials and oral health aids; provide instruction and technical guidance for other clinic staff in the prevention and control of dental disease.
5. Maintain general clinic orderliness and cleanliness; perform sterilization and disinfection of instruments and equipment; perform general clerical tasks including inmate scheduling, coordinating clinic visits, collecting and assembling inmate treatment information and data.
6. Monitor the overall unit/clinic oral health program and prepare reports on its effectiveness.
7. Perform any or all duties and responsibilities as assigned.
8. Possess extensive knowledge of effective inmate education methods for the prevention and control of dental disease at the individual, group and community levels.
9. Possess extensive knowledge of current dental clinic practices and procedures in the delivery of clinical hygiene and preventive direct inmate care services.
10. Possess extensive knowledge of infection control practices to minimize risk of disease transmission from inmate to inmate, inmate to provider, and provider to inmate.
11. Maintain inmate privacy and confidentiality of information and records at all times; observe applicable HIPAA rules.
12. Practice basic cost containment and utilization management for inmate care and facility operations.
13. Prioritize and organize work so that required assignments are completed within specific time frame.
14. Promote positive interpersonal relationships among co-workers and security.
15. Reliably and repetitively identify inmates by visual means.
16. Attend scheduled staff meetings; promote communications and the proper flow of relevant information in the unit.
17. Escort inmates or coordinate the movement of inmates to and from different areas for dental treatment.
18. May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates and others encountered in an antagonistic environment.
19. Accurately and promptly chart dental care.
20. Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
21. Add, subtract, multiply and divide using whole numbers, common fractions and decimals. Compute rate, ratio and percent.

22. May experience exposure to body fluids and experience encounters with deceased or contagious persons.
23. Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and contractual requirements.
24. Interpret a variety of instructions furnished in oral, written, diagram or schedule form.
25. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Graduate of an accredited dental hygiene school or program and current licensure as a dental hygienist in the state of Florida. Three (3) years' experience preferred. Must possess current CPR certification. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management. Must attain and maintain appropriate facility security clearance.

Post Hire Qualifications and Training Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Psychiatrist		
Department:	Health Services	Wage Range:	\$359,653 - \$539,490
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the health services administrator and receives clinical oversight from corporate medical clinical director. Responsible for directing the facility mental health program in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan, coordinate and manage the mental health program and services of the facility.
3. Accept referrals for inmate evaluations; make necessary judgments and recommendations. Coordinate mental health referrals to other resources when deemed appropriate.
4. Develop and conduct preventative mental health program inclusive of inmate training, counseling, recreation activities, discipline, orientation and other support services.
5. Provide staff training, both group and individual, in-staff counseling techniques.
6. Prepare and conduct special training programs for staff as scheduled.
7. Serves in rotation with other medical staff to provide after-hours and weekend inmate care, if required, to include on-call rotation.
8. Maintain and monitor confidentiality of inmates and their files; observe applicable HIPAA rules.
9. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
10. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Licensed in practice medicine in the state of Florida. Graduate of accredited medical school with specialty training in psychiatry. One (1) year clinical experience preferred. Current CPR certification. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Psychologist		
Department:	Health Services	Wage Range:	\$71,157 - \$106,746
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports administratively to the health services administrator and receives clinical oversight from the psychiatrist. Clinically supervises mental health worker. Plan and implement all professional psychological service programs of a non-medical nature in the facility. The psychologist coordinates and directs the activities of personnel engaged in providing psychological services to inmates in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Develops and implements treatment and therapeutic programs for assigned inmates.
3. Assumes independent clinical responsibility for all inmates including applying crisis intervention techniques to include suicide prevention, recognizing abnormal behavior and taking appropriate action to prevent or diffuse potentially disruptive situations.
4. Conducts diagnosis and evaluation tests for inmates to determine needs, establish goals and develop plans; makes referrals to contract professionals for assessment and treatment of inmates.
5. Provide direct casework services and individual, group and family counseling to inmates and their families.
6. Prepares progress reports; provides recommendations regarding discharge plans; make case presentations and assist administrative and medical staff in development of statistical reports on assigned inmates.
7. Orient, schedule, train, supervise and evaluate the performance of mental health departmental personnel.
8. Serves in rotation with other medical staff to provide after-hours and weekend inmate care, to include accepting on-call rotation.
9. Maintain and monitor confidentiality of inmates and their files; audits files to determine that all services provided are documented; reviews status of inmates to determine that all treatment and therapeutic programs are completed; observe applicable HIPPA laws.
10. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed; provide regular feedback to staff regarding social skills procedures and intervention techniques.
11. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Must have advanced degree in psychology. Must have appropriate certification or licensing from the state of Florida and five years clinical experience, two of which must be in a comparable position. Must possess current CPR certification. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Mental Health Worker		
Department:	Health Services	Wage Range:	\$17.44 - \$24.42
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports administratively to the health services administrator and clinically to the psychologist. Responsible for planning and implementing professional mental health service programs of a non-medical nature in the facility. Provides mental health services to inmates in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Develop and implement treatment and therapeutic programs for assigned inmates.
3. Assume independent clinical responsibility for all inmates including the application of crisis intervention techniques to include suicide prevention, recognizing abnormal behavior, and taking appropriate action to prevent or diffuse potentially disruptive situations.
4. Conduct diagnosis and evaluation tests for inmates to determine needs, establish goals and develop plans; make referrals to contract professionals for assessment and treatment of inmates.
5. Provide direct casework services and individual and group counseling to inmates.
6. Prepare progress reports; provide recommendations regarding discharge plans; make case presentations; and assist administrative and medical staff in development of statistical reports on assigned inmates.
7. Maintain and monitor confidentiality of inmates and their files; observe all HIPAA rules.
8. Audit files to determine that all services provided are documented; review status of inmates to determine that all treatment and therapeutic programs are completed.
9. Screen requests for non-medical records and appropriately approve or disapprove responses following policy and procedures.
10. Attend scheduled staff meetings; promote communication and the proper flow of relevant information between administration, staff and inmates.
11. Attend seminars, workshops, conferences, and so forth, as required.
12. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed; provide regular feedback to staff regarding social skills procedures and intervention techniques.
13. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Master's degree in marriage and family therapy, clinical social work, counseling or psychology required. Current Florida practice license or less than one (1) year of completion of licensure required. Two (2) years previous work experience preferred. Current CPR certification is required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Health Services Administrator/RN		
Department:	Health Services	Wage Range:	\$71,157 - \$106,746
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the assigned director of medical operations. Directly supervises staff in the medical unit. Responsible for the management of the medical, dental and mental health programs in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan, coordinate and manage the administrative and health services activities of the department.
3. Works with nursing supervisor in recruiting, orienting, supervising and evaluating the performance of all healthcare staff.
4. Provide staff training, evaluate staff performance and implement department and personnel changes as approved by the state administrator and coordinated with the manager, human resources prior to implementation.
5. Develop departmental budget; monitor and control expenditures; review and recommend changes to budget authorizations.
6. Implement new and revised policies and procedures affecting health services; coordinate with other departments to ensure compliance with overall facility objectives.
7. Manage and conduct coordinated health care for inmates, other health related programs and serve as a member of any required committees (QI, Safety, etc).
8. Act as liaison between the facility and mental health consultants and coordinate the mental health program. Must be a licensed registered nurse in the state of Florida. Must have a minimum of three (3) years professional nursing experience with one (1) year supervisory experience.
9. Manage the record keeping and reports on injuries, diseases and disabilities of inmates.
10. Manage in-service training in health related areas for other departments.
11. Coordinate with local agencies for planning and conducting environmental health inspections.
12. Coordinate, review and approve payment to all outside vendors, subcontracted staff and services ensuring that expenditures are within contractual and budgetary limitations.
13. Coordinate with other center staff concerning health services.
14. Ensure that health services department is in compliance with all applicable OSHA guidelines and regulations.
15. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed; provide regular feedback to staff regarding social skills procedures and intervention techniques.
16. Maintain accountability of staff, inmates and property; adhere to safety practices.
17. Facilitates, where applicable, NCCHC/ACA accreditation of the medical program by providing the required level of efficiency and approved appropriate medical services.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Nursing degree and a minimum of five (5) years professional nursing experience with one (1) year supervisory experience required. Must be a licensed registered nurse in the state of Florida. Bachelor's degree preferred. Previous corrections experience preferred. Must possess current CPR certification. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Nursing Supervisor / RN		
Department:	Health Services	Wage Range:	\$53,456 - \$80,184
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the health services administrator. Directs the management of nursing services and the supervision of the ancillary clinical staff in the medical unit. Responsible for executing physician's orders, dispensing and administering medications, and assisting physician in examinations and treatment of inmates in compliance with American Correctional Association (ACA), MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Monitor assigned medical unit and act as a clinical resource for staff.
3. Monitor and assign duties to nursing personnel as appropriate to caseload, shift and unit.
4. Assure adequate coverage on all shifts. Fill in as needed during periods of short staffing. Monitor call-ins and use of overtime. Assume on-call status for staff problems. Assume on-call status in absence of Health Services Administrator.
5. Conduct in-services, audits, chart reviews, statistical evaluations, and changes in policy or procedure.
6. Provide oversight of sick call, medication administration, and other clinical activities.
7. Coordinate and report referral of inmates to emergency services based on their medical condition.
8. Facilitate NCCHC/ACA accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
9. Assists the health services administrator in monitoring environmental sanitation, safety and health related issues by performing inspections and generating recommendations based on those inspections.
10. Use or direct the use of appropriate sanitation methods ensuring adherence to all OSHA regulations.
11. Utilize established corporate, facility and correctional policies and procedures in making decisions, but use sound independent judgment in meeting the responsibilities and performing the duties of the position.
12. Practice advanced cost containment and utilization management for inmate care and facility operations.
13. Maintain absolute security and confidentiality of all medical records; observes applicable HIPAA rules.
14. Review medical files to determine all provided services are documented.
15. Closely monitor illnesses.
16. Audit pharmacy use for adherence to formulary and compliance with all pharmacy regulations.
17. Conduct staff meetings; promote communications and the proper flow of relevant information in the medical unit.
18. Prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies.
19. Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
20. Assist corporate counsel with responses to inmate lawsuits.
21. Conduct inmate orientation (A&O). Assure that inmates arriving at the facility are adequately oriented to services available and procedure for obtaining medical services. Assure that all inmates assigned to work as medical orderlies are trained in handling of contaminated waste, and proper cleaning of contaminated surfaces, and monitors their compliance with instruction.
22. Organize monthly in-service education for healthcare staff. Assure that staff receive in-service yearly as required.
23. Maintain current licensure on all staff requiring such licensure.



Position Description

24. Assist the health services administrator in recruiting, orienting, supervising and evaluating the performance of all healthcare staff. Complete a yearly written evaluation on all directly supervised staff and a six-month evaluation on new employees.
25. Regular and predictable attendance is required.
26. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed; provide regular feedback to staff regarding social skills procedures and intervention techniques.
27. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Nursing degree and a minimum of three (3) years professional nursing experience with one (1) year supervisory experience. Must be a licensed registered nurse in the state of Florida. Must possess current CPR certification. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Registered Nurse		
Department:	Health Services	Wage Range:	\$22.26 - \$31.16
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports administratively to the nursing supervisor and reports clinically to the prescribing provider. Clinically supervises licensed practical nurse (LPN). Performs duties concerned with the care of the sick and injured, prevention of illness and promotion of good health in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Attend sick call with the physicians to see inmates; prepare examining room and equipment.
3. Call the physician for medication and treatment orders and other emergencies.
4. Operate pill call, administers medication and accurately and completely document treatment as required by applicable policies and procedures.
5. Examine and assess inmates with illnesses or injuries or inmates who become ill or injured; confer with physician to refer inmates to the emergency room as required by their condition and document in medical record or other forms as appropriate
6. Maintain clean work area; use or direct the use of appropriate sanitation methods.
7. Practice basic cost containment and utilization management for inmate care and facility operations.
8. Maintain absolute security and confidentiality of all medical records; observe applicable HIPAA rules.
9. Accurately and promptly chart medical care. Review medical files to determine all provided services are documented.
10. Closely monitor all potential catastrophic illnesses.
11. Comply with all applicable pharmacy laws, especially those covering controlled substances.
12. Observe and record inmate behavior, assess and triage with appropriate documentation
13. Inspect medical unit for items that could be used as contraband by inmates; securely store or safely dispose of supplies and equipment. Control medication, syringes, or other medical supplies.
14. Perform work on an on-call basis, as required.
15. Provide health counseling and health education on individual or group basis, as required.
16. Prepare and maintain narrative, statistical, summary and operational records, reports and logs.
17. Assist corporate counsel with responses to inmate lawsuits.
18. Attend scheduled staff meetings, promote communications and flow of relevant information in the medical unit.
19. Facilitate, where applicable, NCCHC/ACA accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
20. Prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies.
21. Initiate and complete investigations and inquiries with accuracy, as directed, gather information and evidence, interview and obtain the statements; exercise independent judgment by determining when probable cause exists to recommend disciplinary action.
22. Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
23. Interpret an extensive variety of medical and technical instructions in the form of handwritten text, correspondence, policies, regulations, procedures, reports, directions for forms completion and other documents.



24. Read, analyze, comprehend and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
25. Regular and predictable attendance required.
26. It is expected that the incumbent will work overtime when directed to do so.
27. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
28. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Degree in nursing. Must have current, valid nursing license for the state of Florida. Must possess current CPR certification. Must work within Florida state board of nursing scope of practice. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Licensed Practical Nurse		
Department:	Health Services	Wage Range:	\$17.44 - \$24.42
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the nursing supervisor. Responsible for providing nursing care and assistance for ill and/or injured inmates. All decisions should be reviewed with the RN on duty with the exception of routine duties assigned to the nurse (LPN) in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Under direction of the RN on duty and in accordance with approved standing orders, obtain initial health information and assist with treatment of inmates reporting to sick call. Refer inmates to providers when appropriate.
3. Assist with provider line; prepare examining room and equipment.
4. Operate pill call, provide med pass, distribute medication and document as required by applicable policies and procedures in designated location(s).
5. Control medications, syringes and other medical supplies or equipment as required.
6. Perform emergency procedures as needed and call physician for treatment orders when necessary.
7. Keep equipment and work area clean; utilize appropriate sanitation methods.
8. Communicate all pregnancies and significantly medical ill inmates daily to DON/HSA.
9. Practice basic cost containment and utilization management for patient care and facility operations.
10. Maintain absolute security and confidentiality of all medical records; observe applicable HIPAA rules.
11. Closely monitor all potential catastrophic illnesses.
12. Comply with all applicable pharmacy laws, especially those covering controlled substances in accordance with standards and/or policy.
13. Provide health counseling and health education on an individual or group basis, as required.
14. Accurately and promptly chart medical care.
15. Prepare and maintain narrative, statistical, summary and operational records, reports and logs.
16. Review and process all reports and documents in a timely manner.
17. Conduct chart review; review status of inmates with serious health problems for completion of all necessary intervention and treatment.
18. Attend scheduled staff meetings; promote communications and proper flow of relevant information in the medical unit.
19. Prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies.
20. Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
21. Regular and predictable attendance is required.
22. Maintain accountability of inmates and property; adhere to safety practices.
23. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed; provide regular feedback to staff regarding social skills procedures and intervention techniques.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

**Education and Experience Requirements:**

Graduation from a Licensed Practical Nurse program and licensure as a practical nurse in the state of Florida. One (1) year of experience preferred, to include EKG, phlebotomy, injections, IV, casting and wound care. Must possess current CPR certification. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Chronic Care - Licensed Practical Nurse		
Department:	Health Services	Wage Range:	\$17.44 - \$24.42
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the nursing supervisor. Provide care required by the inmate identified with one or more infectious disease process utilizing established policies, procedures and treatment regimens under the direction of a licensed physician or mid-level provider in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Provide the appropriate level of wholly compensatory, partially compensatory, or supportive care required to meet the identified biological, symbolic, and social needs used in the nursing process.
3. Provide an environment conducive to safety for inmates and employees. Assess risks to the inmate's safety and implement the appropriate precautions.
4. Maintain current master list of inmates with on-going chronic medical needs.
5. Maintain and update contraindications list.
6. Ensure that inmates are scheduled to appropriate clinician (physician or mid-level provider), monitor medication compliance.
7. Assist physicians or mid-level providers as required.
8. Serve as unit resource and provide education as required to inmates and staff.
9. Prepare and maintain unit statistical reports for submission to HSA – statistical clerk.
10. Maintain absolute security and confidentiality of all medical records; observe applicable HIPAA rules.
11. Review medical files to determine all provided services are documented.
12. Closely monitor all potential catastrophic illnesses.
13. Provide health education on individual or group basis, as required.
14. Direct and conduct monthly chronic clinic, quality improvement, and regular meetings.
15. Recommend methods of improving operational efficiency and cost effectiveness of health-related services.
16. Attend scheduled staff meetings; promote communication and proper flow of relevant information in medical unit.
17. Prepare and disseminate safety and accident reports as required by policy; takes appropriate action in cases of serious and unusual incidents and emergencies.
18. Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
19. Accurately and promptly chart medical care.
20. Regular and predictable attendance is required.
21. Promote the development of positive social skill through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
22. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Graduation from a Licensed Practical Nurse program and licensure as a practical nurse in the state of Florida. Preferred skills include: peak flow nebulizer, phlebotomy, IV and EKG. Knowledge, training, and/or continuing education courses in chronic illnesses preferred. Current CPR certification required. Valid driver's license in the state of Florida with acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Medical Assistant		
Department:	Health Services	Wage Range:	\$12.40 - \$17.36
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the nursing supervisor. Will receive instruction and direction from licensed provider staff. Performs technical duties in the field of patient care and participates in the general healthcare of patients by providing assistance for activities permitted in the state of Florida. Assists licensed staff in maintaining a safe, therapeutic environment in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Perform gender responsive and trauma informed care and practices while working with female offenders.
2. Assist in coordinating movement of inmate/patients to and from different areas for medical treatment.
3. Take and record vital signs and medical history of assigned patients.
4. Prepare patients for examinations and assist nurse or provider during examination.
5. Work efficiently to ensure providers have seamless flow of patients, and supplies, charts and equipment are readily available.
6. Perform basic laboratory tests after verification of competency.
7. Explain treatment procedures to patients; provide education on condition, treatment or treatment plan.
8. Properly chart medical care consistent with scope of practice and ensure completeness and accuracy of entries.
9. Administer oral medications, intramuscular and subcutaneous injections under the directive of a licensed provider. Assist with medication and/or sharps counts when necessary.
10. Provide assistance to Infirmary patients as instructed, and accurately enter treatment provided in medical record.
11. Perform complex and technical procedures under nursing supervision, such as: unsterile dressing changes, superficial wound care, performing urine and finger stick glucose tests.
12. Set up and operate therapeutic equipment; instruct and supervise patients in various therapies.
13. Conduct peripheral venipuncture (phlebotomy) to collect blood samples, if necessary.
14. Assist in the maintenance of a safe, comfortable facility environment; obtain and store medical supplies; clean and sterilize instruments and equipment.
15. Ensure supply security, replace facility working stock, maintain the upkeep of facility supply room and medical equipment, and maintain inventory PAR levels.
16. Practice basic cost containment and utilization management techniques.
17. Attend scheduled staff meetings; promote communication and flow of relevant information.
18. Participate in in-service training, continuing education classes, and audit preparation activities.
19. Perform CPR when necessary. Maintain current certification.
20. Reliably and repetitively identify inmates by visual means and verification of inmate identification numbers
21. Comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and contractual requirements.
22. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
23. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school graduate or GED and one year related experience required. Current Medical Assistant Certification or completion of an accredited medical assistant program from a program accredited by the National Commission for Certifying Agencies, a national or state medical association or any entity approved by the board preferred. CPR certification required. Valid driver's license in the State of Florida with an acceptable driving record required.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Clerk (Medical Records)		
Department:	Health Services	Wage Range:	\$12.40 - \$17.36
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the health services administrator. Performs specialized clerical functions in the maintenance of inmate medical records in compliance with American Correctional Association (ACA) standards, MTC Medical, Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Maintain complete medical records and ensure all inmate care documentation is added in a prompt and accurate manner in accordance with FDOC policy for a variety of purposes, lab work, x-rays, immunizations, cursory, consultation, etc.
3. Perform other general clerical duties including, but not limited to typing correspondence, form letters, schedules, forms and reports.
4. Proofread, copy documents, process incoming and outgoing mail, answer telephone, receive and file.
5. Maintain records of services and prepare billing documents submitted to appropriate agencies for facility reimbursement of health care costs.
6. Maintain absolute security and confidentiality of all medical records; observe applicable HIPAA rules.
7. Complete daily audits of medical records to ensure completeness, accuracy and quality of documentation and review results for any pattern of deficiencies and communicates these findings to healthcare staff.
8. Process requests for medical information from outside hospitals, clinics, physicians and secures pertinent medical information from other sources relative to the treatment of inmates.
9. Coordinates notification of transfers to and from other corrections health service departments, obtain medical records and review records daily for completeness and accuracy prior to transfer. Ensures that all transfer/release forms are completed and faxed to the appropriate departments/agencies.
10. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed; provide regular feedback to staff regarding social skills procedures and intervention techniques.
11. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent and one (1) year office experience including word processing or computer data entry experience required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Job Description

Position Title:	Food Service Director III	Pay Plan:	\$45,000/Annually
FLSA:	Exempt	Position Type:	
Position Supervises	AFSD, Unit Manager(s), Food Service Workers	WC Code:	
Position Reports To:	General Manager or District Manager	Job Group:	1B
Revised:	January, 2014	Job Sub-Group:	1B
Department:	Food Service	Census Code:	31

Job Summary:
<p>Manages multiple kitchens (can be production and/or satellite kitchens) and/or is in a facility with 1000-2000 or more beds/inmates. This position is in charge of the operational and financial responsibilities for that kitchen. The role has two or more full time equivalent direct reports which may include Unit Manager(s), and/or Unit Supervisors reporting to him/her involved in preparation, serving and clean-up of food service.</p>

Essential Functions, Duties, and Responsibilities:
<p>Tasks may include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Responsible for the supervision, training, and management of the facility food service operation • Oversees the appropriate quantities of food are prepared and served according to facility or site plan • Insures all team members are adequately trained and capable to perform job responsibilities in a safe and compliant manner • Maintains accuracy of inventory in advance preparation of planned menu schedule • Insures ordering and all required reports are completed accurately and on time. • Responsible for overseeing all preventive maintenance programs to protect the physical assets of the Program • Manages food service operation in compliance with internal policies and procedures as well as required local, state and federal laws and regulations • Ensures that food items are stored in a safe and hazard free manner • Plans for special events and functions thru participation in meetings with assigned customer facility operations staff • Maintain all serving schedules and ensure that all food items are served per menu specifications in a safe and appropriate manner according to departmental guidelines

- Maintain a sanitary environment following food service and Health Department codes and regulations
- Maintain accurate on-site reports of daily and monthly financial, production, and activity
- Responsible for any state or other inspection of food service operation
- May participate in the contract negotiation and renewal process
- May perform other duties as assigned

Qualifications- Education, Experience, and Skills:

Required:

- Skilled in supervising the use and operation of a variety of kitchen equipment
- Exercises sound judgment and the ability to assist with emergencies in a calm and effective manner
- Skilled in managing high volume food preparation, operations and service
- Experience with safety procedures as applied to food preparation and cooking
- Ability to lift up to 50 lbs
- Ability to stand for long periods of time

Associated Knowledge, Skills and Abilities:

- Knowledge and experience managing and applying kitchen sanitation and safety standards and methods
- Knowledge of basic accounting and mathematical abilities to complete necessary reports
- High School Diploma or Equivalent
- Five years of management or supervisory experience in a food service environment
- ServSafe Certified
- Must be able to pass company background check
- Must be able to pass drug test

Core Job Competencies

To perform the job successfully, an individual should demonstrate the following job competencies :

- **Cooperation/Teamwork** – Works harmoniously and contributes to building a positive team spirit while working with others to get a job done; responds positively to instructions and procedures
- **Attendance/Punctuality** – Is consistently at work and on time and instills same in team members supervised
- **Oral Communication** – Listens and gets clarification while following work instruction. Responds well to questions
- **Attention to Detail** – Ability to consistently follow verbal and written instructions on safe work conditions and food preparation
- **Customer Focused** – Listens and understands the customer (both internal and external); anticipating customer needs; giving high priority to customer satisfaction

- **Managing Work** – Establishing a course of action for self and/or others to accomplish specific goals by planning proper assignments of personnel and appropriate allocation of resources

License/Certification:

Preferred:

Working Environment:

Duties are typically performed indoors in a large cafeteria setting.

Working Conditions/Physical Requirements:

The work requires standing for long periods of time as well as reaching, stooping, and lifting. Must have the manual dexterity capability to prepare documents using standard office equipment. The noise level is typically moderate.

Equipment or machines routinely used in this position:

Review procedures:

A regular review and evaluation of the team member's work performance will be conducted.

Acknowledgement:

I have read and received a copy of my job description and specifications. I understand the information contained herein, and I further understand that this job description is not intended and should not be construed as a comprehensive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet the requirements and standards set up by the company.

By signing this document, I agree that in the event that my employment terminates, either voluntarily or involuntarily, the company may withhold from my final paycheck any amount for company tools, equipment, uniforms or any damages incurred by the team member, except to the extent prohibited by federal or state minimum wage law. I represent that this authorization is executed voluntarily and has not been made as a condition of continued employment.

Team Member Signature/Date



Job Description

Position Title:	Assistant Food Service Director	Pay Plan:	\$30,000/Annually
FLSA:	Exempt	Position Type:	
Position Supervises	Unit Manager(s) and Food Service Workers	WC Code:	
Position Reports To:	Food Service Director I or III	Job Group:	1B
Revised:	November, 2013	Job Sub-Group:	1B
Department:	Food Service	Census Code:	31

Job Summary:
Plan, direct and coordinate by assisting in the activities associated with running a large food service operation with one or more production kitchens. Supervises a group of team members involved in preparation, serving and clean-up of food service. May also be an identified participant in an OJT program, training for purposes in preparation for an FSD role/promotion.

Essential Functions, Duties, and Responsibilities:
<p>Tasks may include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Responsible for the supervision, training, and management of the facility food service operation • Oversees appropriate quantities of food are prepared and served according to facility plan • Insures team is adequately trained and capable to perform job responsibilities in a safe and compliant manner • Maintains accuracy of inventory in advance preparation of planned menu schedule • Insures ordering and all required reports are completed accurately and on time • Responsible for overseeing all preventive maintenance programs to protect the physical assets of the Program • Manages food service operation in compliance with internal policies and procedures as well as required local, state and federal laws and regulations • Ensures that food items are stored in a safe and hazard free manner • Plans for special events and functions thru participation in meetings with assigned customer facility operations staff • Maintain all serving schedules to ensure all food items are served per menu specifications in a safe and appropriate manner according to departmental guidelines • Maintain a sanitary environment following food service and Health Department codes and regulations • Maintain accurate on-site reports of daily and monthly financial, production, and activity • Responsible for any state or other inspection of food service operation • May participate in the contract negotiation and renewal process

- May perform other duties as assigned

Qualifications- Education, Experience, and Skills:

Required:

- Skilled in supervising the use and operation of a variety of kitchen equipment
- Exercises sound judgment and the ability to assist with emergencies in a calm and effective manner
- Skilled in managing high volume food preparation, operations and service
- Experience with safety procedures as applied to food preparation and cooking
- Ability to lift up to 50 lbs
- Ability to stand for long periods of time

Associated Knowledge, Skills and Abilities:

- Knowledge and experience managing and applying kitchen sanitation and safety standards and methods
- Knowledge of basic accounting and mathematical abilities to complete necessary reports High School Diploma or Equivalent
- Five years of management or supervisory experience in a food service position
- ServSafe Certified
- Must be able to pass company background check
- Must be able to pass drug test

Core Job Competencies

To perform the job successfully, an individual should demonstrate the following job competencies :

- **Cooperation/Teamwork** – Works harmoniously and contributes to building a positive team spirit while working with others to get a job done; responds positively to instructions and procedures
- **Attendance/Punctuality** – Is consistently at work and on time and instills same in team members supervised
- **Oral Communication** – Listens and gets clarification while following work instruction. Responds well to questions
- **Attention to Detail** – Ability to consistently follow verbal and written instructions on safe work conditions and food preparation
- **Customer focused** – Listens and understands the customer (both internal and external); anticipating customer needs; giving high priority to customer satisfaction
- **Managing Work** – Establishing a course of action for self and/or others to accomplish specific goals by planning proper assignments of personnel and appropriate allocation of resources

License/Certification:
Preferred:

Working Environment:
Duties are typically performed indoors in a large cafeteria setting.

Working Conditions/Physical Requirements:
The work requires standing for long periods of time as well as reaching, stooping, and lifting. Must have the manual dexterity capability to prepare documents using standard office equipment. The noise level is typically moderate.

Equipment or machines routinely used in this position:

Review procedures:
A regular review and evaluation of the team member's work performance will be conducted.

Acknowledgement:
<p>I have read and received a copy of my job description and specifications. I understand the information contained herein, and I further understand that this job description is not intended and should not be construed as a comprehensive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet the requirements and standards set up by the company.</p> <p>By signing this document, I agree that in the event that the my employment terminates, either voluntarily or involuntarily, the company may withhold from my final paycheck any amount for company tools, equipment, uniforms or any damages incurred by the team member, except to the extent prohibited by federal or state minimum wage law. I represent that this authorization is executed voluntarily and has not been made as a condition of continued employment.</p> <p>_____</p> <p>Team Member Signature/Date</p>



Job Description

Position Title:	Food Service Supervisor	Pay Plan:	\$11.00/Per Hour
FLSA:	Non Exempt	Position Type:	
Position Supervises		WC Code:	
Position Reports To:	Unit Manager; Assistant Food Service Director; Food Service Director	Job Group:	9
Revised:	July, 2015	Job Sub-Group:	
Department:	Food Service	Census Code:	403

Job Summary:

Performs a variety of kitchen duties as assigned, and/or instructs inmate labor in preparation, and serving of correctional facility meals.

Essential Functions, Duties, and Responsibilities:

Tasks may include, but are not limited to the following:

- Prepares, assists, or instructs inmate labor in the preparation of a variety of food items in accordance with departmental work production standards, standardized recipes, and work instructions
- Responsible for cleaning and maintenance of all food service equipment and work areas, as instructed, to ensure proper safety and sanitation
- Follows prescribed facility requirements in all preparation, oversight, and serving of correctional facility meals
- Follows assigned facility housekeeping and safety practices as instructed
- Stores food and supplies in accordance with instructions
- May perform other duties as assigned

Qualifications- Education, Experience, and Skills:

Required:

- High School Diploma or Equivalent
- No prior experience necessary. Prior institutional food service or restaurant experience, a plus
- Ability to lift up to 50 lbs
- Ability to stand for long periods of time

Core Competencies

To perform the job successfully, an individual should demonstrate the following job competencies:

- **Cooperation/Teamwork** – Works harmoniously and contributes to building a positive team spirit while working with others to get a job done; responds positively to instructions and procedures
- **Attendance/Punctuality** – Is consistently at work and on time
- **Communication Skills** – Communicates information verbally and in writing in a manner that the listener or reader will comprehend
- **Attention to Detail/Accuracy** – Follows verbal and written instruction while diligently attending to details and pursuing accuracy and quality in accomplishing tasks
- **Planning and Organization** – Establishes priorities, work schedules and plans in advance in order to meet deadlines and commitments
- **Managing Work** – Establishing a course of action for self and/or others to accomplish specific goals by planning proper assignments of personnel and appropriate allocation of resources
- **Accountability and Dependability** – Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight

Associated Knowledge, Skills and Abilities:

- High School Diploma or Equivalent
- Must be able to pass company background check
- Must be able to pass drug test

License/Certification:

Preferred:

- ServSafe certification is preferred

Working Environment:

- Duties are typically performed indoors primarily in an secure correctional setting.

Working Conditions/Physical Requirements:

- The work requires standing for long periods of time as well as reaching, stooping, and lifting. The noise level is typically moderate.

Equipment or machines routinely used in this position:

- Kitchen equipment and utensils

Review procedures:

- A regular review and evaluation of the team member's work performance will be conducted.

Acknowledgement:

I have read and received a copy of my job description and specifications. I understand the information contained herein, and I further understand that this job description is not intended and should not be construed as a comprehensive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet the requirements and standards set up by the company.

By signing this document, I agree that in the event that the my employment terminates, either voluntarily or involuntarily, the company may withhold from my final paycheck any amount for company tools, equipment, uniforms or any damages incurred by the team member, except to the extent prohibited by federal or state minimum wage law. I represent that this authorization is executed voluntarily and has not been made as a condition of continued employment.

Team Member Signature/Date

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Maintenance Manager		
Department:	Maintenance	Wage Range:	\$44,179 - \$66,269
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden operations. Directly supervises maintenance clerk and maintenance workers. Responsible for duties involving general maintenance and repair of equipment and buildings, and assisting with technical trades such as plumbing, electrical, painting and carpentry in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Conduct regular inspection of buildings, grounds and equipment to ensure proper repair, facility improvement and preventive maintenance in compliance with program requirements and safety/building codes.
3. Perform maintenance tasks on buildings, grounds and equipment as needed and maintain an effective work order system.
4. Supervise and evaluate offenders assigned to the department.
5. Coordinate with other facility staff and departments to determine maintenance needs.
6. Schedule pest control services.
7. Prepare and maintain appropriate management records such as equipment inventory and building systems descriptions.
8. Develop and ensure adherence to the facility preventive maintenance plans.
9. Maintain all preventative maintenance records, repair records, and prepare reports with pertinent information required for contractual compliance.
10. Maintain facility in accordance to ACA standards and all federal, state, and local safety and health laws.
11. Oversee the vehicle fleet is in safe operational condition and maintenance schedules are followed.
12. Coordinate with the deputy warden for all outsourced repairs.
13. Oversee work performed by outside vendors.
14. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
15. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent, and five (5) years experience in buildings, grounds and equipment maintenance, three (3) of which must be in a supervisory capacity required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Maintenance Clerk		
Department:	Maintenance	Wage Range:	\$9.71 - \$13.59
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the maintenance manager. Responsible for clerical tasks, systems and procedures related to maintenance in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Correction, and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Perform varied clerical duties including performing data entry functions.
3. Make adjustments necessary to ensure schedules are met.
4. Perform duties including typing correspondence, form letters, accountability forms, status reports and update work orders in a timely manner.
5. Maintain files on department/records, forms and correspondence sent, received and/or requiring further action.
6. Create reports in conjunction with necessary contractual requirements.
7. Proofread records or forms; copy needed information from one record to another as required. Receive telephone calls and visitors, tactfully referring to the proper individual.
8. Contact outside vendors at the direction of the maintenance manager when necessary.
9. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed; provide regular feedback to staff regarding social skills procedures and intervention techniques.
10. Maintain accountability of offenders and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent. One (1) year related experience, including word processing or computer data entry experience required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Maintenance Worker		
Department:	Maintenance	Wage Range:	\$12.40 - \$17.36
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the maintenance manager. Responsible for duties involving repairs and maintenance of structures, electrical systems, plumbing, washers and dryers, heating and ventilation and air conditioning systems in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Perform maintenance and repair of structures, electrical systems, and heating, plumbing, ventilation, air conditioning and drainage systems; recommend contracted assistance when on-site repair is not possible.
3. Utilize hand tools, electrical tools, or battery operated tools to make repairs or replacements.
4. Repair or replace faulty or damaged light fixtures, outlets, and fuses as directed.
5. Perform minor construction and repair of structural woodwork.
6. Install window shades or coverings, security locks, etc.
7. Perform repair or replacement of plumbing, fixtures, washers, seals, etc.
8. Help prepare surfaces for finishing, i.e. painting as directed.
9. Direct inmates assigned to department.
10. Document work order status, completion, or if outsourced repairs are needed.
11. Perform routine and preventive maintenance checks of buildings and equipment.
12. Perform routine scheduled checks of air conditioning, heating systems, kitchen equipment, etc.
13. Assist in controlling use of equipment, facilities and supplies.
14. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
15. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent required. Technical training and two (2) years related experience preferred. Excellent written and verbal communications skills and computer proficiency preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Deputy Warden, Programs		
Department:	Programs	Wage Range:	\$71,157 - \$106,746
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the warden. Directly supervises program specialist, recreation supervisor, chaplain, education administrator, library manager, substance abuse supervisor and secretary. Responsible for treatment programs, case management, recreation, religious services, library, education and records departments in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives. Your responsibilities will include the application of gender responsive and trauma informed care and practices while working with female offenders.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan, coordinate and direct the total administrative and programmatic activities of the department.
3. Provide staff training, evaluate staff performance and implement organizational and personnel changes as approved by the warden and coordinated with the manager, human resources prior to implementation.
4. Develop departmental budgets; monitor and control expenditures. Review and recommend changes to budget authorizations.
5. Develop and implement new and revised policies and procedures affecting programs and administration. Coordinate with other departments to ensure compliance with overall facility objectives.
6. Direct procedures and practices relating to the training and counseling of inmates and security of staff and inmates; maintain constant vigilance of employees and inmates through staff assignments to insure that policies, rules and regulations are being adhered to and that none are violated.
7. Provide, through administrative staff assignments, proper number of instructors, case managers, and other personnel for all administrative and programs functions; oversee preparation of work and other related reports on inmates for the classification committee and permanent record of inmates showing progress and estimating rehabilitative prospects.
8. Monitor staff selection process of potential employees to ensure adherence to all applicable laws, MTC and state regulations, and select qualified applicants to fill vacancies as needed.
9. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
10. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in correctional management, criminal justice, public/business administration, education, counseling or other related field and seven (7) years correctional experience required, five (5) of which must be in a managerial capacity. Excellent verbal and written communication skills and computer proficiency are also required. Directly related experience may be considered in lieu of formal education requirements if approved by the senior vice president, corrections. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Secretary		
Department:	Administration	Wage Range:	\$11.81 - \$16.53
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden programs. Responsible for performing a variety of clerical and administrative duties which require extreme discretion in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Perform a variety of secretarial and clerical duties, including dictation and transcription of correspondence, reports and other documents.
3. Maintain confidentiality with sensitive facility information.
4. Create spreadsheets, letters, and various reports as required.
5. Receive telephone calls and visitors; tactfully refer them to proper individual if warden is not available.
6. Maintain calendar of events, schedules, appointments and take minutes of meetings.
7. Coordinate meeting arrangements such as time, place, attendees and matters to be discussed.
8. Maintain correspondence control log and coordinate preparation of special reports.
9. Maintain central library of required documents, handbooks, directives, facility operating procedures, and other related materials. Ensure distribution to designated staff.
10. Participate in the development of new and revised facility operating procedures in compliance with corporate procedures. Maintain and update master facility operating procedures.
11. Make recommendation for purchase of equipment and supplies; maintain expense account records and confidential files.
12. Update and maintain facility directory of telephone extensions for assigned personnel.
13. Route incoming and inter-office calls and keep records of all long distance calls, or any calls that are charged to the facility.
14. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
15. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent, four (4) years clerical or related experience, and computer proficiency required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Education Administrator		
Department:	Programs	Wage Range:	\$44,179 - \$66,269
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden, programs. Directly supervises the education counselor, academic instructor, and vocational instructor. Responsible for the management of the education department in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan, coordinate and manage the administrative and programmatic activities of the department.
3. Provide staff training, evaluate staff performance and implement organization and personnel changes as approved by the deputy warden, coordinated with the human resources manager prior to implementation.
4. Develop departmental budget; monitor and control expenditures. Review and recommend changes to budget authorizations.
5. Develop and implement new and revised policies and procedures affecting education. Coordinate with other departments to ensure compliance with overall facility objectives.
6. Cooperate with and serves as a liaison to facility staff.
7. Direct the preparation of reports required by specific requests, rules, regulations, policies and procedures.
8. Conduct reviews/audits of all assigned functions on a regular basis to ensure contractual compliance, delivery of quality services to inmates and appropriate appearance and cleanliness of areas.
9. Supervise the development and implementation of programs for the department. Ensure effective administration, adherence to curricula requirements and effective team approach between academic and vocational training components.
10. Plan and manage work assignments and schedule of activities. Monitor class loads and instructor assignments to meet inmate educational needs.
11. Maintain accurate records and documentation as required for contractual compliance.
12. Monitor the maintenance and cleaning of education building and equipment.
13. Counsel inmates regarding personal growth and development, education goals and transition plans.
14. Monitor operation of library.
15. Regular and predictable attendance is required.
16. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
17. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Master's degree with a strong emphasis on educational administration and supervision required. Must also possess a Florida administrative professional certification in one of the following areas: School Principal, Administration of Adult Education, and Local Director of Vocational Education or Educational Leadership. Three (3) years experience as a classroom teacher required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Education Counselor		
Department:	Programs	Wage Range:	\$14.35 - \$20.09
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the education administrator. Responsible for coordinating the placement of offender students in an educational environment most conducive to their educational needs. Coordinate all testing and counseling activities in the education administrator in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Provide individualized counseling in order to develop an academic and/or vocational plan for program participants.
3. Interpret cognitive, aptitude, and achievement tests in order to effectively place inmates in appropriate programs.
4. Review and recommend instructional materials to help individuals reach mastery of the competencies required for entry, advancement and successful completion of their academic and/or vocational plan.
5. Effectively manage classroom rosters by coordinating with the state classification department, considering inmate requests, and utilizing test data.
6. Monitor motivation, discipline and learning difficulties to bring about positive changes in the behavior of inmates.
7. Evaluate and maintain records of the inmate’s progress toward completion of pre-established performance objectives.
8. Coordinate, administer, and proctor the General Education Diploma (GED) exam.
9. Verify vocational program completions and submit appropriate documentation to the relevant state board licensing agency.
10. Execute all applicable forms to adhere to facility procedures.
11. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
12. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Associate’s degree from an accredited college or university required, bachelor’s degree preferred. Two (2) years of relevant teaching experience preferred. Valid driver’s license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Programs Clerk		
Department:	Programs	Wage Range:	\$9.71 - \$13.59
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the programs specialist. Performs a variety of clerical and administrative tasks, systems and procedures related to programs administration in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Responsible for clerical tasks, systems and procedures related to facility programs.
3. Perform data entry with accuracy, and draft correspondences as required.
4. Perform duties to include composing reports and letters.
5. Proofread material to verify accuracy or make corrections when needed.
6. Maintain accurate records and files, forms and correspondence sent, received and/or requiring further action.
7. Assist programs specialist in preparing required reports for contractual compliance.
8. Maintain appropriate office supplies for the department.
9. Operate office equipment, including computers, fax machine, and copier.
10. Log and distribute incoming mail, prepare outgoing mail, answer telephone and convey messages.
11. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
12. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent required. One (1) year experience in an education program setting preferred. Computer knowledge required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Chaplain		
Department:	Programs	Wage Range:	\$30,160 - \$45,240
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden programs. Responsible for developing and delivering religious programs in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Create and manage all religious programs of the facility.
3. Manages, coordinates, and oversees the volunteer program.
4. Conduct religious services and religious education programs, and schedule periodic special programs.
5. Prepares documentation required for contractual compliance.
6. Provide regular chaplaincy visitation rounds to new and existing inmates and inmates who are critically ill.
7. Counsel inmates on religious problems, personal issues, crisis intervention, grief and institutional adjustment.
8. Deliver emergency messages to inmates and inmate family members in accordance with established guidelines.
9. Interact with inmates during their daily activities and provide appropriate moral and religious instruction.
10. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
11. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree from an accredited college or university and two (2) years of experience conducting religious services or providing counseling or guidance relating to the ministerial services required. Directly related experience may be considered in lieu of formal education requirements, if approved by the regional vice president, corrections. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Library Manager		
Department:	Programs	Wage Range:	\$14.35 - \$20.09
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden, programs. Responsible for maintaining a collection of books, serial publications, documents, audiovisual, and other materials, and assists inmates in locating and obtaining materials in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Plan and direct library program for inmates.
3. Develop library policies and programs and prepares operational budgets.
4. Maintain, organize and supervise the circulation of library materials.
5. Provide readers' advisory services on basis of knowledge of current reviews and bibliographies.
6. Select, acquire, and organize library materials for convenient access.
7. Review requests, and select books and other library materials according to mental state, educational background, and special needs of inmates.
8. Assemble book reviews for facility's bulletins or newspapers, and circulates reviews among inmates.
9. Conduct library inventories on a regular basis.
10. Supervise the preparation of reports and records on circulation, inventory, newspapers and magazines.
11. Serve as instructional resource consultant and materials specialist to instructors and inmates.
12. Prepare reports as required for contractual compliance.
13. Ensure inmate law library is in compliance with state of Florida statutes, administrative code and FDOC policies and procedures.
14. Coordinate library orientation for class participants, in conjunction with instructors.
15. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed. Provide regular feedback to staff regarding social skills procedures and intervention techniques.
16. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree, State Board for Educator (SBEC) Teacher Certificate and a Provisional or Professional Librarian Certificate, Provisional Learning Resources Endorsement, or Professional Learning Resources Specialist Certificate required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Recreation Supervisor		
Department:	Programs	Wage Range:	\$14.35 - \$20.09
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden programs. Directly supervises the recreation specialist. Responsible for the provision of structured, well-rounded recreation and avocation program in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Supervise and provide instruction to inmates in recreation activities.
3. Counsels and motivates inmates regarding behavior, training, personal or work habits and problems. Oversee the coordination with counselors and others as necessary.
4. Prepare a variety of well-planned recreation activities including arts and crafts, individual and team sports, special interest programs and others.
5. Develop and distribute weekly, monthly and annual recreational plans and schedules of activities.
6. Manage and control use of equipment and supplies; make minor repairs and recommend purchases.
7. Provide information regarding special and scheduled activities.
8. Maintain accurate records and documentation of participants as required.
9. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
10. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor’s degree in recreation, leisure services or related field preferred. High school diploma or equivalent and two (2) years experience required. One (1) year of supervisory experience preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Recreation Specialist		
Department:	Programs	Wage Range:	\$12.40 - \$17.36
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the recreation supervisor. Responsible for the provision of structured, well-rounded recreation and avocation program in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Supervises and provides instruction to inmates in recreation activities.
3. Counsels and motivates inmates regarding behavior, training, personal or work habits and problems. Oversee the coordination with counselors and others as necessary.
4. Prepare a variety of well-planned recreation activities including arts and crafts, individual and team sports, special interest programs and others.
5. Develop and distribute weekly, monthly and annual recreational plans and schedules of activities in coordination with the recreation supervisor.
6. Manage and control use of equipment and supplies; make minor repairs and recommend purchases.
7. Provide information regarding special and scheduled activities.
8. Maintain accurate records and documentation of participants as required.
9. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
10. Maintain accountability of staff, inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

High school diploma or equivalent and one (1) year of supervisory experience required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Instructor, Academic		
Department:	Programs	Wage Range:	\$14.35 - \$20.09
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the education administrator. Responsible for providing instruction to inmates in accordance with approved curricula. Provide inmates with basic direction in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Deliver individualized competency based instruction through classroom and laboratory management in the occupational program areas taught to inmates.
3. Develop performance objectives and criterion-referenced tests in accordance with established program content.
4. Effectively manage classroom rosters by coordinating with the state classification department, considering inmate requests, and utilizing test data.
5. Plan and conduct classes in designated areas of instruction.
6. Evaluate instruction methodology and modify to accomplish learning objectives.
7. Evaluate student progress; provide remedial tutoring and counseling as needed.
8. Coordinate, administer, and proctor the General Education Diploma (GED) exam.
9. Verify vocational program completions and submit appropriate documentation to the relevant state board licensing agency; coordinate efforts with the lead instructor.
10. Review, select and adapt instructional materials to help individuals reach mastery of the competencies required for entry, advancement and upgrading occupations.
11. Plan activities to efficiently initiate budget requests to assure that all equipment, supplies and materials are available to support a progressive training schedule.
12. Monitor motivation, discipline and learning difficulties to bring about positive changes in the behavior of inmates.
13. Evaluate and maintain records of the inmate's progress toward completion of pre-established performance objectives.
14. Execute all applicable forms to adhere to facility procedures.
15. Maintain daily participation records as required for contractual reporting purposes.
16. Regular and predictable attendance is required.
17. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
18. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree from an accredited college or university required. Two (2) years of relevant teaching experience preferred. Valid teaching certificate from the Florida Department of Education or comparable authority required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Instructor, Vocational		
Department:	Programs	Wage Range:	\$14.35 - \$20.09
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the education administrator. Responsible for providing instruction to inmates in accordance with approved curricula. Provide inmates with basic direction in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Deliver individualized competency based instruction through classroom and laboratory management in the occupational program areas taught to inmates.
3. Develop performance objectives and criterion-referenced tests in accordance with established program content.
4. Review, select and adapt instructional materials to help individuals reach mastery of the competencies required for entry, advancement and upgrading occupations.
5. Plan activities to efficiently initiate budget requests to assure that all equipment, supplies and materials are available to support a progressive training schedule.
6. Monitor motivation, discipline and learning difficulties to bring about positive changes in the behavior of inmates.
7. Evaluate and maintain records of the inmate's progress toward completion of pre-established performance objectives.
8. Execute all applicable forms to adhere to facility procedures.
9. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
10. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Graduate from an accredited college, university, or vocational school preferred. Must possess or be eligible for certificate, license or other legal credentials required by state law, regulation or contract. Continued employment in this position will be contingent upon obtaining and/or maintaining appropriate state credentials. Three (3) years of experience in the trade and/or vocational area of instruction. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Must be certified by completing the Instructor Certification Training Program led by an NCCER Master Trainer. Be approved by an ATS sponsor representative to be certified as an instructor.

Experience at a minimum journey or technician level (at least four (4) years) in area of expertise OR a minimum of three (3) years experience as a certified teacher in a vocational/technical construction or maintenance-related training program.

Documentation of an instructor's qualifications must be reviewed and approved by sponsor representative or other qualified personnel, and kept on file by using one of the following methods:

- A diploma from an acceptable secondary or post-secondary institution in the field(s) to be taught/evaluated **OR**

- A resume documenting actual experience in the curriculum title(s) or specific module(s) the individual intends to teach **OR**
- Documented evidence of successful completion of the National Craft Assessment and Certification Program (NCACP) assessment in the appropriate field(s) **OR**
- A license granted by a state in the field(s) to be taught/evaluated **OR**
- Relevant certification by a State Department of Education.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Substance Abuse Supervisor		
Department:	Programs	Wage Range:	\$44,179 - \$66,269
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden programs. Directly supervises the substance abuse counselors. Responsible for the implementation and maintenance of an effective alcohol and other drug abuse program with emphasis placed on awareness, prevention, staff training and networking with community resources in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Develop and implement a system to promote the coordination and integration of the substance abuse prevention education components with other facility programs.
3. Assess inmates with identified substance abuse problems; develop and implement a plan to modify or control behavior by working with inmates, counselors, instructors and the mental health consultant as appropriate.
4. Assist inmates in self assessment and identification of substance abuse problems; develop and implement a plan to encourage abstinence by working with inmates, counselors, instructors and the mental health consultant, as appropriate.
5. Ensure the documentation of all assessments and plans are in inmate medical records regarding substance abuse problems
6. Provide ongoing comprehensive training for all staff members in the substance abuse area.
7. Assist in providing substance abuse related materials and information in the health education program and development of health services standing orders and facility operating procedures regarding substance abuse.
8. Recruit and coordinate participation and involvement of free world volunteers in programming and/or conduct self help meetings.
9. Conduct substance abuse therapy and education.
10. Encourage awareness of substance abuse issues throughout the facility.
11. Develop linkages with community resources for substance abuse services.
12. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
13. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in social work, counseling, psychology or closely related field and one (1) year experience in alcohol and drug rehabilitation programs or other related experience in substance abuse counseling preferred. Qualifying experience may be substituted for educational requirements on a year-for-year basis. Must possess appropriate certification. Minimum of one (1) year supervisory experience required. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Substance Abuse Counselor		
Department:	Programs	Wage Range:	\$13.02 - \$18.23
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the substance abuse supervisor. Responsible for the implementation and maintenance of an effective alcohol and other drug abuse program with emphasis placed on awareness, prevention, staff training and networking with community resources in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Develop and implement a system to promote the coordination and integration of the substance abuse prevention components with other facility programs.
3. Ensure the documentation of all inmates' assessments and plans are in inmates' medical records regarding substance abuse problems.
4. Provide ongoing comprehensive training for all staff members in the substance abuse area.
5. Assist in providing substance abuse related materials and information in the health education program and development of health services standing orders and facility operating procedures regarding substance abuse.
6. Conduct substance abuse and cognitive behavioral classes, group educational, peer support and other prevention sessions for inmates/staff.
7. Encourage awareness of substance abuse issues throughout the facility.
8. Develop linkages with community resources for substance abuse services.
9. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
10. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in social work, counseling, psychology, criminology or related field and where applicable, must possess appropriate certification. Two (2) years of substance abuse treatment experience preferred. Directly related experience may be considered in lieu of formal education requirements if approved by management. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Case Manager		
Department:	Programs	Wage Range:	\$13.02 - \$18.23
Status:	Non-Exempt	Effective Date:	TBD

Position Summary:

Reports to the program specialist. Responsible for planning, coordinating, developing and implementing a professional individual and group counseling program for assigned inmates in compliance with American Correctional Association (ACA) standards, Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders.
2. Review detailed background file, conduct personal interview and test as necessary to analyze and recommend a program for each assigned inmate.
3. Initiate and maintain individual personal social development (PSD) folder on each assigned inmate.
4. Provide direct aid and counseling to inmates with personal needs or problems, i.e., sickness, injury, family problems, and other related personal problems.
5. Provide continuous educational, vocational, personal and social adjustment counseling on an individual and group basis.
6. Recommend necessary program modifications throughout each assigned inmate's stay.
7. Assist with development of plans, missions, objectives, schedules, policies, and programs for units within the facility.
8. Make rounds through other areas in the facility where inmates may be temporarily housed, programmed and/or work.
9. Make daily rounds through units to evaluate operations and to communicate with staff and inmates.
10. Perform investigative duties involving incidents within units to include unit staff and/or inmates.
11. Assist with pre-release and release preparation as required for contractual compliance.
12. Conduct continuous interpretation and evaluation of progress in inmate's specific development program. Coordinate problem cases and point out areas in which guidance and development techniques can be improved. Maintain documentation and records.
13. Utilize new concepts and approaches. Recommend and conduct training sessions and conferences to develop greater proficiency among staff in areas of guidance and social adjustment.
14. Recommend medical or psychiatric evaluation for emotional or psychological problems. Evaluate results and take remedial action as warranted.
15. Assist in the evaluation of facility services for inmates and recommend modifications for improvement.
16. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
17. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Associate's degree in counseling or related field required. Bachelor's degree and one (1) year related experience preferred. Directly related experience may be considered in lieu of formal education requirements, if approved by regional vice president, corrections. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



Position Description

Facility Name:	GADSDEN CORRECTIONAL FACILITY		
Position Title:	Programs Specialist		
Department:	Programs	Wage Range:	\$36,504 – \$54,766
Status:	Exempt	Effective Date:	TBD

Position Summary:

Reports to the deputy warden. Directly supervises the case managers and programs clerk. Responsible for the programmatic functions in compliance with American Correctional Association (ACA) standards, Correctional Education Association (CEA), Management & Training Corporation (MTC), Florida Department of Corrections (FDOC) and Florida Department of Management Services (DMS) directives.

Essential Functions:

1. Provide gender responsive and trauma informed care and practices while working with female offenders
2. Direct and manage the programmatic functions of the case management staff to ensure programs are gender responsive, evidence based, or have been approved by the deputy warden.
3. Recommend & conduct staff training on a regular basis to develop, maintain, and improve proficiency in programs and recent trends.
4. Foster collaborative relationships with all departments.
5. Utilize assessment tools to ensure inmates are placed in programs based on risk factors, criminogenic needs, and state requirements.
6. Conduct random file reviews to ensure classes are populated with inmates meeting established criteria.
7. Provide continuous educational, vocational, personal and social adjustment counseling on an individual and group basis. May recommend necessary program modifications throughout each inmate's assigned stay.
8. Facilitate access to the latest research and statistical data relative to gender responsive programs.
9. Will be responsible for approving curriculum and class rosters in accordance with established guidelines.
10. Oversee academic and vocational education programs, pre-release or release preparation intervention, case management, wellness program, substance abuse education and treatment programs, self-help programs and others as required for contractual compliance.
11. Oversee library, resources and activities.
12. Maintain accurate records for reporting purposes and contractual compliance.
13. Prepare for departmental audits on all programs by random file reviews and recommend and implement changes for improvements to any processes in accordance to established guidelines.
14. Assist re-entry case manager with establishing community relationships to aid the transition process.
15. Conduct gender responsive pre-service and in-service training.
16. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
17. Maintain accountability of inmates and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

Education and Experience Requirements:

Bachelor's degree in education, counseling, human services, or other related field preferred. Two (2) years of related experience required, minimum of one (1) year supervisory experience preferred. Valid driver's license in the state of Florida with an acceptable driving record required, unless waived by management.

Post Hire Requirements:

Must successfully complete annual in-service training requirements.



FLORIDA
DEPARTMENT of
CORRECTIONS

RECEIVED FEB 12 2018

Governor
RICK SCOTT
Secretary
JULIE L. JONES

501 South Calhoun Street, Tallahassee, FL 32399-2500

<http://www.dc.state.fl.us>

February 9, 2018

Jessalyn Covell, FCCM, FCCN
Interim Director of Specialized Services
Florida Department of Management Services
4050 Esplanade Way, Suite 380
Tallahassee, Florida 32399

RE: FDC Agreement #A3357 – Amendment #4

Dear Ms. Covell:

Enclosed is your executed original of Amendment #4 to Agreement #A3357 between the Florida Department of Management Services (DMS), Management and Training Corporation (MTC), and the Florida Department of Corrections (FDC), for the purpose of working cooperatively as partners for transferring inmates between the Department's institutions and Gadsden Correctional Facility, currently operated by MTC.

Should you have any questions or concerns, please contact me at (850) 717-3680, or Eunice Arnold at (850) 717-3681.

Sincerely,

Ana G. Ploch, Contract Administration Analyst
Bureau of Procurement, Contract Administration

Enclosure

**AMENDMENT #4
TO THE
TRANSFER AGREEMENT
AMONG
FLORIDA DEPARTMENT OF CORRECTIONS,
FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
AND
MANAGEMENT AND TRAINING CORPORATION**

This Amendment to the Transfer Agreement (this "Agreement"), made and entered into effective August 1, 2015, by and among the FLORIDA DEPARTMENT OF MANAGEMENT SERVICES (DMS), MANAGEMENT AND TRAINING CORPORATION (MTC), and the FLORIDA DEPARTMENT OF CORRECTIONS (FDC) (and collectively, the "parties"), unless earlier terminated by mutual written agreement of the parties, shall remain in full force and effect so long as there exists a current written contractual agreement between MTC and DMS for the operation and management of the Gadsden Correctional Facility, located in Gadsden County, Florida (the "Facility").

WITNESSETH

WHEREAS, Section 957.06(2), Florida Statutes (F.S.), requires DMS, MTC, and FDC to develop, implement, and comply with a cooperative agreement for transferring inmates between a correctional facility operated by FDC and a private correctional facility; and

WHEREAS, MTC manages and operates the Facility pursuant to the Operations and Management Services Contract entered into effective May 11, 2010, and any subsequent contracts (hereinafter referred to as the "Contract"); and

WHEREAS, DMS, MTC, and FDC wish to revise guidelines for the transfer of inmates between a correctional facility operated by FDC and the Facility during the term of the Contract.

WHEREAS, this Amendment supersedes the previous version of the Transfer Agreement entered into by the parties on October 6, 2017.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants hereinafter contained, and subject to the conditions herein set forth, the parties do hereby covenant, agree, and bind themselves as follows:

1. Inmate Profile Table:

Profiles	Population %	Inmates	Variation %
Custody Levels Medium, Minimum, & Community			
Medical Health Grades M Grade 1 and 2			
M Grade 3			

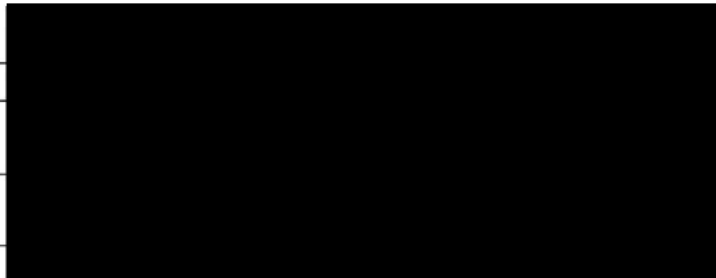
Medical Psychiatric Grades

S Grade 1 and 2

S Grade 3

Wheelchair

Special Needs



2. Transition of Facility Contracted Capacity. The Florida Department of Corrections will coordinate with MTC to incrementally increase the current population from 950 to 1250 inmates by January 31, 2018.
3. Inmate Assignment to Contract Facilities. Inmates will be assigned to the Facility during the term of the Contract in accordance with the following parameters (NUMBERS AND CATEGORIES BELOW WILL TRACK THOSE AGREED TO IN THE PROCUREMENT DOCUMENT BY FDC & DMS):
 - 3.1. Since inmates diagnosed as HIV positive are classified as Medical Grades 3 or 4, they will also be counted in the respective medical grade percentages noted above.
 - 3.2. Whenever the actual population of the Facility differs from the Population Percentage established above for any Profile, except as noted in Section 2 of this Agreement, MTC shall request inmate transfers from the Facility in accordance with the procedures set forth in the Agreement.
 - 3.3. The parties may, from time to time, upon mutual agreement, adjust the above percentages in accordance with FDC's inmate population forecast.
4. Medical Clearance. All inmate transfers to the Facility shall be in accordance with the provisions of Health Services [REDACTED]. Upon transfer of an inmate from FDC, MTC is responsible for all costs of medical tests. MTC may not refuse inmates based on the existence of pending diagnostic or medical tests. However, if a medical hold was placed on an inmate, the FDC will not transfer that inmate until the medical hold has been removed. If an inmate with a medical hold is inadvertently transferred to the Facility, the inmate shall be transferred back to FDC at MTC's request. MTC shall not be responsible for those tests or procedures which required the medical hold, if the inmate is transferred back to FDC. Proper procedures for acceptance and transfer of inmates shall be followed pursuant to this Agreement.
5. Transportation Schedule. Inmates will be transported by FDC vehicles to the Facility on a schedule as determined by the Population Management Administrator, at a rate of no more than 75 inmates per day, to achieve or maintain the Facility at a minimum of 90 percent capacity, except as provided in Section 14 of this Agreement. Inmates will be identified by FDC's transfer officer upon disembarkation from the vehicle and prior to relinquishing supervision and control of the inmate. MTC, upon properly identifying the inmate, shall accept and sign for the receipt of the inmate and records, and shall release the vehicle in a timely manner.

6. Routine Inter-Institutional Transfers from the Contract Facility. Certain circumstances may require an inmate's transfer from the Facility for various classification or institutional needs. Inmates will be transported from the Facility pursuant to the procedures set out herein.
 - 6.1. Procedure. MTC shall request via a written progress report that an inmate be transferred from the Facility. MTC shall submit the progress report to the FDC Classification staff, according to FDC's established classification procedures. The FDC's State Classification Office will either approve or disapprove the recommendation, or request additional information, based upon the facts as outlined in the request. The request shall reflect, at a minimum, the following information:
 - 6.1.1. Inmate's name
 - 6.1.2. Inmate's number
 - 6.1.3. Complete medical profile
 - 6.1.4. Special review information
 - 6.1.5. Rationale for transfer
 - 6.1.6. Inmate's adjustment while at the Facility
 - 6.1.7. Custody grade
 - 6.1.8. Programs completed or participated in at the Facility
 - 6.1.9. The primary and secondary transfer destination
 - 6.2. Transportation for Routine Transfer. Upon approval of a transfer request, FDC shall transport the inmate based upon:
 - 6.2.1. Capacity Levels at the Facility;
 - 6.2.2. Availability of bed space at the approved transfer destination;
 - 6.2.3. Status of the inmate at the Facility
7. Emergency Transfers. Emergency Transfers are transfers that involve emergency circumstances not normally found at the Facility (including, but not limited to, TCU transfers, CSU transfers, transfers due to institutional disturbances, Inspector General's Office transfers, etc.). Emergency transfers will be conducted in accordance with the applicable FDC Procedure; Medical Transfers will be conducted in accordance with [REDACTED] Transfers will be conducted in accordance with [REDACTED] Transfers for Classification reasons or at the request of the Inspector General's Office, will be governed by [REDACTED]

- 7.1. Transportation of Emergency Transfers. Transportation shall be determined by the nature of the request. Whenever possible, the inmates shall be transported by FDC on regularly scheduled runs. If time limitations and/or the nature of the request dictate otherwise, MTC shall transport the inmate to the approved destination.
8. Protective Management Transfers. Protective Management Transfers are specialized transfers and shall be completed in accordance with procedures as outlined by Chapter 33-602.221, Florida Administrative Code (F.A.C).
 - 8.1. Procedure. MTC will provide a formal progress report containing the same information as outlined in Section 6.1, to the State Classification Office for review when a transfer is recommended for an inmate to be placed in a Protective Management Unit, or the transfer is recommended to another institution to resolve the need for protection. A copy of the Record of Protective Management, [REDACTED] shall be reviewed by the State Classification Office, who will make a final decision. The State Classification Office will review the request and make a determination within two (2) business days of receiving the request from MTC.
 - 8.2. Transportation of Protective Management Transfers. Upon approval of a transfer pursuant to a protection request, transportation will be handled as follows:
 - 8.2.1. Transfer to Another Institution to Resolve Need for Protection. If the request has been approved by the State Classification Office, the inmate will be transported by FDC on a regularly scheduled run, within five (5) calendar days of approval.
 - 8.2.2. Transfer to a Protective Management Unit. If the request has been approved for transfer to a Protective Management Unit, MTC shall be responsible for the transfer to the approved destination.
9. Court Ordered Transfers
 - 9.1. Procedures. When MTC receives a court order instructing an inmate to be transported to court, a copy shall immediately be forwarded by facsimile to the Population Management Administrator.
 - 9.2. Transportation of Court-Ordered Transfers. Depending on the language of the order, FDC or MTC may be responsible for transportation of the inmate as determined by the Population Management Administrator. In the event FDC transports an inmate for a hearing based upon a claim or grievance filed by the inmate against MTC, MTC shall be responsible for reimbursing FDC on a pro-rata basis for the costs incurred in transporting the inmate.
10. Medical/Dental/Mental Health Transfers. As medical, dental, and mental health transfers are specialized transfers requiring expertise and specific coordination for continuity of care, and compliance with procedures and time frames, these transfers shall adhere to FDC's Health Services

██████████ The classification of medical and mental health grades within this Agreement is based on the classification system set forth in Health Services ██████████. The intent is to place inmates in a setting that provides a higher level of care than is available at the sending institution. Transfers shall be based on sound clinical rationale.

- 10.1. Transportation. Transportation shall be determined by the nature of the request. Whenever possible, the inmates shall be transported by FDC on regularly scheduled runs. If time limitations and/or the nature of the request dictate otherwise, MTC shall transport the inmate to the approved destination.
- 10.2. Transportation of Inmates Who Are Mentally or Physically Ill. The Chief Health Officer of the sending facility may specify that an inmate who is mentally or physically ill is to be transferred separately from the general population and may direct medical staff to accompany the inmate to the approved destination. Such transportation can include, but is not limited to, wheelchair accessible vans, ambulance, and air transportation. In the event the Chief Health Officer deems special transportation arrangements are required, which may include having medical staff accompany the inmate, MTC shall be responsible for providing such vehicles and/or medical personnel. All inmates who are prescribed wheelchairs will be transported in a wheelchair accessible van directly to the approved destination unless other special arrangements are required to accommodate.
- 10.3. Transportation of Inmates to Crisis Stabilization Unit or Suicide Observation Status Cell at another Facility. Inmates to be transported to a Crisis Stabilization Unit or Suicide Observation Status Cell at another facility will be transported by MTC directly to the identified facility.
- 10.4. Transportation for Health Services. Transportation for the following types of health service transfers shall be completed as follows:
 - 10.4.1. Routine. Transfers for health service needs determined to be of a routine nature shall be transported by FDC on regularly scheduled runs to arrive at destination within time frame indicated in the applicable Health Services' Bulletins.
 - 10.4.2. Urgent. Transfers for health service needs determined to be of an urgent nature (an inmate whose health condition requires transfer within a seven (7) day period) shall be transported by FDC on regularly scheduled runs, time permitting. If the inmate cannot be held for the regularly scheduled run, then MTC shall be responsible for transportation to the approved destination within agreeable time frames.
 - 10.4.3. Emergency. Transfers for health service needs determined to be of an emergency nature (an inmate whose health condition would be adversely affected if not transferred within a period of 24 hours) shall be transported by MTC to the approved destination within the time frame indicated in the applicable Health Services' Technical Instruction.

10.5. Inmate Health Services. If, in the opinion of the on-site Chief Health Officer, the inmate cannot be properly treated at the institution, he/she shall refer the inmate to a medical facility that can provide the necessary treatment.

10.5.1. Inpatient Hospitalization Costs. MTC shall be responsible for payment of all inpatient hospitalization costs. MTC is also required to provide sufficient security supervision for hospitalized inmates that are consistent with the requirements in FDC's procedures for External Inmate Transportation and Security.

10.5.2. To assist MTC in minimizing security costs, MTC may utilize the services available at FDC's Reception and Medical Center (RMC) Hospital at Lake Butler, Florida contingent upon space availability. MTC shall be responsible for any incurred in-patient medical costs for an inmate who has been transferred to RMC. MTC will continue to receive a per diem for an inmate transferred to RMC at the blended per diem rate pursuant to the Contract, or until the inmate is no longer assigned to MTC. MTC will manually invoice DMS for per diem payments for any inmates sent to RMC. The invoice will be reviewed and approved by the FDC, and will only cover those days the Facility inmate was at RMC receiving or awaiting medical services.

10.5.3. If FDC staff determine that a patient who was originally sent to RMC can receive more appropriate care at an outside hospital or by a provider who does not provide services at RMC, MTC will be responsible for payments for services rendered at the outside facility.

11. Discharged Inmates

11.1. Procedure. The Facility will be advised, in writing, when an inmate has completed his/her sentence or has been granted a release. MTC shall follow procedures outlined in Rules 33-601.502 and 33-601.503, F.A.C., and Article 5.13, Release of Inmates, of the Operation and Management Services Contract. Funds for discharge gratuity and transportation costs associated with the discharge will be paid by MTC and are not reimbursed from FDC.

11.2. Transportation of Discharged Inmates. MTC shall be responsible for transporting inmates to an embarkation point as directed by Release Management. MTC will provide security of the inmates until such time as the inmate departs. MTC shall provide transportation by common carrier using the most economical means available. In extreme hardship cases, or if the inmate is not ambulatory, or is otherwise impaired, MTC shall provide appropriate transportation. In certain cases, this may include a medical attendant to accompany the inmate to his/her destination.

12. Records. Except as provided in Section 15.3 herein, inmates transferred to or from the Facility shall be accompanied by the institutional inmate records along with all sub-records including, but not limited

to, the visiting record, educational record, property record, and religious record. Inmate bank records and funds shall be handled in accordance with Rule 33-203.201, F.A.C.

13. Property. Except as provided in Section 15.4 herein, property will be transported with the inmate upon transfer of the inmate following established procedures outlined in Rule 33-602.201, F.A.C.

14. Informal Dispute Resolution Procedure. The following procedures shall be utilized to resolve disagreements between the Facility (MTC) and FDC staff on transfer recommendations.

14.1. Review by FDC.

14.1.1. If a transfer recommendation is approved by MTC and the Facility's FDC Classification team, the Facility shall enter the recommendation and retain the progress report for State Classification Office review, and the transfer shall be processed in accordance with this Agreement. If the transfer is disapproved by the State Classification Office, MTC may appeal the decision, in writing, directly to the Regional Director, or designee, in the Regional Office.

14.1.2. If the transfer recommendation is approved by MTC, but the Facility's FDC Classification team does not approve of the recommendation, the progress Report shall be forwarded to the Regional State Classification Office for approval or disapproval. If the Regional State Classification Office disapproves the transfer recommendation, MTC may appeal the decision, in writing, directly to the Regional Director, or designee, at the Regional Office.

14.1.3. If the Regional Director approves an appeal of a transfer by the Facility, the transfer shall be processed in accordance with this Agreement. If the Regional Director disapproves an appeal of a transfer by MTC, MTC may appeal the Regional Director's decision, in writing, to the FDC Secretary. If the FDC Secretary, or designee, disapproves an appeal of a transfer by MTC, the Facility may seek to have the matter mediated by DMS Division Director, or designee, pursuant to Section 14.2, below.

14.2. Mediation by DMS Division Director, or Designee. In the event MTC and FDC cannot agree on a transfer recommendation after exhaustion of FDC review procedures set forth above, MTC may seek mediation of the matter by DMS Director of Specialized Services, or designee. The DMS Director of Specialized Services, or designee, shall attempt to mediate the transfer dispute between the parties.

14.3. DMS Review. In the event the transfer dispute cannot be resolved through mediation as set forth above, MTC or the FDC Secretary, or designee, may file a written request with the Secretary of DMS for review. The Secretary of DMS, or designee, shall schedule and conduct the review of the transfer dispute within a reasonable time of the written request. MTC and the FDC Secretary, or designee, shall receive timely notification of the date, time, and location of

DMS meeting at which the transfer dispute will be reviewed. MTC and FDC may provide written documentation regarding the transfer dispute for consideration by the Secretary of DMS, or designee. MTC and FDC shall ensure all pertinent or requested documentation is provided to the Secretary of DMS, or designee, as directed or otherwise prior to the scheduled DMS meeting. MTC and FDC agree to be bound by the final decision of the Secretary of DMS, or designee, as to resolution of the transfer dispute.

15. Emergency Housing of Inmates. In the event of a man-made or natural disaster, the following procedures will be implemented.
 - 15.1. Procedure. Monitoring of disaster situations shall be coordinated through the Emergency Operations Center of each Regional Office. In the event that transfers in or out of the Facility are warranted, notification will be transmitted to the Facility and to DMS by the Regional Office Emergency Operations Center with specific instructions as dictated by the situation.
 - 15.2. Transportation for Emergency Housing of Inmates. Transportation to or from the Facility will be dictated by the circumstances and normally include resources from MTC as provided in MTC's Emergency Preparedness Plan, with the assistance from FDC, as available, to contend with the individual situation.
 - 15.3. Transfer of Records. In emergency situations, no inmate shall be transferred without a medical record. Following an emergency transfer, the institutional inmate record and all sub-files shall be forwarded by the sending Facility in accordance with Rule 33-603.201, F.A.C. A medical transfer form summarizing the inmate's medical condition will be provided by the sending Facility.
 - 15.4. Property. In emergency situations when property is not transported with the inmate, MTC will ensure the property will be forwarded to the institution housing the inmate within 72 hours following the transfer.
16. Compensation
 - 16.1. Transportation Costs. All costs related to the transfer of inmates for whom MTC is responsible under the terms of this Agreement shall be borne by MTC. All costs related to the transfer of inmates for whom FDC is responsible under the terms of this Agreement shall be borne by FDC.

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IN WITNESS WHEREOF, in order to be legally bound, the parties have caused their authorized representative to execute this Agreement as of the date first written above.

**STATE OF FLORIDA,
FLORIDA DEPARTMENT OF MANAGEMENT SERVICES**



David Zeckman, Chief of Staff

2/5/2018
Date

MANAGEMENT AND TRAINING CORPORATION



Bernie Warner, Sr. Vice President, Corrections

1/31/18
Date

**STATE OF FLORIDA,
FLORIDA DEPARTMENT OF CORRECTIONS**



Kasey B. Faulk, Chief, Bureau of Procurement

2/8/18
Date

Approved as to form and legality for FDC



Kenneth S. Steely, General Counsel

2/8/18
Date

**AGREEMENT
EMERGENCY TEAM RESPONSE
FIRING RANGE/OBSTACLE COURSE USE**

**BY AND BETWEEN
THE FLORIDA DEPARTMENT OF CORRECTIONS
AND
MANAGEMENT AND TRAINING CORPORATION**

This Agreement (“Agreement”) is between the Florida Department of Corrections (“Department”) and Management and Training Corporation (“Participating Entity”), which are the parties hereto. The Participating Entity operates the Gadsden Correctional Facility.

WHEREAS, the Department has certain Emergency Teams, as specified below and collectively referred to herein as the “Emergency Teams:”

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]

WHEREAS, the Department is willing to offer the assistance of the Emergency Teams to the Participating Entity at its facilities under contract with the Florida Department of Management Services, currently housing State of Florida inmates;

[REDACTED]

WHEREAS, the Participating Entity has requested assistance be available upon their determination of need;

WHEREAS, the Department has firing ranges, training buildings, and obstacle courses to certify officers for safe firearms handling and shooting, providing for firearms qualifications, emergency team trainings [REDACTED], and physical fitness (Refer to Attachment A, list of major institutions);

WHEREAS, the Department wishes to render assistance to the Participating Entity, who is under contract with the Florida Department of Management Services for the provision of private prison operations, and who may from time to time require use of the Department’s firing ranges, training buildings, and obstacle courses on a statewide basis in providing trainings as referenced above, to the extent that it is lawfully able to do so without impeding its primary mission.

WHEREAS, the Participating Entity employs correctional officers who by law are vested with the authority to bear arms and whose primary responsibility is the enforcement of the penal laws of the state; and

WHEREAS, these officers are required, for purposes of certification by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission, to exhibit proficiency with firearms which requires the shooting of a firearm on a firing range.

NOW THEREFORE, subject to controlling law, rules, regulations, or to other governing policies and/or procedures, and in consideration of the mutual interests and understandings expressed herein, the parties agree as follows:

I. TERM OF AGREEMENT

This Agreement shall begin on September 10, 2016, or the date on which it is signed by both parties, whichever is later, and shall end at midnight on September 9, 2019. In the event this Agreement is signed by the parties on different dates, the latter date shall control.

This Agreement may be renewed for up to a three (3) year period, in whole or in part, after the initial agreement term, upon the same terms and conditions contained herein, and upon agreement of both parties. Exercise of the renewal option is at the Department's sole discretion and shall be conditioned, at a minimum, on the Participating Entity's performance of this Agreement. The Department, if it desires to exercise its renewal option, will provide written notice to the Participating Entity no later than thirty (30) days prior to the Agreement expiration date. The renewal term shall be considered separate and shall require the exercise of a renewal amendment that shall be signed by both parties.

II. SCOPE OF AGREEMENT

The Department and the Participating Entity agree to carry out their respective duties and responsibilities outlined below, subject to controlling law, policy, or procedures, and in consideration of the mutual interests and understandings expressed herein.

A. Overview

The parties shall work together to coordinate Emergency Team responses at the Participating Entity's state contracted facility referenced above, as well as to establish guidelines between the parties to allow the Participating Entity's certified instructors and correctional officers to use the Department's firing ranges, training buildings, and obstacle courses located at the Department's institutions for firearms qualification and training, emergency team trainings, and physical fitness.

B. Department Responsibilities

The Department, through the use of its Emergency Teams, will perform the following duties in support of this Agreement:

1. 
2. 
3. 

[Redacted]

- 4. The Warden(s), or his/her designee, at the Department's institution(s) will be responsible for the activation of the appropriate emergency teams, activation of the Department emergency management system, and deployment of teams to the requesting Participating Entity. The Warden will also notify the Participating Entity of the emergency teams' approximate time of arrival.
- 5. The Department will coordinate training with the Participating Entity's staff which will include the emergency response capabilities of Department teams, procedures for team utilization, and response plans including specific provisions for unified command training that clearly define the roles of responding Department Emergency Teams and the Participating Entity.

[Redacted]

- a. [Redacted]
- b. [Redacted]
- c. [Redacted]
- d. [Redacted]

The Participating Entity and the facility Warden, will schedule the quarterly drill through the Department's Regional Office.

- 6. The applicable Warden, or his/her designee, will be available to coordinate scheduling and security requirements with the Participating Entity's representative for each use by the Participating Entity of the institution's firing range, training building, and obstacle course.

C. Participating Entity Responsibilities

The Participating Entity will perform the following duties in support of this Agreement:

- 1. The Participating Entity is responsible for complying with the Department's Procedure 602.022 "Special Operations Teams" in its entirety, except as outlined below. The following sections are intended to provide clarification as the Participating Entities responsibilities.

a. [Redacted]

1) [Redacted]

[Redacted]

2)

[Redacted]

3)

[Redacted]

b.

[Redacted]

c.

[Redacted]

d.

[Redacted]

e.

[Redacted]

2.

[Redacted]

3.

[Redacted]

4.

[Redacted]



5. The Participating Entity agrees, to coordinate with the Department's regional office, to conduct training with Department Emergency Teams for site visits, familiarization with participating Entity's physical facility layouts, and quarterly drills.
6. The Participating Entity shall only use the Department's firing ranges, training buildings, and obstacle courses under the conditions and for the purposes of this Agreement as stated herein.
7. The Participating Entity assumes all liability of their certified instructors, certified correctional officers, or other Participating Entity's personnel involved or associated with the Participating Entity, while using the firing ranges, training building, or obstacle courses. However, nothing herein shall constitute a waiver by either party of sovereign immunity or statutory limitations on liability. Attachment B, "Department of Corrections' Release of Liability" shall be completed by the Participating Entity's certified instructors, certified correctional officers, or other Participating Entity personnel, prior to utilizing the Department's firing ranges, training buildings, or obstacle courses.
8. At all times that the Department's ranges, training building, and obstacle courses are utilized by the Participating Entity, the Participating Entity shall ensure that a certified range master, where applicable, is present and the appropriate ratio of range officers to students on the range is met, in accordance with the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission requirements.
9. Where applicable, the Participating Entity shall be responsible for the oversight and operation of each firearms qualification session or training session, and is solely responsible for supervising and instructing all Participating Entity law enforcement officers or other Participating Entity staff utilizing the firing ranges, training buildings, and obstacle courses.
10. The Participating Entity shall ensure that no Participating Entity participant on the firing ranges, in the training buildings, obstacle courses, or adjacent Department property is a convicted felon.
11. The Participating Entity is solely responsible for determining who is eligible to use the Department's firing ranges, and shall ensure that only Participating Entity employees, qualified to seek firearm certification, use the firing range.
12. The Participating Entity shall request the use of the Department's firing ranges, training buildings, and obstacle courses from the applicable Wardens, or his/her designee, a minimum of ten days in advance of any scheduled firearms qualification sessions, training events, and use of obstacle courses.
13. The Participating Entity shall notify the applicable Warden, or his/her designee, upon completion of each training session(s).
14. The Participating Entity understands that proper security of the firing ranges, training buildings, and obstacle courses is a priority. The Participating Entity shall conduct or attend Department facilitated firearm qualification sessions using standard firearm safety protocols, and/or other emergency protocols as applicable.

15. The Participating Entity shall ensure that all Participating Entity certified correctional officers, or other Participating Entity staff in each and every firearms qualification session, will abide by any posted rules at the firing ranges, training buildings, and obstacle courses where applicable.
16. The Participating Entity is responsible for all materials and supplies (e.g., weapons, ammunition, specialized equipment, etc.) used in the firearm qualification sessions or any other emergency team trainings.
17. The Participating Entity is responsible for cleaning the firing ranges, training buildings (e.g., pick-up of dispensed shells/cartridges and trash), and obstacle courses after each and every firearms qualification or training session.
18. The Participating Entity shall be responsible for ensuring that all weapons brought onto Department property, including, but not limited to, the firing range and training building, are secured at all times, when not in use, and utilized in a manner that will ensure the security and safety of all Participating Entity law enforcement officers, or other Participating Entity staff, qualified to seek firearm certification, as well as institutional personnel.

D. Regulations Governing Use

Failure of the Participating Entity, and/or any of its personnel, to comply with the terms of this Agreement may result in suspension of the use of the Department's firing ranges, training buildings, and obstacle courses.

III. FINANCIAL OBLIGATIONS OF THE PARTIES

The Participating Entity shall reimburse the Department for all costs incurred by the Department from the utilization of this Agreement. This will include, but is not limited to, the following:

- a. Personnel costs incurred as a result of deploying the Department Emergency Teams include any regular and/or overtime costs of the team members or personnel necessary to maintain staffing at the institution from which the teams are deployed.
- b. Personnel costs incurred to coordinate, conduct, and monitor the required training.
- c. Travel costs for team members and reimbursement for Department vehicle mileage at the rate of \$0.445 per mile.
- d. Reimbursement for any damaged equipment or uniforms.
- e. Reimbursement for materials, supplies, and ammunition expended by the Department.
- f. Team member training costs required as a result of this agreement.

The Department's Bureau of Finance and Accounting will prepare an invoice, Attachment C, as requested by the appropriate regional office through the Department's Agreement Manager and will send it to the Participating Entity. The Participating Entity shall render payment within thirty (30) days of the invoice date. The Participating Entity shall contact the Department's Agreement Manager to resolve any issues related to the invoiced charges, prior to the expiration of the thirty (30) days above, or the invoice is considered to be accepted as accurate.

IV. AGREEMENT MANAGEMENT

A. Department's Agreement Administrator

The Agreement Administrator is responsible for maintaining the official Agreement file, processing any amendments, termination of the Agreement, and maintaining records of all formal correspondence between the parties regarding administration of the Agreement.

The address and telephone number of the Department's Agreement Administrator is:

Operations Manager, Contract Administration
Bureau of Contract Management and Monitoring
501 South Calhoun Street
Tallahassee, Florida 32399-2500
Telephone: (850) 717-3681
Facsimile: (850) 488-7189

B. Agreement Managers

The parties have identified the following individuals as Agreement Managers. These individuals are responsible for enforcing performance of the Agreement terms and conditions and shall serve as liaison regarding issues arising out of this Agreement.

DEPARTMENT OF CORRECTIONS

Richard Comerford
Director of Institutional Operations
501 South Calhoun Street
Tallahassee, Florida 32399-2500
Telephone: (850) 717-3037
Facsimile: (850) 413-8184
Email: richard.comerford@fdc.myflorida.com

MANAGEMENT AND TRAINING CORPORATION

Virleen O. Ferre
Vice President
500 N. Marketplace Drive
Centerville, Utah 84014
Telephone: (801) 693-2751
Facsimile: (801) 693-2900
Email: Virleen.ferre@mtctrains.com

V. REVIEW AND MODIFICATION

Upon request of either party, both parties will review this Agreement in order to determine whether its terms and conditions are still appropriate. The parties agree to renegotiate terms and conditions hereof if it is mutually determined that significant changes in this Agreement are necessary. There are no obligations to agree by either party.

After execution of this Agreement, modifications to the provisions contained herein, with the exception of Section IV., AGREEMENT MANAGEMENT, shall be valid only through execution of a formal written amendment to the Agreement. Any changes in the information contained in Section IV., AGREEMENT

MANAGEMENT, will be provided to the other party in writing and a copy of the written notification shall be maintained in the official Agreement record.

VI. TERMINATION

This Agreement may be terminated at any time upon the mutual consent of both parties or unilaterally by either party upon no less than thirty (30) calendar days' notice. Notice shall be delivered by express mail or other method whereby a receipt of delivery may be obtained.

In addition, this Agreement may be terminated with 24 hours notice by the Department for any failure of the Participating Entity to comply with the terms of this Agreement or any applicable Florida law.

VII. OTHER CONDITIONS

A. Public Records

The Contractor agrees to: (a) keep and maintain public records required by the Department in order to perform the service; (b) upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Department; and (d) upon completion of the contract, transfer, at no cost, to the Department all public records in possession of the Contractor or keep and maintain public records required by the Department to perform the service. If the Contractor transfers all public records to the Department upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department. Pursuant to §287.058(1)(c), F.S, the Department is allowed to unilaterally cancel the Contract for refusal by the Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the contract, unless the records are exempt from §24(a) of Art. I of the State Constitution and §119.07(1), F.S.

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the custodian of public records at:

**Florida Department of Corrections
ATTN: Public Records Unit
501 South Calhoun St.
Tallahassee, Florida 32399
Telephone: (850) 717-3605
Fax: (850) 922-4355
Email: CO.PublicRecords@mail.dc.state.fl.us**

B. Indemnification

The Participating Entity shall be liable, and agrees to be liable for, and shall indemnify, defend, and hold the Department, its employees, agents, officers, heirs, and assignees harmless from any and all claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by the Participating Entity, or its employees or agents, in the course of the operations of this Agreement, including any claims or actions brought under Title 42 USC §1983, the Civil Rights Act.

C. Confidentiality

The Participating Entity shall ensure all staff assigned to this Agreement maintains confidentiality with reference to individual participants receiving services in accordance with applicable local, state, and federal laws, rules, and regulations. The Department and the Participating Entity agree that all information and records obtained in the course of providing services under this Agreement shall be subject to confidentiality and disclosure provisions of applicable federal and state statutes and regulations adopted pursuant thereto.

The Participating Entity agrees to keep all Department personnel information (i.e., DC staff telephone numbers, addresses, etc.) strictly confidential and shall not disclose said information to any person, unless released in writing by said Department.

D. Disputes

Any dispute concerning performance of the terms of this Agreement shall be resolved informally by the Agreement Managers. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the Department's Deputy Secretary of Institutions. The Deputy Secretary of Institutions shall decide the dispute, reduce the decision to writing, and deliver a copy to the Participating Entity, the Department's Agreement Managers, and the Department's Agreement Administrator.

E. Data Sharing

The Department and the Participating Entity acknowledge their separate obligations to store and disseminate data in compliance with the requirements of Public Records Law, Chapter 119, Florida Statutes, and with other applicable statutes that constitute express exceptions to the requirements of Section 119.07(1), Florida Statutes, by making certain categories of records confidential, exempt from disclosure, or accessible as prescribed by statute. The Participating Entity acknowledges that the data exchanged between them has been provided for official purposes and that public access to such data is limited and prescribed by statute. The Participating Entity therefore agrees, consistent with public records law, to refer third parties requesting delivery of information to the originating party. The Participating Entity further agrees to disseminate data only in compliance with confidentiality restrictions and in recognition of the exemptions from disclosure provided by law and to provide advance copies of documents involving the other party's data for review to determine if there has been an inadvertent disclosure of confidential information as described herein prior to publication.

F. Notices

All notices required or permitted by this Agreement shall be given in writing and by hand-delivery or email to the respective addresses of the parties as set forth in Section IV above. All notices by hand-delivery shall be deemed received on the date of delivery and all notices by email shall be deemed received when they are transmitted and not returned as undelivered or undeliverable. Either party

may change the names, addresses, or telephone numbers set forth in Section IV above by written notice given to the other party as provided above.

G. Prison Rape Elimination Act (PREA)

The Participating Entity will comply with the national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA), Federal Rule 28 C.F.R. Part 115. The Participating Entity will also comply with all Department policies and procedures that relate to PREA.

H. Cooperation with Inspector General

In accordance with Section 20.055(5), Florida Statutes, the Participating Entity understands and will comply with its duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing.

I. Institutional Security

In carrying out the provisions of this Agreement, the Participating Entity must comply with all security procedures for vendors doing business in Department's facilities as contained in Department Procedure 602.016, "Entering and Exiting Department of Corrections Institutions", and the Security Requirements for Contractors (DC Form #DC6-264), attached hereto and herein referred to as Attachment D.

J. Insurance

The Participating Entity agrees to provide adequate insurance coverage on a comprehensive basis and to hold such insurance at all times during the existence of this Agreement. This shall include, but is not limited to, worker's compensation and general liability coverage. The Participating Entity accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Participating Entity and the Department under this Agreement. Upon the execution of this Agreement, the Participating Entity shall furnish the Agreement Manager written verification of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The Department reserves the right to require additional insurance where appropriate.

K. Employee Status

This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the Department and Participating Entity are independent contractors under this Agreement and neither is the employee of the other for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law. The parties shall each retain sole and absolute discretion in the judgment of the manner and means of carrying out their activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of each individual party. Services provided by each party pursuant to this Agreement shall be subject to the supervision of such party. In providing such services, neither party nor its agents shall act as officers, employees, or agents of the other party. The parties agree that they are separate and independent enterprises, and that each has the ability to pursue other opportunities.

This Agreement shall not be construed as creating any joint employment relationship between the Parties and neither party will be liable for any obligation incurred by the other party, including, but not limited to, unpaid minimum wages and/or overtime premiums.

L. Force Majeure


Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Agreement or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil, or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

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AUTHORIZATION FOR SIGNATURE

IN WITNESS THEREOF, the parties hereto have caused this Amendment to be executed by their undersigned officials as duly authorized.

MANAGEMENT AND TRAINING CORPORATION

SIGNED BY: 

NAME: Scott Marquardt *BERNARD WARREN*

TITLE: President *Senior VP.*

DATE: 8/19/16 *FS10365322001*

DEPARTMENT OF CORRECTIONS

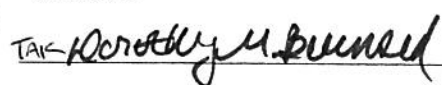
Approved as to form and legality, subject to execution:

SIGNED BY: 

NAME: Kelley J. Scott

TITLE: Director, Office of Administration

DATE: 8/23/16

SIGNED BY: 

NAME: Kenneth S. Steely

TITLE: General Counsel

DATE: 8/26/16

**DEPARTMENT OF CORRECTIONS
LIST OF INSTITUTION FACILITIES WITH FIRING RANGES**

<p><u>Apalachee Correctional Institution East</u> Warden's Office 35 Apalachee Drive Sneads, Florida 32460-4166 (850) 718-0688 Fax: (850) 593-6445</p>	<p><u>Central Florida Reception Center</u> Warden's Office 7000 H C Kelley Rd Orlando, FL 32831-2518 (407) 207-7777 Fax: (407) 249-6570</p>	<p><u>DeSoto Annex</u> Warden's Office 13617 S.E. Highway 70 Arcadia, Florida 34266-7800 (863) 494-3727 Fax: (863) 494-1740</p>	<p><u>Graceville Correctional Facility</u> Warden's Office 5168 Ezell Road Graceville, Florida 32440 (850) 263-5500</p>
<p><u>Avon Park Correctional Institution</u> Warden's Office P.O. Box 1100 County Road 64 East Avon Park, Florida 33826-1100 (863) 453-3174 Fax: (863) 453-1511</p>	<p><u>Century Correctional Institution</u> Warden's Office 400 Tedder Road Century, Florida 32535-3659 (850) 256-2600 Fax: (850) 256-2335</p>	<p><u>Everglades Correctional Institution</u> Warden's Office 1599 S. W. 187th Avenue Miami, Florida 33194 (305) 228-2000 Fax: (305) 228-2039</p>	<p><u>Gulf Correctional Institution</u> 500 Ike Steele Road Wewahitchka, Florida 32465-0010 (850) 639-1000 Fax: (850) 639-1182</p>
<p><u>Baker Correctional Institution</u> Warden's Office P.O. Box 500, 20706 US 90 W. Sanderson, Florida 32087-0500 (386) 719-4500 Fax: (386) 758-5759</p>	<p><u>Charlotte Correctional Institution</u> Warden's Office 33123 Oil Well Road Punta Gorda, Florida 33955-9701 (941) 833-8100 Fax: (941) 575-5747</p>	<p><u>Florida State Prison</u> Warden's Office 7819 N.W. 228th Street Raiford, Florida 32026-1000 (904) 368-2500 Fax: (904) 368-2732 "O" Unit: (904) 368-2500 Fax: (904) 368-2740</p>	<p><u>Hamilton Correctional Institution</u> 10650 SW 46th Street Jasper, Florida 32052-1360 (386) 792-5151 Fax: (386) 792-5159 Annex: (386) 792-5504</p>
<p><u>Bay Correctional Facility</u> Warden's Office 5400 Bayline Drive Panama City, Florida 32404-5492 (850) 769-1455 Fax: (850) 769-1942</p>	<p><u>Columbia Correctional Institution</u> Warden's Office 216 S.E. Corrections Way Lake City, Florida 32025 (386) 754-7600 Fax: (386) 754-1632</p>	<p><u>Franklin Correctional Institution</u> Warden's Office 1760 Highway 67 North Carrabelle, Florida 32322 (850) 697-1100 Fax: (850) 697-1108</p>	<p><u>Hardee Correctional Institution</u> Warden's Office 6901 State Road 62 Bowling Green, Florida 33834-9505 (863) 767-4500 Fax: (863) 767-4504</p>
<p><u>Blackwater River Correctional Facility</u> Warden's Office 5914 Jeff Ates Road Milton, Florida 32583 (850) 983-4100 Fax: (850) 983-4291</p>	<p><u>Cross City Correctional Institution</u> Warden's Office 568 NE 255th Street Cross City, Florida 32628 (352) 498-4444 Fax: (352) 498-4333</p>	<p><u>Lowell Correctional Institution</u> Warden's Office 11120 NW Gainesville Road Ocala, Florida 34482 (352) 690-8900 Fax: (352) 401-5331</p>	<p><u>Hernando Correctional Institution</u> Warden's Office 16415 Spring Hill Drive Brooksville, Florida 34604 (352) 754-6715 Fax: (352) 797-5794</p>
<p><u>Calhoun Correctional Institution</u> Warden's Office 19562 SE Institution Dr Blountstown, Florida 32424-5156 (850) 237-6500 Fax: (850) 237-6508</p>	<p><u>Dade Correctional Institution</u> Warden's Office 19000 S. W. 377th Street Florida City, Florida 33034-6409 (305) 242-1900 Fax: (305) 242-1881</p>	<p><u>Gadsden Correctional Facility</u> Warden's Office 6044 Greensboro Hwy Quincy, Florida 32351 (850) 875-9701 Fax: (850) 875-9710</p>	<p><u>Holmes Correctional Institution</u> Warden's Office 3142 Thomas Drive Bonifay, Florida 32425 (850) 547-2100 Fax: (850) 547-0522</p>
<p><u>Homestead Correctional Institution</u> 19000 S. W. 377th Street Florida City, Florida 33034 (305) 242-1770 Fax: (305) 242-2424</p>	<p><u>Liberty Correctional Institution</u> Warden's Office 11064 N.W. Dempsey Barron Road Bristol, Florida 32321- (850) 643-9400 Fax: (850) 643-9412</p>	<p><u>Mayo Annex</u> 8784 US Highway 27 West Mayo, Florida 32066-3458 (386) 294-4500 Fax: (386) 294-4534</p>	<p><u>Reception and Medical Center</u> P.O. Box 628/Hwy 231 Lake Butler, Florida 32054-0628 (386) 496-6000 Fax: (386) 496-3287 West Unit: (386) 496-6002</p>

<p><u>Jackson Correctional Institution</u> Warden's Office 5563 10th Street Malone, Florida 32445-3144 (850) 569-5260 Fax: (850) 569-5996</p>	<p><u>Martin Correctional Institution</u> Warden's Office 1150 W. W. Allapattah Road Indiantown, Florida 34956-4397 (772) 597-3705 Fax: (772) 597-3742</p>	<p><u>Santa Rosa Correctional Institution</u> Warden's Office 5850 East Milton Rd. Milton, Florida 32583-7914 (850) 983-5800 Fax (850) 983-5907</p>	<p><u>Union Correctional Institution</u> Warden's Office 7819 N.W. 228th Street Raiford, Florida 32026-4000 (386) 431-2000 Fax: (386) 431-2016</p>
<p><u>Jefferson Correctional Institution</u> Warden's Office 1050 Big Joe Road Monticello, Florida 32344-0430 (850) 342-0500 Fax: (850) 997-0973</p>	<p><u>Moore Haven Correctional Facility</u> Warden's Office Post Office Box 69 Moore Haven, Florida 33471-8837 (863) 946-2420 Fax: (863) 946-3437</p>	<p><u>South Bay Correctional Facility</u> 600 U. S. Highway 27 South South Bay, Florida 33493-2233 (561) 992-9505 Fax: (561) 992-9551</p>	<p><u>Wakulla Correctional Institution</u> 110 Melaleuca Drive Crawfordville, Florida 32327-4963 (850) 421-0777 Fax: (850) 421-7667</p>
<p><u>Lake Correctional Institution</u> Warden's Office 19225 U.S. Highway 27 Clermont, Florida 34715-9025 (352) 394-6146 Fax: (352) 394-3504</p>	<p><u>Northwest Florida Reception Center</u> Warden's Office 4455 Sam Mitchell Drive Chipley, Florida 32428-3501 (850) 773-6100 Fax: (850) 773-6252</p>	<p><u>South Florida Reception Center</u> Warden's Office 14000 NW 41st Street Doral, Florida 33178 (305) 592-9567 Fax: (305) 470-5628</p>	<p><u>Walton Correctional Institution</u> Warden's Office 691 Institution Road DeFuniak Springs, Florida 32433-1831 (850) 951-1300 Fax: (850) 951-1750</p>
<p><u>Lancaster Correctional Institution</u> Warden's Office 3449 S.W. State Rd 26 Trenton, Florida 32693-5641 (352) 463-4100 Fax: (352) 463-3476</p>	<p><u>Okaloosa Correctional Institution</u> Warden's Office 3189 Little Silver Road Crestview, Florida 32539-6708 (850) 682-0931 Fax: (850) 689-7803</p>	<p><u>Sumter Correctional Institution</u> Warden's Office 9544 County Road 476B Bushnell, Florida 33513-0667 (352) 569-6100 Fax: (352) 569-6196</p>	<p><u>Zephyrhills Correctional Institution</u> Warden's Office 2739 Gall Boulevard Zephyrhills, Florida 33541-9701 (813) 782-5521 Fax: (813) 780-0134</p>
<p><u>Lawtey Correctional Institution</u> Warden's Office 7819 N.W. 228th Street Raiford, Florida 32026-2000 (904) 782-2000 Fax: (904) 781-2005</p>	<p><u>Okeechobee Correctional Institution</u> Warden's Office 3420 N.E. 168th St. Okeechobee, Florida 34972-4824 (863) 462-5474 Fax: (863) 462-5402</p>	<p><u>Suwannee Correctional Institution</u> 5964 U.S. Highway 90 Live Oak, Florida 32060 (386) 963-6201 Fax: (386) 963-6103</p>	
<p><u>Madison Correctional Institution</u> Warden's Office 382 Southwest MCI Way Madison, Florida 32340-4430 (850) 973-5300 Fax: (904) 973-5339</p>	<p><u>Polk Correctional Institution</u> Warden's Office 10800 Evans Road Polk City, Florida 33868-6925 (863) 984-2273 Fax: (863) 984-3072</p>	<p><u>Taylor Correctional Institution</u> Warden's Office 8501 Hampton Springs Road Perry, Florida 32348-8747 (850) 838-4000 Fax: (850) 838-4024</p>	
<p><u>Marion Correctional Institution</u> Warden's Office 3269 NW 105th Street Ocala, Florida 34475 (352) 401-6400 Fax: (352) 840-5657</p>	<p><u>Putnam Correctional Institution</u> Warden's Office 128 Yelvington Road East Palatka, Florida 32131-2112 (386) 326-6800 Fax: (386) 312-2219</p>	<p><u>Tomoka Correctional Institution</u> Warden's Office 3950 Tiger Bay Road Daytona Beach, Florida 32124-1098 (386) 323-1070 Fax: (386) 323-1006</p>	

**DEPARTMENT OF CORRECTIONS RELEASE OF LIABILITY
THIS IS A RELEASE OF LIABILITY--READ BEFORE SIGNING**

NOTE: THIS FORM MUST BE READ AND SIGNED BEFORE THE PARTICIPANT IS ALLOWED TO TAKE PART IN ANY FIRING RANGE EVENT AND OBSTACLE COURSE.

IN CONSIDERATION of the mutual covenants contained herein, and additionally, in consideration of the undersigned's being permitted to enter upon and partake in activities upon any training facility to include, but not limited to, firing ranges and obstacle courses owned, leased and/or operated by the Department of Corrections and in consideration of being permitted to participate in any way or in any manner in activities associated with a training facility, to include, but not limited to, firing ranges and obstacle courses under the ownership and/or control and/or auspices of the State of Florida, Department of Corrections, _____, the undersigned hereby acknowledges, consents and agrees as follows:

1. I acknowledge that the risk of injury or death from the activities associated with and/or involved in or upon any training facility to include, but not limited to, firing ranges and obstacle courses is significant, including the potential for permanent disability and death. I further acknowledge that protective equipment and personal discipline may minimize this risk of serious injury or death.

2. I represent that I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the Department of Corrections and/or those persons released from liability as set forth herein below, and I assume full responsibility for my participation for any injury, death or damages caused by my actions.

3. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless from any and all liability the State of Florida, Department of Corrections, the owner and/ or lessor of the premises used to conduct training activities. I further hereby release and hold harmless the Department of Correction's officers, officials, agents and/or employees ("Releasees"). Such release to the Department of Corrections and the Releasees shall apply to and be with respect to any and all injury, disability, death or loss or damage to any person or property whether caused by the negligence of the releasees or otherwise and whether caused by any person or by any incident and/or whether caused by a person or incident that is unknown or is later determined to be unknown. I understand and agree that this Release of Liability Agreement covers each and every training activity, to include, but not limited to, firing range and obstacle course activity and event in which I participate upon such premises owned or leased and/or operated by the Department of Corrections. This release applies whether I am participating, observing or utilizing the Department's training facilities to include, but not limited to, firearms and obstacle course training, practice or any other purpose as I acknowledge mere presence upon these areas could be inherently dangerous.

4. I acknowledge and agree that this release, waiver and indemnity agreement is intended to be as broad and as inclusive as permitted by the laws of the State of Florida and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Firm Representing: _____

Name of the Employee/Vendor: _____
(Print)

**DEPARTMENT OF CORRECTIONS
SECURITY REQUIREMENTS FOR CONTRACTORS**

- (1) Per Section 944.47, Florida Statutes (F.S.) it is unlawful to introduce into or upon the grounds of any state correctional institution, or to take or attempt to take or send or attempt to send any of the following items, which are considered, unless authorized by the officer-in-charge of the correctional institution.
- Any written or recorded communication to any inmate of any state correctional institution.
 - Any currency or coin given or transmitted, or intended to be given or transmitted to any inmate of any state correctional institution.
 - Any article of food or clothing given or transmitted, or intended to be given or transmitted, to any inmate of any state correctional institution.
 - Any intoxicating beverage or beverage which causes, or may cause, an intoxicating effect.
 - Any controlled substance or any prescription or nonprescription drug having a hypnotic, stimulating, or depressing effect.
 - Any firearm or weapon of any kind or any explosive substance, including any weapons left in vehicles on the grounds of a state correctional institution).

A person, who violates any provision of Section 944.47, F.S., as it pertains to an article of contraband, is guilty of a felony.

- (2) Do not leave keys in the ignition of motor vehicles. All vehicles must be locked and windows rolled up when parked on state property. Wheel locking devices may also be required.
- (3) All keys must be kept in pockets at all times.
- (4) Confirm with the Institutional Warden where construction vehicles should be parked.
- (5) Obtain formal identification (driver's license or non-driver's license identification obtained from the Florida Department of Highway Safety and Motor Vehicles or equivalent agency in another state), that must be presented each time Contractor staff enter or depart the Institution and as requested by Department staff.
- (6) Absolutely no transactions between Contract personnel and inmates are permitted. This includes, but is not limited to, giving or receiving cigarettes, stamps, or letters.
- (7) No communication with inmates, verbal or otherwise, is permitted without the authorization of the Institution's Officer-in-Charge (OIC).
- (8) Strict tool control will be enforced at all times. Tools within the Correctional Institution are classified as AA, A, or B. Class AA tools are defined as any tool that can be utilized to cut chain link fence fiber or razor wire in a rapid and effective manner. Class A tools are defined as those tools which, in their present form, are most likely to be used in an escape or to do bodily harm to staff or inmates. Class B tools are defined as tools of a less hazardous nature. Every tool is to be

geographically controlled and accounted for at all times. At the end of the workday, toolboxes will be removed from the compound or to a secure area as directed by the Department's security staff. The Contractor must maintain two copies of the correct inventory with each tool box, one copy will be used and retained by the Department's security staff, who will search and ensure a proper inventory of tools each time the tool box is brought into the Institution, the other copy will remain with the tool box at all times. Tools should be kept to a minimum (only those tools necessary to complete the job). All lost tools must be reported to the Institution's Chief of Security (Colonel or Major) **immediately**. No inmate will be allowed to leave the area until the lost tool is recovered.

- (9) Approval must be obtained from the Institution's Chief of Security prior to bringing any powder-activated tools into the Institution. Strict accountability of all powder loads and spent cartridges must be maintained at all times.
- (10) All persons and deliveries to be on Department property will enter and exit by only one designated route, to be determined by the Department, and subject to security checks at any time. As the security check of vehicles is an intensive and time consuming (10-15 minutes) process, the Contractor should minimize the number of deliveries.
- (11) Establish materials storage and working areas with the Institution's Warden and/or Chief of Security.
- (12) Control end-of-day construction materials and debris. Construction materials and debris can be used by inmates as weapons or as a means of escape. Construction material will be stored in locations agreed to by Department security staff and debris will be removed or moved to a designated location. Contractor should arrange for the Department's security staff to inspect the project area before construction personnel leave. This will aid the Contractor in assuring that necessary security measures are taken.
- (13) Coordinate with the Institution's Warden and Chief of Security regarding any shutdown of existing systems (gas, water, electricity, electronics, sewage, etc.). Institutional approval is required **prior** to shutting down any existing utility system. The Contractor should arrange for alternative service, if required, and expeditious re-establishment of the shutdown system.
- (14) All Contractor staff and equipment will maintain a minimum distance of 100 feet from all perimeter fencing, unless expressly authorized by the Institution's Warden.
- (15) For security purposes, a background check will be made upon all Contractor staff that provide services on the project. **The Department, represented by the Institution's Warden, reserves the right to reject any person whom it determines may be a threat to the security of the institution.**

Signature of Employee/Vendor

Date

Signature of Staff Witness


Exhibit E- FDC Menu

STATE OF FLORIDA
DEPARTMENT OF CORRECTIONS
ADULT MASTER MENU
WEEK 1

FACILITY OR
INSTITUTION NAME: _____

MONTH OF
OPERATION: _____

December 4, 2016


FL Department of Corrections Approval
Shane Phillips, Bureau Chief


Craig McCormick, MS, RD, LD/N
Public Health Nutrition Program Manager

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BREAKFAST						
3 oz eggs (E) 1 c grits ¼ c Lyonnais potatoes 2 ea biscuits or bread 1 ea fresh fruit 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée	1 c oatmeal 2 ea pancakes (E) 4 oz fruit juice 1 c coffee 1 c breakfast beverage 2 oz syrup 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée	2 oz breakfast sausage pty (E) 1 c grits ¾ c hash brown potatoes 2 ea biscuits or bread 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	1 c oatmeal 2 ea coffee cake (E) 1 ea fresh fruit 1 c coffee 1 c breakfast beverage ½ oz margarine (# 60 disher) No Alternate Entrée	¼ c breakfast meat gravy (E) 1 c grits ¼ c Lyonnais potatoes 2 ea biscuits 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	2 oz breakfast sausage pty (E) 1 c grits ¾ c hash brown potatoes 2 ea biscuits or bread 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	1 c oatmeal 2 ea coffee cake (E) 1 ea fresh fruit 1 c coffee 1 c breakfast beverage ½ oz margarine (# 60 disher) No Alternate Entrée
LUNCH						
½ c torta meat (E) ¼ c rice ¼ c dried beans ½ c marinated vegetable medley 2 ea bread 1 ea cake w/ icing 1 ea mustard (pk or tsp) 1 ea ketchup (pk or tsp) 1 c fortified tea 1 c dried beans(AE)	4 oz zesty patty (E) ¼ c rice ½ c stewed tomatoes ½ c carrot slaw 2 ea bread 1 ea cake w/ icing 1 ea mustard (pk or tsp) 1 ea ketchup (pk or tsp) 1 c fortified tea 1 c dried beans (AE)	4 oz peanut butter & jelly (E) (#10 scoop) ¼ c dried beans ½ c marinated vegetable medley 2 ea bread ½ c pudding 1 c fortified tea No Alternate Entrée	½ c sloppy joe (E) ¼ c rice pilaf ¼ c dried beans ¼ c squash 2 ea bread 1 ea cookie 1 c fortified tea 1 c dried beans(AE)	1 c yakisoba (E) ¼ c dried beans ½ c coleslaw 2 ea bread or 1 ea pan biscuit 1 ea cookie 1 c fortified tea 1 c dried beans (AE) ½ c pasta (AE)	1 c cheesy meat casserole (E) ½ c greens ½ c marinated vegetable medley 2 ea bread or 1 ea pan biscuit ½ c pudding 1 c fortified tea 1 c dried beans(AE) ½ c pasta (AE)	½ c southern BBQ (E) ¼ c pasta salad ¼ c dried beans ¼ c carrots ½ c marinated vegetable medley 2 ea bread 1 c fortified tea 1 c dried beans (AE)
DINNER						
2 oz turkey ham (E) ¼ c cheesy grits ¼ c baked beans ½ c vegetable blend ½ c marinated vegetable medley 2 ea bread or 1 ea pan biscuit ½ oz margarine (# 100 disher) 1 c fortified beverage 1 c dried beans (AE)	2 ea poultry hot dogs (E) ¼ c oven browned potatoes ¼ c baked beans ½ c coleslaw 2 ea bread 1 ea brownie 2 ea mustard (pk or tsp) 2 ea ketchup (pk or tsp) 1 c fortified beverage 1 c dried beans (AE)	1 ea oven fried chicken leg ¼ (E) ¼ c rice ½ c carrots 2 ea bread ½ c bread pudding 1 c fortified beverage 4 oz peanut butter (# 10 disher) (AE)	4 oz country patty (E) ¼ c rice ½ c vegetable blend ½ c carrot coins 2 ea bread 1 ea cake w/ icing ½ oz margarine (# 100 disher) 1 c fortified beverage 1 c dried beans (AE)	1 ea beef patty (E) ¼ c mashed potatoes ¼ c cabbage ½ c marinated vegetable medley 2 ea bread ½ c pudding 1 ea mustard (pk or tsp) 1 ea ketchup (pk or tsp) 1 c fortified beverage 4 oz peanut butter (# 10 disher) (AE)	3 oz smoked turkey sausage (E) ¼ c oven browned potatoes ½ c vegetable blend ½ c coleslaw 2 ea bread ½ c canned fruit 2 ea mustard (pk or tsp) 1 c fortified beverage 1 c dried beans (AE)	2 ea hot dogs (E) w/ 2 oz chili ¼ c rice ½ c mixed vegetables ½ c marinated vegetable medley 2 ea bread 1 c fortified beverage 1 c dried beans (AE)

(E) - Denotes Entree
(AE) - Denotes Alternate Entree
(AE) do not receive:
gravy
mustard or catsup

+ Salt/Pepper shall be offered

This is to certify that this menu is reviewed monthly and is served as written unless otherwise noted

Food Service Director

MENU SUBJECT TO CHANGE DUE TO PRODUCTION PROBLEMS, PRODUCT AVAILABILITY, OR SECURITY ISSUES


Exhibit E- FDC Menu

STATE OF FLORIDA
DEPARTMENT OF CORRECTIONS
ADULT MASTER MENU
WEEK 2

FACILITY OR
INSTITUTION NAME: _____

MONTH OF
OPERATION: _____

December 4, 2016


FL Department of Corrections Approval
Shane Phillips, Bureau Chief


Craig McCormick, MS, RD, LD/N
Public Health Nutrition Program Manager

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BREAKFAST						
3 oz eggs (E) 1 c grits ¼ c Lyonnais potatoes 2 ea biscuits or bread 1 ea fresh fruit 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée	1 c oatmeal 2 ea pancakes (E) 4 oz fruit juice 1 c coffee 1 c breakfast beverage 2 oz syrup 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée	2 oz breakfast sausage pty (E) 1 c grits ¼ c hash brown potatoes 2 ea biscuits or bread 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	1 c oatmeal 2 ea coffee cake (E) 1 ea fresh fruit 1 c coffee 1 c breakfast beverage ½ oz margarine (# 60 disher) No Alternate Entrée	¼ c breakfast meat gravy (E) 1 c grits ¼ c Lyonnais potatoes 2 ea biscuits 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	2 oz breakfast sausage pty (E) 1 c grits ¼ c hash brown potatoes 2 ea biscuits or bread 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	1 c oatmeal 2 ea coffee cake (E) 1 ea fresh fruit 1 c coffee 1 c breakfast beverage 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée
LUNCH						
1 c cabbage roll casserole (E) ¼ c dried beans ½ c marinated vegetable medley 1 ea cornbread 1 c fortified tea 1 c dried beans (AE) ½ c rice (AE)	½ c southern BBQ (E) ¼ c rice pilaf ½ c squash ½ c cole slaw 2 ea bread 1 ea cookie 1 c fortified tea 1 c dried beans (AE)	1 c chili mac (E) ¼ c dried beans ½ c marinated vegetable medley 1 ea cornbread 1 ea cake w/ icing 1 c fortified tea 1 c dried beans (AE) ½ c pasta (AE)	4 oz zesty patty (E) ¼ c oven brown potatoes ½ c carrot slaw 2 ea bread 1 ea cookie 1 ea mustard (pk or tsp) 1 ea ketchup (pk or tsp) 1 c fortified tea 1 c dried beans (AE)	1 c yakisoba (E) ½ c mixed vegetables ½ c coleslaw 2 ea bread or 1 ea pan biscuit ½ c pudding 1 c fortified tea 1 c dried beans (AE) ½ c pasta (AE)	2 ea poultry hot dogs (E) ¼ c garlic & herb pasta ¼ c dried beans ½ c coleslaw 2 ea bread 1 ea cookie 2 ea mustard (pk or tsp) 2 ea ketchup (pk or tsp) 1 c fortified beverage 1 c dried beans (AE)	½ c sloppy joe (E) ¼ c rice ¼ c dried beans ½ c carrots ½ c squash 2 ea bread 1 c fortified tea 1 c dried beans (AE)
DINNER						
4 oz salisbury patty (E) ¼ c mashed potatoes ½ c broccoli ½ c coleslaw 2 ea bread or 1 ea pan biscuit ½ oz margarine (# 100 disher) 1 c fortified beverage 1 c dried beans (AE)	1 c country meat gravy (E) ¼ c rice ¼ c cabbage ½ c marinated vegetable medley 2 ea bread or 1 ea pan biscuit 1 c fortified beverage 1 c dried beans (AE)	1 ea oven fried chicken leg ¼ (E) ¼ c rotini ¼ c dried beans ¼ c carrots 2 ea bread ½ c pudding 1 c fortified beverage 4 oz peanut butter (# 10 disher) (AE)	1 ea tamale pizza (E) ¼ c rice ¼ c dried beans ½ c marinated vegetable medley ½ c bread pudding 1 c fortified beverage 1 c dried beans (AE)	1 ea beef patty (E) ¼ c rice ¼ c dried beans ½ c carrot coins 2 ea bread ½ c pudding 1 ea mustard (pk or tsp) 1 ea ketchup (pk or tsp) 1 c fortified beverage 4 oz peanut butter (# 10 disher) (AE)	4 oz southwestern patty (E) ¼ c rice ½ c greens ½ c marinated vegetable medley 2 ea bread 1 ea cake w/ icing 1 c fortified beverage 1 c dried beans (AE)	¼ c Italian meat sauce (E) ¼ c rotini ½ c corn ½ c marinated vegetable medley 1 ea garlic biscuit 1 c fortified beverage 1 c dried beans (AE)

(E) - Denotes Entree
(AE) - Denotes Alternate Entree
(AE) do not receive:
gravy
mustard or catsup

+ Salt/Pepper shall be offered

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MENU SUBJECT TO CHANGE DUE TO PRODUCTION PROBLEMS, PRODUCT AVAILABILITY, OR SECURITY ISSUES

Food Service Director


Exhibit E- FDC Menu

STATE OF FLORIDA
DEPARTMENT OF CORRECTIONS
ADULT MASTER MENU
WEEK 3

FACILITY OR
INSTITUTION NAME: _____

MONTH OF
OPERATION: _____

December 4, 2016


FL Department of Corrections Approval
Shane Phillips, Bureau Chief


Craig McCormick, MS, RD, LD/N
Public Health Nutrition Program Manager

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BREAKFAST						
3 oz eggs (E) 1 c grits ¾ c Lyonnais potatoes 2 ea biscuits or bread 1 ea fresh fruit 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée	1 c oatmeal 2 ea pancakes (E) 4 oz fruit juice 1 c coffee 1 c breakfast beverage 2 oz syrup 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée	2 oz breakfast sausage pty (E) 1 c grits ¾ c hash brown potatoes 2 ea biscuits or bread 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	1 c oatmeal 2 ea coffee cake (E) 1 ea fresh fruit 1 c coffee 1 c breakfast beverage 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée	¾ c breakfast meat gravy (E) 1 c grits ¾ c Lyonnais potatoes 2 ea biscuits 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	2 oz breakfast sausage pty (E) 1 c grits ¾ c hash brown potatoes 2 ea biscuits or bread 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	1 c oatmeal 2 ea coffee cake (E) 1 ea fresh fruit 1 c coffee 1 c breakfast beverage 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée
LUNCH						
½ c torta meat (E) ¾ c rice ½ c marinated vegetable medley 2 ea bread 1 oz shredded cheese (#16) 1 c fortified tea 1 c dried beans (AE)	4 oz peanut butter & jelly (E) (#10 disher) ¾ c dried beans ½ c marinated vegetable medley 2 ea bread 1 ea cookie 1 c fortified tea No Alternate Entrée	1 c western chili (E) ¾ c rice ½ c squash w/ onions ½ c marinated vegetable medley 1 ea cornbread 1 c fortified tea 1 c dried beans (AE)	1 c cabbage roll casserole (E) ¾ c dried beans ½ c carrots ½ c marinated vegetable medley 1 ea cornbread ½ c pudding 1 c fortified tea ½ c rice (AE)	1 c meat fried rice (E) ½ c corn ½ c vegetable blend 1 ea cornbread ½ c pudding 1 c fortified tea ½ c rice (AE)	2 oz turkey ham (E) ¾ c cheesy grits ¾ c dried beans 2 ea bread 1 ea cake w/ icing 1 ea mustard (pk or tsp) 1 c fortified tea 1 c dried beans (AE)	4 oz zesty patty (E) ¾ c fiesta rice ¾ c dried beans ½ c cole slaw 2 ea bread 1 ea mustard (pk or tsp) 1 ea ketchup (pk or tsp) 1 c fortified tea 1 c dried beans (AE)
DINNER						
2 ea poultry hot dogs (E) ¾ c garlic & herb pasta ¾ c baked beans ½ c marinated vegetable medley 2 ea bread 2 ea mustard (pk or tsp) 2 ea ketchup (pk or tsp) 1 c fortified beverage 1 c dried beans (AE)	4 oz southwestern patty (E) ¾ c fiesta rice ½ c cole slaw 2 ea bread 1 ea cookie 1 ea mustard (pk or tsp) 1 ea ketchup (pk or tsp) 1 c fortified beverage 1 c dried beans (AE)	1 ea oven fried chicken leg ¼ (E) ¾ c dried beans ½ c stewed tomatoes ½ c coleslaw 2 ea bread 1 ea cookie 1 c fortified beverage 4 oz peanut butter (# 10 disher) (AE)	2 ea hot dogs (E) w/ 2 oz chili ¾ c rotini ½ c greens 2 ea bread ½ c canned fruit 1 c fortified beverage 1 c dried beans (AE)	1 ea beef patty (E) ¾ c garlic & herb pasta ½ c cabbage ½ c green beans 2 ea bread ½ c bread pudding 1 ea mustard (pk or tsp) 1 ea ketchup (pk or tsp) 1 c fortified beverage 4 oz peanut butter (# 10 disher) (AE)	3 oz smoked turkey sausage (E) ¾ c fiesta rice ¾ c dried beans ½ c coleslaw 2 ea bread 1 ea cookie 2 ea mustard (pk or tsp) ½ oz margarine (# 100 disher) 1 c fortified beverage 1 c dried beans (AE)	4 oz country patty (E) 1 ea rice pilaf ¾ c carrots ½ c marinated vegetable medley 2 ea bread or 1 ea pan biscuit ½ oz margarine (# 100 disher) 1 c fortified beverage 1 c dried beans (AE)

(E) - Denotes Entree
(AE) - Denotes Alternate Entree
(AE) do not receive:
gravy
mustard or catsup

+ Salt/Pepper shall be offered

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MENU SUBJECT TO CHANGE DUE TO PRODUCTION PROBLEMS, PRODUCT AVAILABILITY, OR SECURITY ISSUES

Food Service Director


Exhibit E- FDC Menu


STATE OF FLORIDA
DEPARTMENT OF CORRECTIONS
ADULT MASTER MENU
WEEK 4

FACILITY OR
INSTITUTION NAME: _____

MONTH OF
OPERATION: _____

December 4, 2016


FL Department of Corrections Approval
Shane Phillips, Bureau Chief


Craig McCormick, MS, RD, LD/N
Public Health Nutrition Program Manager

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BREAKFAST						
3 oz eggs (E) 1 c grits ¾ c Lyonnais potatoes 2 ea biscuits or bread 1 ea fresh fruit 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée	1 c oatmeal 2 ea pancakes (E) 4 oz fruit juice 1 c coffee 1 c breakfast beverage 2 oz syrup 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée	2 oz breakfast sausage pty (E) 1 c grits ¾ c hash brown potatoes 2 ea biscuits or bread 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	1 c oatmeal 2 ea coffee cake (E) 1 ea fresh fruit 1 c coffee 1 c breakfast beverage 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée	¾ c breakfast meat gravy (E) 1 c grits ¾ c Lyonnais potatoes 2 ea biscuits 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	2 oz breakfast sausage pty (E) 1 c grits ¾ c hash brown potatoes 2 ea biscuits or bread 4 oz fruit juice 1 c coffee 1 c breakfast beverage ½ oz jelly (# 60 disher) 2 ea sugar pk ½ oz margarine (# 60 disher) 2 oz cheese (AE)	1 c oatmeal 2 ea coffee cake (E) 1 ea fresh fruit 1 c coffee 1 c breakfast beverage 2 ea sugar pk ½ oz margarine (# 60 disher) No Alternate Entrée
LUNCH						
1 c chili mac (E) ¾ c dried beans ½ c marinated vegetable medley 1 ea cornbread 1 c fortified tea 1 c dried beans (AE) ½ c pasta (AE)	½ c southern BBQ (E) ¾ c rice ¾ c chili beans ½ c carrot coins 2 ea bread 1 ea cake w/ icing 1 c fortified tea 1 c dried beans (AE)	1 c yakisoba (E) ½ c vegetable blend ½ c coleslaw 1 ea cornbread 1 ea cookie 1 c fortified tea 1 c dried beans (AE) ½ c pasta (AE)	4 oz country patty (E) ¾ c rice pilaf ¾ c dried beans ½ c carrot coins 2 ea bread 1 ea mustard (pk or tsp) 1 ea ketchup (pk or tsp) 1 c fortified tea 1 c dried beans (AE)	½ c sloppy joe (E) ¾ c pasta salad ½ c carrots ½ c green beans 2 ea bread ½ c pudding 1 c fortified tea 1 c dried beans (AE)	1 c Tuscan stew (E) ¾ c rice ¾ c dried beans ½ c marinated vegetable medley 2 ea bread or 1 ea pan biscuit 1 ea cake w/ icing 1 c fortified tea 1 c dried beans (AE)	1 c cheesy meat casserole (E) ½ c green beans ½ c cole slaw 2 ea bread or 1 ea pan biscuit 1 c fortified tea 1 c dried beans (AE) ½ c pasta (AE)
DINNER						
1 c chili conquistador (E) ¾ c rice ½ c vegetable blend ½ c coleslaw 2 ea bread or 1 ea pan biscuit 1 c fortified beverage 1 c dried beans (AE)	1 c cheesy meat casserole (E) ½ c greens ½ c squash w/onions 2 ea bread or 1 ea pan biscuit ½ c bread pudding ½ oz margarine (# 100 disher) 1 c fortified beverage 1 c dried beans (AE) ½ c pasta (AE)	1 ea oven fried chicken leg ¼ (E) ¾ c rice ½ c corn ½ c coleslaw 2 ea bread 1 ea cookie 1 c fortified beverage 4 oz peanut butter (# 10 disher) (AE)	¾ c Italian meat sauce (E) ¾ c rotini ½ c vegetable blend ½ c marinated vegetable medley 1 ea garlic biscuit ½ c pudding 1 c fortified beverage 1 c dried beans (AE)	1 ea beef patty (E) ¾ c rice ¾ c dried beans ½ c corn 2 ea bread 1 ea fresh fruit 1 ea mustard (pk or tsp) 1 ea ketchup (pk or tsp) 1 c fortified beverage 4 oz peanut butter (# 10 disher) (AE)	4 oz salisbury patty (E) ¾ c mashed potatoes ¾ c dried beans ½ c cabbage 2 ea bread or 1 ea pan biscuit 1 ea cookie ½ oz margarine (# 100 disher) 1 c fortified beverage 1 c dried beans (AE)	2 ea poultry hotdogs (E) ¾ c fiesta rice ¾ c baked beans ½ c marinated vegetable medley 2 ea bread 2 ea mustard (pk or tsp) 2 ea ketchup (pk or tsp) 1 c fortified beverage 1 c dried beans (AE)

(E) - Denotes Entree
(AE) - Denotes Alternate Entree
(AE) do not receive:
gravy
mustard or catsup

+ Salt/Pepper shall be offered

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MENU SUBJECT TO CHANGE DUE TO PRODUCTION PROBLEMS, PRODUCT AVAILABILITY, OR SECURITY ISSUES

Food Service Director

Exhibit F - Commissary Price List

Gadsden
Female Canteen Menu
revised 8.3.18

Name _____

Housing Unit _____

DC Number _____

Item#	Qty	Description	Price	Item#	Qty	Description	Price
Drinks				Cookies/Snacks Cont.			
2010		Coffee, Instant, KEEFE, resealable, 4 oz. pouch	\$4.25	6520		Oatmeal, Instant, MOM, Apple & Cinnamon, 35 grams	K \$0.53
2014		Cappuccino, KEEFE French Vanilla 8oz	K \$0.65	6523		Oatmeal, Instant, MOM, Maple & Brown Sugar, 43 grams	K \$0.53
2017		Coffee, Instant, MAXWELL HOUSE, Resealable, 4 oz. pouch	K V \$5.50	6540		ZIPPY CAKES, Cereal Bar, Strawberry 1.3 oz.	K \$0.55
2028		Tea Bags, KEEFE, 48 count (box)	K V \$1.92	6606		Peanuts, Salted, MOON LODGE, 1.75 oz.	K V \$0.70
2049		Coffee, Indv., Decafe, SANKA, 1.9g	K V \$0.26	6607		Peanuts, Hot, Hot, Hot, MOON LODGE, 1.75 oz.	K V \$0.70
2056		CRYSTAL LIGHT SS Raspberry Ice .08oz	V \$0.65	6610		Bagel, Plain, GOLDEN VALLEY, 4 oz.	K \$1.00
2057		CRYSTAL LIGHT SS Lemonade .17oz	V \$0.60	6612		Bagel, Cinnamon Raisin, GOLDEN VALLEY, 4 oz.	K \$1.00
2058		CRYSTAL LIGHT SS Peach Tea .09oz	V \$0.60	Candy			
2070		Cocoa, Indv., KEEFE, .8 oz.	K \$0.24	4001		M&M, Peanut, 1.74 oz.	K T \$1.29
2151		Coffee, Indv., Select Roast, MAXWELL HOUSE, 1.7g	K V \$0.20	4010		SNICKERS, 1.86 oz.	K T \$1.29
2176		Milk, 2%, HERSHEY'S, 8 oz.	K \$0.99	4145		STARLITE MINTS 3.75 OZ	T \$1.00
2194		GATORADE, Fruit Punch, 7.5 oz.	V \$3.70	4100		BUTTERSCOTCH 4.25 OZ	T \$1.40
2235		V-8 JUICE 11.5 OZ.	K \$1.45	4150		SOUR FRUIT BALLS 4.25 OZ	T \$1.10
2300		TANG 8 oz.	K V \$1.75	4120		ROOTBEER BARRELS 4.25 OZ	T \$1.00
2371		Iced Tea w/Lemons, FUZE, 12 oz. can	K V T \$0.97	4110		LEMON DROPS 4.25 OZ	T \$1.24
2376		Cola, COKE, 12 oz. can	K V T \$0.97	4151		NOW & LATERS ASSORTED 3.2 OZ	T \$1.45
2377		Cola, DIET COKE, 12 oz. can	K V T \$0.97	4152		DIGBY'S ALLSTARS 3.75 OZ	T \$1.10
2383		Cola, SPRITE, 12 oz. can	K V T \$0.97	4146		ATOMIC FIRE BALLS 3 OZ	T \$0.88
2384		Cola, MELLO YELLOW, 12 oz. can	K V T \$0.97	4168		LEMONHEADS & FRIENDS_CANDY_CHEWY_4 OZ	T \$1.35
2420		Bottled Water, ZEPHYRHILLS, 16.9 oz.	K V \$0.99	4165		Gummy Bears, SATHERS, Candy, 4 oz.	T \$1.17
2433		Cola, BARQ'S, Root Bear 12 oz. can	K V T \$0.97	4166		Sour Neon Night Crawlers, SATHERS, Candy, 4 oz.	T \$1.40
2476		Cola, FANTA ORANGE, 12 oz. can	K V T \$0.97	Condiments			
2549		CRYSTAL LIGHT SS Light Sunrise .08oz	V \$0.65	1417		Plastic Spoon, ea.	T \$0.02
Cookies/Snacks				2082		KEEFE_CREAMER_NON-DAIRY	\$0.04
2596		Cream Cheese Spread w/Jalapenos, PHILADELPHIA, 2 oz.	\$1.25	2149		Creamer, KEEFE, Non Dairy, 3.00 gm. Pk.	K \$0.02
2622		Beef Summer Sausage, Hot, JACK LINK'S, Regular, 3 oz.	\$2.30	2219		Sugar Sub, SWEET MATE, 1.00 gm. Pk.	K V \$0.05
2725		Pop Tarts, KELLOGG'S, 3.52 oz. (Frosted Brown Sugar Cinnamon) (Zpk.)	\$1.08	6262		Mayonnaise, Indv., KEEFE KITCHENS 9 gm. 12 Pk.	K \$1.15
2737		FRITOS, Chili Cheese, Corn Chips, 2 oz.	\$0.90	6263		Mustard, Indv., KEEFE KITCHENS, 5.5 gm., 12 Pk.	K V \$0.80
2980		FRITOS, Corn Chips, Original, 4 oz.	K V \$1.41	6712		HUNTS_KETCHUP__9 G	K \$0.02
3004		ZIPPY COOKIES, Peanut Butter Cremes, 6 oz. tray	K V \$1.03	6352		Soy Sauce, KIKKOMAN, Single Pack, .25 oz.	K V \$0.06
3031		ZIPPY COOKIES, Orange Pineapple Cremes, 6 oz. tray	K \$1.03	6353		A-1 Steak Sauce, Indv., .5 oz.	K V \$0.37
3035		ZIPPY COOKIES, Chocolate Chip, 6 oz. bag	K \$1.03	6421		KRAFT_SALAD DRESSING_RANCH_1.5 OZ	\$0.35
3045		ZIPPY COOKIES, Duplex Cremes, 6 oz. tray	K V \$1.03	Frozen			
3230		ZIPPY CAKES, Peanut Butter Creme-Filled Wafers, Twin Pack, 2 oz.	K \$0.67	3421		Chip Around, DECONNA, Choc Chip w/Vanilla Ice Cream, 4.5 oz.	K T \$2.03
3231		ZIPPY CAKES, Yum Yums, Oatmeal Pie, 1.3 oz.	K V \$0.29	3432		Ice Cream Sandwich, DECONNA, 4 oz.	K T \$1.10
3236		ZIPPY CAKES, Swiss Rolls, 2 oz.	K \$0.55	3433		Nutty Buddy Ice Cream Sundae Cone, DECONNA, 4 oz.	K T \$1.30
3245		ZIPPY CAKES, D-Dunk, Dunkin Sticks, 1.7 oz.	K \$0.46	4453		MOM N POP SAUSAGE BISCUIT	T \$1.92
3039		Cookies, Marias, GALLETAS, 4.94 oz.	\$0.87	6071		Boneless Wings, Buffalo Style Bites, PIERRE FOODS, 5 oz.	T \$3.64
3126		Crackers, Cuban, GILDA, 3 oz.	K V \$0.65	6319		Beef & Bean Burrito, BAJA CAFE, 5 oz.	T \$1.87
3139		Crackers, Saltine, VISTA, 4 oz.	K V \$1.07	6365		Beef Cherbroll w/Cheese, FAST CHOICE, 4.85 oz.	T \$1.91
3162		Crackers, RITZ, 3.4 oz.	K V \$2.56	6367		Beef Charbroil w/BBQ, "BIG AZ", PIERRE FOODS, 8.1 oz.	T \$3.49
3192		ZIPPY CAKES, Cream Cheese Pound Cakes, 4 oz.	K \$1.20	6496		BubbaTwins Chili Cheese Dogs, PIERRE FOODS, 8.5 oz.	T \$3.02
3193		Pop Tarts, KELLOGG'S, 3.67 oz. (Frosted Fruit Flavored Only) (2pk.)	V \$1.08	6641		French Bread Supreme Pizza, PIERRE FOODS, 5.3 oz.	T \$2.80
3196		CLOVERHILL, Cherry Cheese Danish, Bear Claw, 4.25 oz.	K \$1.20	6646		French Bread Pepperoni Pizza, PIERRE FOODS, 5.0 oz.	T \$2.80
3219		Crackers, AUSTIN, Cheese Crackers w/Cheddar Cheese, 1.38 oz.	K \$0.64	6707		Jumbo Spicy Chicken Sandwich, PIERRE FOODS, 6.3 oz.	T \$4.05
3222		Crackers, AUSTIN, Toasty Crackers w/Peanut Butter, 1.38 oz.	K \$0.64	6795		County Fried Chicken Sandwich, BIG AZ, 9 oz.	T \$4.42
3243		Crackers, AUSTIN, Peanut Butter & Jelly, 1.38 oz.	K \$0.64	Entrees			
3260		ZIPPY CAKES, Cinnamon Crumb Cakes, 4 oz.	K \$1.20	2630		Black Beans, BRUSHY CREEK, 10oz	\$1.30
3262		Pork Skins, BBQ, MAC'S, 1.75 oz.	\$1.05	2664		VELVEETA, Macaroni and Cheese, 3 oz.	K \$1.51
3353		CLOVERHILL, Grand Iced Honey Bun, 6 oz.	K \$1.35	2665		VELVEETA, Macaroni and Spicy Cheese, 3 oz.	K \$1.51
3585		Beef Summer Sausage, Original, JACK LINK'S, 5 oz.	\$3.83	2668		VELVEETA, Cheesy Refried Beans, 4 oz.	K \$1.28
4185		CLOVERHILL, Dutch Apple Danish, Bear Claw, 4.25 oz.	K \$1.37	2669		VELVEETA, Spicy Refried Beans, 4 oz.	K \$1.28
4314		Pop Tarts, KELLOGG'S, 3.67 oz. (Frosted Blueberry) (2pk.)	\$1.08	2670		VELVEETA, Spicy Beans and Rice, 4 oz.	K \$1.28
6079		Chips, Whole Shabang, MOON LODGE, 1.5 oz.	K V \$0.99	2770		Flour Tortillas, MISSION, 8", 6 count, 16.2 oz	K \$2.59
6100		Chips, Regular, MOON LODGE, 1.5 oz.	K V \$0.99	4901		Bacon, Fully Cooked, BRUSHY CREEK, .78 oz.	\$4.50
6102		Chips, Stuffed Jalapeno, MOON LODGE, 1.5 oz.	K \$0.99	6000		Soup - Chicken, MARUCHAN, pouch, 3 oz.	\$0.69
6103		Chips, Scorchin Habanero, Tortilla, CACTUS ANNIE'S, 1.5 oz.	K \$0.99	6002		Soup - Beef, MARUCHAN, pouch, 3 oz.	\$0.69
6105		Chips, BBQ, MOON LODGE, 1.5 oz.	K V \$0.99	6005		Soup - Chili, MARUCHAN, pouch, 3 oz.	\$0.69
6111		Hot & Spicy Corn Chips, CACTUS ANNIE, 1.5oz.	K \$0.90	6011		Soup - Hot and Spicy Vegetable, MARUCHAN, pouch, 3 oz.	\$0.69
6116		Cheese Puffs, CACTUS ANNIE, 2 oz.	K \$1.00	6051		Brown Rice, KEEFE 6.5oz.	K \$1.25
6126		Chips, Sour Cream and Onion, MOON LODGE, 1.5 oz.	K \$0.99	6067		Soup - Chili, Low Sodium, MARUCHAN, 3 oz.	\$0.69
6134		Caramel Corn, MOON LODGE, 3.53 oz.	K V \$0.95	6147		Pulled Chicken, BRUSHY CREEK, w/Bufalo Wing Style Sauce, 5 oz.	\$3.90
6153		Chips, Buffalo Wing Blue Cheese, MOON LODGE, 1.5 oz.	K \$0.99	6173		Chili w/Beans, BRUSHY CREEK, 11.25 oz.	\$2.77
6154		DORITOS, Nacho Cheese, 1.75 oz.	\$0.99	6174		Chili w/Beans, Hot, BRUSHY CREEK, 11.25oz.	\$2.77
6161		Microwave Popcorn, ACT II, Buttered 2.75oz.	K \$0.99	6176		Beef Stew, BRUSHY CREEK, 11.25 oz.	\$2.45
6167		CHEETOS, Crunchy, 2 oz.	\$0.96	6190		Fish Steaks w/Green Chilies In Oil, FRESH CATCH, pouch, 3.53 oz.	K \$1.59
6214		Sunflower Kernels, BARCELONA, 3.25 oz.	K V \$0.98	6195		Chicken Breast, BRUSHY CREEK, 4.5oz.	\$4.50
6320		Beef & Cheese Stick, OBRIEN, 1.125oz.	\$1.25	6721		Fish Steaks w/LA Hot Sauce, FRESH CATCH, pouch, 3.53 oz.	K \$1.59
6349		Party Mix, CACTUS ANNIE, 11oz.	\$3.75	6757		Spam, HORMEL, 3 oz.	\$2.65
6415		Squeezer, SQUEEZ-JMS, Peanut Butter, 1.12 oz.	K V \$0.25	6826		Tuna In Water, FRESH CATCH, pouch, 4.23 oz.	K \$2.71
6428		Squeezer, CACTUS ANNIE, Cheddar Cheese, 2 oz.	\$0.70	Damages or shortages must be identified upon delivery to you. If you are released or transferred prior to receiving your order, you will have 72 hours (3 days) to claim them. Orders left beyond that time will be forfeited. By signing below, I acknowledge and understand the terms of commissary orders and I authorize funds to be deducted from my trust fund account to pay.			
6429		Squeezer, CACTUS ANNIE, Jalapeno Cheese, 2 oz.	\$0.70				
6430		Cereal, Frosted Flakes, MOM, Single Serve, 1 oz.	K \$0.63				
6432		Cereal, Tootie Fruites, MOM, Single Serve, .75 oz.	K \$0.63				
6438		Oatmeal, Instant, QUAKER, Regular, .98 oz.	K V \$0.53				
6501		Dill Pickle, VAN HOLTEN'S, 5-6 oz.	K V \$1.29				

signature _____

F# Kafoe Commissary Network

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Exhibit F - Commissary Price List



Item#	Qty	Description	Price	Item#	Qty	Description	Price
Toiletries				Health Aids			
0010		VO5 Extra Body Shampoo 12.5 oz	T \$1.22	0250		Hydrocortisone Cream, Maximum Strength, 1 oz	\$5.79
0011		VO5 Extra Body Conditioner 12.5 oz	T \$1.22	0254		Anti Fungal Cream, TINACTIN, 1/2 oz.	\$7.99
0012		HEAD & SHOULDERS_DANDRUFF SHAMPOO_CLASSIC CLEAN_13.5 OZ	T \$6.10	0699		NATURALIST_MULTIVITAMIN_PREMIUM PERFORMANCE_60 CT	\$3.90
0050		Hair Dressing, Bergamot, SOFTEE, 5 oz.	T \$2.75	0579		Chlorphen, Cold/Allergies, MEDIQUE, 1 Tablet, 4mg	\$0.21
0052		AFRICAN PRIDE, Magical Gro Herbal Formula, 5.3 oz.	T \$8.00	0581		APAP (Like Tylenol) 2 pack	\$0.71
0056		MURRAY'S POMADE 4 OZ	T \$3.28	0642		Roloids, Antacid, Regular Strength, 1 Roll	\$1.29
0068		Pink Oil, LUSTER'S, 8 oz.	T \$4.99	0675		Cough Drops, HALLS, Mentho-Lyptus, 9 count	\$1.42
0090		Shampoo/Conditioner, .34 oz. packet	T \$0.09	1666		Naproxen, GOODSENSE (Like Aleve), 220mg 50ct.	\$5.00
0101		POWER UP_ANTIPERSPIRANT DEODORANT_BLOOM_2 OZ	T \$3.95	4205		Lip Balm, CHAPSTICK, .15 oz.	\$2.18
0103		Deodorant, MENNEN, A/P, Clear Gel, Shower Fresh, 2.3 oz.	T \$3.60	Personal Property			
0116		Deodorant, SUAVE, A/P, Invisible Solid, 1.4 oz.	T \$2.75	1166		Ear Buds, Clear, GPX	T \$4.99
0118		Roll-On, Anti-Perspirant & Deodorant, POWER UP, 3. oz.	T \$2.49	1231		Headphones, Replacement, KOSS, PTX-6	T \$10.98
0135		Shampoo, DARK & LOVELY, Healthy Gloss, 13.5 oz.	T \$6.58	1249		AM/FM Radio w/Earbud, GPX, R2825, Clear	T \$16.68
0136		Conditioner, DARK & LOVELY, Healthy Gloss, 13.5 oz.	T \$6.58	1259		Combination Lock, MASTER, Series V-68	T \$8.99
0203		DIAL, Luro Skin Therapy Lotion, 12 oz. clear	T \$3.95	1270		ADVANCE, Water Resistant Sports Watch #40823X, w/Battery	T \$6.84
0212		Coconut Lime & Aloe Body Lotion, INFUZED, 15 oz.	T \$3.27	1745		Ear Rings, Surgical Steel, Small Stud, US SALES, Pierced, Pair	T \$20.99
0214		Cocoa & Shea Butter Lotion, INFUZED, 15 oz.	T \$3.27	5765		Polished/Brushed SS Cross, w/ 18" Rope Chain, US SALES, 80801-SS	T \$45.00
0240		Skin Cream, HERITAGE, 4.5 oz.	T \$4.27	5766		Polished SS Cross, w/ 20" Box Chain, US SALES, 80805-SS	T \$45.00
0243		Baby Powder, GOOD SENSE, 4 oz.	T \$1.74	5767		Polished/Brushed SS Cross, w/ 20" Box Chain, US SALES, 80803-SS	T \$45.00
0280		Sunblock, GOOD SENSE, SPF 30, 4 oz.	T \$3.99	6976		Digital Radio, AM/FM w/Earbud, SONY, SRF-M35FP, Clear	T \$35.85
0356		ELEMENTZ, Thickening Shampoo, Aloe & Ginseng, 15 oz.	T \$1.25	Clothing			
0358		ELEMENTZ, Hydrating Conditioner, Almond & Shea Butter, 15 oz.	T \$1.25	4709		Hanes Brief Sz. 8 3/pk White Womens	T \$7.40
0362		ELEMENTZ, Dandruff Shampoo, Almond & Shea Butter, 15 oz.	T \$2.25	4710		Hanes Brief Sz. 7 3/pk White Womens	T \$7.40
0397		Soap, NEXT1, Cocoa Butter Bar, 5 oz.	T \$0.89	4711		Hanes Brief Sz. 8 3/pk White Womens	T \$7.40
0414		Soap, DIAL, Anti Bacterial Deodorant, Gold, 4 oz. (Indv. Wrapped)	T \$1.23	4712		Hanes Brief Sz. 9 3/pk White Womens	T \$7.99
0424		Soap, NEXT1, Moisturizing, 5 oz	T \$0.89	4713		Hanes Brief Sz. 10 3/pk White Womens	T \$7.99
0426		Soap, NEXT1, Anti-bacterial Sport Bar, 5 oz.	T \$0.89	4714		Hanes Brief Sz. 11 3/pk White Womens	T \$7.99
0440		Soap, DOVE, Moisturizing Beauty Bar, 3.17 oz.	T \$2.49	4715		Hanes Brief Sz. 12 3/pk White Womens	T \$7.99
0445		Toothpaste, COLGATE, Gel, 4.2 oz.	T \$3.49	Miscellaneous			
0525		Toothpaste, Clear Fluoride, ORALINE-SECURE, 3 oz.	T \$1.98	0755		Handkerchiefs, HAV-A HANK, (white only) 1 ea.	T \$1.19
0530		Toothpaste, Cool Wave, 4oz.	T \$2.15	0875		Envelope 10x13 White, each	T \$0.26
0590		FRESHMINT, Denture Tablet 40 CT	\$4.35	1010		Envelope #10 White, each	T \$0.08
0595		Denture Adhesive, EFFERGRIP, 2.5 oz.	\$5.99	1068		Security Pen, Black (T)	T \$0.65
0596		Denture Bath, SEA-BOND, ea.	\$1.93	1077		Pencil (#2)	T \$0.15
0700		Douche, MASSENGIL, Vinegar & Water, 4.5 oz. Extra Cleansing Twin pk.	T \$2.69	1086		WEBSTER'S Pocket Dictionary	T \$4.50
3699		Lotion, OIL OF OLAY, Quench Body, 8.4 oz.	T \$6.58	1092		Pen, Blue, Slick Md. Pt., BIC	T \$0.20
Make-Up				1203		Batteries, AA, Alkaline, ION, 2pk.	T \$1.80
0314		Foundation, COVER GIRL, Smoothers, #720 Creamy Natural, ea.	T \$8.99	1223		Notebook Paper 8-1/2" X 11" White 150 ct. College Rule	T \$2.40
0315		Foundation, COVER GIRL, Smoothers, #755 Soft Honey, ea.	T \$8.99	1242		Batteries, AAA, Alkaline, ION, 2pk.	T \$1.80
0808		Blush, COVER GIRL, #148 Natural Rose, ea.	T \$4.49	1290		Sunglasses, Non Reflective, Black Plastic Frame	T \$1.60
0809		Lipstick, COVER GIRL, #030 It's Your Mauve, ea.	T \$6.99	1283		Clip-On Sunglasses	T \$4.97
0823		Lipstick, COVER GIRL, #420 Iced Mauve, ea.	T \$6.99	1303		Cards, Playing, Standard, BICYCLE	T \$3.49
0852		Blush, COVER GIRL, #117 Plum Plush, ea.	T \$5.99	1305		Cards, Playing, Pinochle, AVIATOR	T \$2.99
0857		Blush, COVER GIRL, #135 Snow Plum, ea.	T \$5.99	1321		Chess & Checker Set, PRESSMAN	T \$5.50
0910		Mascara, Megaprotein, WET & WILD, .27 oz.	T \$1.99	1343		Mirror, Plastic, Non-Breakable, No Magnet, 6"X4.5"	T \$1.81
0946		Eyebrow Pencil, COVER GIRL, #500 Midnight Black, ea.	T \$1.63	1400		Bowl, 24 oz.	T \$0.99
0947		Eye Shadow, COVER GIRL, #215 Country Woods, ea.	T \$5.99	1411		Cup, Coffee Mug, 1 piece Molded Plastic w/Handle 12 oz.	T \$1.08
0948		Eyebrow Pencil, COVER GIRL, #505 Midnight Brown, ea.	T \$1.63	1415		Plastic Cup, No Lid, 22 oz.	T \$0.36
Sundry				1432		Washcloth, Beige, 1 lb/dz, style 90	T \$1.45
0279		Hair Net, GOODY, White or Black, ea.	T \$0.69	1541		Deluxe Crew Socks, Cotton, One Size Fits All, MORGAN MILLS (pair)	T \$1.25
0366		Toothbrush Holder, Two Piece, Clear	T \$1.27	1634		Blue Mesh Bag for carrying canteen items (16x12x6)	T \$3.99
0544		Floss Loops, 30ct., LLP	T \$2.26	1709		Shoe Laces, KIWI, 54"	T \$2.16
0550		TEK SOFT PRO TOOTHBRUSH	T \$1.00	1997		Insect Repellent, Stick, .5 oz.	T \$4.99
0551		MED TEK PRO TOOTHBRUSH	T \$1.00	2890		Photo Album, No Metal, 10 Sheet, Generic #21638	T \$1.21
0587		Security Toothbrush, ORALBRITE, 4", each	T \$0.55	4533		Racquet Balls, 2 pack	T \$2.77
0719		TAMPAX, Tampon, Regular, 10ct	T \$4.02	5273		Reading Glasses 1.25 Diopter	T \$4.95
0725		TAMPAX, Tampon, Super, 10ct	T \$4.02	5274		Reading Glasses 1.50 Diopter	T \$4.95
0734		Maxi Pads, ALWAYS, Ultra Thin, Regular, w/flexi wings, 18 ct.	T \$4.35	5275		Reading Glasses 1.75 Diopter	T \$4.95
0736		Maxi Pads, ALWAYS, Long Super, w/flexi wings, 16 ct.	T \$4.35	5276		Reading Glasses 2.0 Diopter	T \$4.95
0746		Tweezers, Blunt, Carded, TRIM	T \$2.19	5282		Reading Glasses 1.0 Diopter	T \$0.36
0750		Nail Clippers, (no file), TRIM	T \$1.29	8170		Watch Band, Velcro, Black, RAINE, 003V	T \$4.20
0754		Emery Boards, TRIM, #62500, 10 ct.	T \$1.29	8259		Poncho, Clear Vinyl, 50" x 80"	T \$4.14
0760		Cotton Swabs, NEW DAY, 100 ct bag	T \$0.83	9799		Photo Ticket, ea.	T \$1.87
0769		Toilet Paper, CHARMIN, 4pk.	T \$3.95	Postage			
0793		Hair Claw, GOODY, Medium	T \$1.39	0897		FIRST CLASS POSTAGE	\$0.47
0797		Make Up Bag, Clear	T \$7.23	1004		POSTAGE_STAMP_1 CENT	\$0.01
0800		Comb, Pocket, 5", NEW WORLD, Black Plastic	T \$0.37	Substitutions			
0801		Combs, Kant Slip, (side) GOODY, 2 pk.	T \$1.05	Item#	Qty	Description	Price
0820		Hair Brush, CARDINAL COMB, Short Handle, Ventled, Stiff, ea.	T \$1.38				
0840		Shower Cap, ea.	T \$0.19				
0853		Hair Rollers, GOODY, (Med), 12 pk.	T \$2.20				
0854		Hair Rollers, GOODY, (Lg), 10 pk.	T \$2.20				
0855		Pony Oh Terry Cloth	T \$0.10				
0858		Pony Tail Holders, GOODY, Classics, 18 pc.	T \$1.98				
1450		Cross-Strap Flip Flop (Sm)	T \$1.49				
1451		Cross-Strap Flip Flop (Med)	T \$1.49				
3533		Cross-Strap Flip Flop (XLg)	T \$1.49				
3696		Soap Dish, Two Piece, Clear	T \$1.41				
3820		Cross-Strap Flip Flop (XLg)	T \$1.49				

Keefe Commissary Network

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OFFICE OF HEALTH SERVICES, PHARMACY DEPARTMENT (March 2017)**DRUG NAME****ALTERNATE NAME**

ABACAVIR	ZIAGEN
ABACAVIR/DOLUTEGRAVIR/LAMIVUDINE	TRIUMEQ
ABILIFY TAB ONLY: SEE PSY. ALGORITHM	ARIPIRAZOLE TAB ONLY SEE PSY. ALGORITHM
ACACTAM	AZTREONAM
ACCUZYME	ENZYME COMBINATIONS, TOPICAL
ACETAMINOPHEN 325MG	TYLENOL 325MG
ACETAMINOPHEN SUPPOSITORIES	TYLENOL SUPPOSITORIES
ACETAMINOPHEN/ASPRIN/CAFFEINE	EXCEDRINE MIGRAINE
ACETAMINOPHEN/CODEINE LIQ CV	TYLENOL/COD LIQ
ACETAMINOPHEN/CODEINE TAB CIII	TYLENOL/COD #3
ACETAMINOPHEN/HYDROCODONE CIII	VICODIN, GENERIC
ACETIC ACID	
ACETIC ACID 2% OTIC	DOMEBORO OTIC
ACETIC ACID 2%/HC 1% OTIC	VOSOL-HC OTIC, GENERIC ONLY
ACETIC ACID OTIC	VOSOL OTIC
ACETYLCYSTEINE	MUCOMYST
ACHROMYCIN	TETRACYCLINE
ACTA-CHAR	CHARCOAL, ACTIVATED U.S.P.
ACTH INJECTION	CORTICOTROPIN INJECTION
ACTHAR	CORTICOTROPIN INJECTION
ACTHAR	ACTH
ACTHAR GEL	ACTH, REPOSITORY
ACULAR	KETOROLAC OPHTH
ACYCLOVIR IV / ORAL ONLY	ZOVIRAX IV / ORAL ONLY
ACYCLOVIR IV/ORAL ONLY	ZOVIRAX ORAL / IV ONLY
ADALAT CC	NIFEDIPINE ER TABLET
Approved therapeutic substitution for Procardia XL	
ADALIMUMAB (REQUIRES DER)	HUMIRA (REQUIRES DER)
ADENOCARD (RMC ONLY)	ADENOSINE (RMC ONLY)
ADENOSINE (RMC ONLY)	ADENOCARD (RMC ONLY)
ADRENALIN INJ	EPINEPHRINE HCL INJ
ADRENALIN, EPPY-N	EPINEPHRINE
ADRIAMYCIN	DOXORUBICIN HCL
ADRUCIL	FLUOROURACIL
ADSORBONAC	SODIUM CHLORIDE 5% OPHTH
ADVAIR DISKUS (DOT ONLY)	FLUTICASONE/SALMETEROL DISKUS(DOT)
AEROSPORIN	POLYMYXIN B SULFATE
AK-PENTOLATE	CYCLOPENTOLATE HCL
ALAMAG PLUS (DORM/SICK CALL)	AL/MAG HYDROXIDE/SIMETHICONE
ALBUMIN, NORMAL SERUM	ALBUMINAR-25
ALBUMINAR-25	ALBUMIN, NORMAL SERUM
ALBUTEROL ORAL AND NEBULIZER	
ALBUTEROL/IPRATROPIUM INHAL. SOL	DUONEB

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Revised as of March 2017

OFFICE OF HEALTH SERVICES, PHARMACY DEPARTMENT (March 2017)

ALDACTONE, GENERIC	SPIRONOLACTONE
ALDOMET	METHYLDOPA
ALENDRONATE	FOSAMAX
ALIMTA	PEMETREXED DISODIUM
ALKERAN	MELPHALAN
ALLOPURINOL	ZYLOPRIM, GENERIC ONLY
ALPHA ₁ -PROTEINASE INHIBITOR [HUMAN] (REQUIRES APPROVED DER)	PROLASTIN (REQUIRES APPROVED DER)
ALPHAGAN 0.2%	BRIMONIDINE TARTRATE 0.2%
ALTEPLASE RECOMBINANT (RMC ONLY)	CATHFLO ACTIVASE (RMC ONLY)
AL/MAG HYDROXIDE/SIMETHICONE	ALAMAG PLUS (DORM/SICK CALL)
ALUMINUM ACETATE	BUROW'S SOLN, DOMEBORO POWDER
ALVESCO HFA INHALER	CICLESONIDE HFA INHALER
AMANTADINE	SYMMETREL
AMCILL	AMPICILLIN
AMETHOPTERIN	METHOTREXATE
AMIKACIN (RMC ONLY)	
AMINO ACID SOLUTION	FREAMINE III, AMINOSYN
AMINOPHYLLINE	
AMINOSYN	AMINO ACID SOLUTION
AMIODARONE	CORDARONE
AMLODIPINE	NORVASC
AMONIA, AROMATIC	
AMOXICILLIN	TRIMOX, AMOXIL
AMOXICILLIN/CLAVULANATE IR	AUGMENTIN IR
AMOXIL	AMOXICILLIN
AMPHOTERICIN B IV	FUNGIZONE IV
AMPICILLIN	POLYCILLIN, AMCILL
AMPICILLIN NA/ SULBACTAM NA	UNASYN
AMYLASE/LIPASE/PROTEASE	CREON
ANALGESIC BALM, GENERIC	MENTH/METHYLSALICYLAT CRM
ANAPROX, GENERIC	NAPROXEN SODIUM
ANASTROZOLE	ARIMIDEX
ANCEF	CEFAZOLIN
ANECTINE	SUCCINYLCHOLINE CHLORIDE
ANTIHEMOPHILIC FACTOR	FACTOR VIII COMPLEX (HUMAN)
ANTIHEMOPHILIC FACTOR	FACTOR IX
ANTIHEMOPHILIC FACTOR (HUM)	MONOCLATE-P, FACTOR VIII COMPLEX
ANTILIRIUM	PHYSOSTIGMINE SALICYLATE
ANTISPASMODIC	BELLADONNA ALKA/PB
ANTIVERT	MECLIZINE HCL
ANUSOL OINTMENT	HEMORRHOID ANESTHETIC OINTMENT
ANUSOL SUPP	HEMORRHOIDAL SUPP
ANUSOL-HC CREAM	HYDROCORT/HEMORRHOID CREAM
APAP W CODEINE ELIXIR CV	TYLENOL C CODEINE, GENERIC

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OFFICE OF HEALTH SERVICES, PHARMACY DEPARTMENT (March 2017)

APRESOLINE	HYDRALAZINE
APTIVUS	TIPRANAVIR
AQUA MEPHYTON, MEPHYTON	PHYTONADIONE
AQUAPHOR – Post Radiation only	HYDROPHILIC PETROLATUM
AQUASOL A	VITAMIN A
AQUASOL E	TOCOPHEROL
ARAMINE	METARAMINOL BITARTRATE
AREDIA	PAMIDRONATE DISODIUM
ARIMIDEX	ANASTROZOLE
ARIPIRAZOLE TAB ONLY SEE PSY. ALGORITHM	ABILIFY TAB ONLY SEE PSY. ALGORITHM
ARISTOCORT INJ	TRIAMCINOLONE ACETONIDE INJ
ARISTOCORT TOP	TRIAMCINOLONE TOPICAL
ARTIFICIAL TEAR	POLYVINYL ALCOHOL
ARTIFICIAL TEAR	METHYLCELLULOSE
ASA	ASPIRIN
ASACOL HD	MESALAMINE
ASPIRIN	ASA
ATARAX, VISTARIL	HYDROXYZINE PAMOATE
Prescription for Atarax & Vistaril will be therapeutically substituted per P & T 10/02/02	
ATENOLOL	TENORMIN, GENERIC ONLY
ATAZANAVIR SULFATE	REYATAZ
ATIVAN	LORAZEPAM CIV
ATORVASTATIN	LIPITOR
ATOVAQUONE	MEPRON
ATRACURIUM	TRACRIUM
ATRIPLA	EFAVIRENZ, EMTRICITABINE, TENOFOVIR
ATROPINE SULFATE INJ	ISOPTOATROPINE
ATROPINE SULFATE OPHTH	IPRATROPIUM BROMIDE
ATROVENT INHALER	AMOXICILLIN/CLAVULANATE IR
AUGMENTIN IR	BENZOCAINE/ANTIPYRINE OTIC
AURALGAN SOLN	BENZOCAINE/ANTIPYRINE OTIC
AURTO, GENERIC ONLY	BEVACIZUMAD
AVASTIN	INTERFERON BETA-1A (DER REQUIRED)
AVONEX (DER REQUIRED)	VIDAZA
AZACITIDINE	IMURAN
AZATHIOPRINE	ZITHROMAX ORAL AND INJECTABLE
AZITHROMYCIN	ZIDOVUDINE
AZT	AZACTAM
AZTREONAM	SULFASALAZINE
AZULFIDINE	BALANCED SALT OPHTH SOLN
B.S.S.	LACTOBACILLUS ACIDOPHILUS
BACID	BACITRACIN OINTMENT
BACIGUENT	BACIGUENT
BACITRACIN OINTMENT	
BACITRACIN OPHTHALMIC	

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BACLOFEN	LIORESAL
BACTRIM ORAL, INJ	COTRIMOXAZOLE ORAL, INJ (TMP-SMX)
BACTROBAN OINTMENT	MUPIROCIN OINTMENT ONLY
BALANCED SALT OPHTH SOLN	B.S.S.
BALSAM PERU/TRYPsin SPRAY	GRANULEX
BCG INTRAVESICAL	PACIS, TICE BCG, THERA CYS
BCNU	CARMUSTINE
BELLADONNA/METHYLENE BLUE	
BENADRYL (PHYSICAL HEALTH)	DIPHENHYDRAMINE HCL (PHYSICAL HEALTH)
BENTYL (DOT ONLY)	DICYCLOMINE HCL (DOT ONLY)
BENZAGEL	BENZOYL PEROXIDE
BENZALKONIUM CHLORIDE SOL	ZEPHIRAN SOLN
BENZOCAINE LOZENGES IND-PAK	
BENZOCAINE/ANTIPYRINE OTIC	AURALGAN SOLN, AURTO, GENERIC
BENZOIN TINCTURE	
BENZONATATE	TESSALON PERLES
BENZOYL PEROXIDE TOPICAL (EXCLUDES WASH)	
BENZTROPINE MESYLATE	COGENTIN
BETADINE	POVIDONE-IODINE TOPICAL
BETAGAN	LEVOBUNOLOL OPHTHALMIC
BETAMETHASONE DIP. AUGMENTED	DIPROLENE AF
BETASERON (REQUIRES DER)	INTERFERON BETA-1B (REQUIRES DER)
BETAXOLOL 0.5% OPHTHALMIC	BETOPTIC 0.5%
BETHANECHOL CHLORIDE	URECHOLINE, GENERIC ONLY
BETOPTIC 0.5%	BETAXOLOL OPHTHALMIC 0.5%
BEVACIZUMAD	AVASTIN
BH WETTING SOLN	POLYVINYL ALCOHOL
BIAXIN IR	CLARITHROMYCIN IR
BICALUTAMIDE	CASODEX
BICILLIN LA	PENICILLIN G BENZATHINE LA
BICITRA SOLN	SOD CITRATE/CITRIC ACID
BICNU	CARMUSTINE
BIOZYME-C CREAM	COLLAGENASE TOPICAL
BISACODYL	DULCOLAX
BISMUTH SUBSALICYLATE	PINK BISMUTH, PEPTO BISMOL
BLENOXANE	BLEOMYCIN
BLEOMYCIN	BLENOXANE
BLEPH-10	SULFACETAMIDE SODIUM
BONINE	MECLIZINE HCL
BOOSTRIX	DIPHThERIA/TETANUS/PERTUSSIN
BORTEZOMID	VELCADE
BOSTON CLEANER DAILY	RIGID GAS PERMEABLE
BOSTON CONDITIONING SOLUTION	RIGID GAS PERMEABLE
BRETHINE	TERBUTALINE SULFATE
BRETYLIUM TOSYLATE	BRETYLOL

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BRETYLOL	BRETYLIUM TOSYLATE
BRICANYL	TERBUTALINE SULFATE
BRIMONIDINE TARTRATE 0.2%	ALPHAGAN 0.2%
BROMOCRIPTINE	PARLODEL
BUFFERED OPHTH IRRIGATION	DACRIOSE
BUPIVACAINE HCL	MARCAINE, SENSORCAINE
BUPIVACAINE/EPINEPHRINE	MARCAINE/EPINEPHRINE
BUROW'S SOLN	ALUMINUM ACETATE
BUSPAR	BUSPIRONE
BUSPIRONE	BUSPAR
CAFERGOT	ERGOTAMINE/CAFFEINE
CALAMINE LOTION	
CALAN SR	VERAPAMIL ER
CALAN	VERAPAMIL HCL
CALCIFEROL	ERGOCALCIFEROL
CALCITONIN	MIACALCIN
CALCITRIOL	ROCALTROL, VITAMIN D
CALCIUM ACETATE	PHOSLO
CALCIUM CARBONATE	OS-CAL 500, OS-CAL
CALCIUM CHLORIDE	
CALCIUM GLUCONATE	
CALCIUM LEUCOVORIN	WELLCOVORIN, FOLINIC ACID
CALCIUM WITH VIT D (ALL)	CALCIUM WITH VIT D (ALL)
CAMPTOSAR	IRINOTECAN HCI
CAPECITABINE	XELODA
CAPOTEN	CAPTOPRIL
CAPTOPRIL	CAPOTEN
CARAFATE	SUCRALFATE
CARBAMAZEPINE ALL FORMS (DOT ONLY)	TEGRETOL ALL FORMS (DOT ONLY)
CARBAMIDE PEROXIDE OTIC	DEBROX
CARBIDOPA/LEVODOPA	SINEMET
CARBOCAINE	MEPIVACAINE
CARBOPLATIN	CARBOPLATIN
CARDIZEM ALL FORMS	DILTIAZEM ALL FORMS
CARDURA	DOXAZOSIN MESYLATE
CARVEDILOL IR	COREG IR
CASODEX	BICALUTAMIDE
CARMUSTINE	BCNU, BICNU
CATHFLO ACIVASE (RMC ONLY)	ALTEPLASE RECOMBINANT (RMC ONLY)
CCNU	LOMUSTINE
CECLOR	CEFACLOR
CEE NU	LOMUSTINE
CEFACLOR	CECLOR
CEFAPIME ()	MAXIPIME
CEFAZOLIN	ANCEF, KEFZOL

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CEFOXITIN SODIUM	MEFOXIN
CEFTAROLINE (RMC HOSPITAL ONLY)	TEFLARO (RMC HOSPITAL ONLY)
CEFTAZIDIME (RMC HOSPITAL ONLY)	FORTAZ/TAZICEF (RMC HOSPITAL ONLY)
CEFTRIAZONE	ROCEPHIN
CELEXA (MAXIMUM 40MG/DAY)	CITALOPRAM (MAXIMUM 40MG/DAY)
CELLCEPT	MYCOPHENOLATE MOFETIL
CEPHALEXIN	KEFLEX, GENERIC
CEPHULAC	LACTULOSE
CERTOLIZUMAB PEGOL (REQUIRES DER)	CIMZIA (REQUIRES DER)
CERUBIDINE	DAUNORUBICIN HCL
CETACAINE	BENZOCAINE 14%
CETACORT LOTION	HYDROCORTISONE TOPICAL
CETUXIMAB	ERBITUX
CHARCOAID	CHARCOAL, ACTIVATED U.S.P.
CHARCOAL, ACTIVATED U.S.P.	CHARCOAID, ACTA-CHAR
CHLOR-TRIMETON	CHLORPHENIRAMINE MALEATE
CHLORAMBUCIL	LEUKERAN
CHLORHEXIDINE GLUCONATE	HIBICLENS
CHLORHEXIDINE GLUCONATE	PERIDEX ORAL RINSE
CHLOROPROCAINE	NESACAINE
CHLORPHENIRAMINE MALEATE	CHLOR-TRIMETON
CHLORPROMAZINE	THORAZINE
CHLORTHALIDONE	HYGROTON, GENERIC
CHLORZOXAZONE	PARAFON FORTE DSC
CHOLOGRAFIN MEGLUMINE	IODIPAMIDE MEGLUMINE
CHRONULAC	LACTULOSE
CICLESONIDE HFA INHALER	ALVESCO HFA INHALER
CILOXAN	CIPROFLOXACIN
CIMZIA (REQUIRES DER)	CERTOLIZUMAB PEGOL (REQUIRES DER)
CINACALCET	SENSIPAR
CIPRO	CIPROFLOXACIN
CIPROFLOXACIN HCL	CILOXAN, CIPRO
CISPLATIN	CISPLATINUM, PLATINOL
CISPLATINUM	CISPLATIN
CITALOPRAM (MAXIMUM 40MG/DAY)	CELEXA (MAXIMUM 40MG/DAY)
CITROMA, CITRATE OF MAGNESIA	MAGNESIUM CITRATE
CITROVORUM FACTOR	LEUCOVORIN CALCIUM
CITRUCEL	FIBER LAXATIVE
CLARITHROMYCIN IR	BIAXIN IR
CLARITIN	LORATADINE
CLEAN-N-SOAK	CLEANING & SOAKING SOLUTION
CLEANING & SOAKING SOLUTION	HARD CONTACT LENS, CLEAN-N-SOAK
CLEANING SOLUTION	CONTACT LENS SOLN (HARD LENS)
CLEOCIN IV	CLINDAMYCIN IV
CLEOCIN (ORAL PRODUCT)	CLINDAMYCIN

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CLEOCIN VAGINAL CREAM	CLINDAMYCIN PHOSPHATE
CLERZ 2	LUBRICATING EYE DROPS
CLINDAMYCIN IV	CLEOCIN IV
CLINDAMYCIN (ORAL PRODUCT)	CLEOCIN
CLINDAMYCIN PHOSPHATE VAGINAL	CLEOCIN VAGINAL
CLINORIL	SULINDAC
CLOPIDOGREL	PLAVIX
CLOTTRIMAZOLE	MYCELEX, LOTRIMIN
CODEINE PHOSPHATE/SULFATE CII	
COGENTIN	BENZTROPINE MESYLATE
COLACE	DOCUSATE SODIUM
COLCHICINE	
COLLAGENASE TOPICAL	SANTYL
COLYTE	ORAL COLON LAVAGE SOLN
COMBIVENT	IPRATROPIUM BROMIDE AND ALBUTEROL SULFATE

For moderate to severe Asthma only.

COMFORT EYE DROPS	EYE DROPS FOR GAS PERMEABLE
CONDYLOX SOL (FOR SINGLE DOSE ONLY)	PODOFLOX SOLUTION
COMPLERA	EMTRICITABINE/RILPIVIRINE/TENOFOVIR
CONRAY	IOTHALAMATE MEGLUMINE
CONTACT LENS SOLN (HARD LENS)	WETTING SOLUTION, CLEANING SOLUTION
CONTACT LENS SOLUTION	SENSITIVE EYES, FLEXCARE
COPAXONE (REQUIRES DER)	GLATIRAMER ACETATE (REQUIRES DER)
CORDARONE	AMIODARONE
COREG IR	CARVEDILOL IR
CORTEF	HYDROCORTISONE TABLET
CORTICOTROPIN INJECTION	ACTH INJECTION, ACTHAR
CORTISPORIN OTIC	NEOMYCIN / POLYMYXIN / HC OTIC
CORTROSYN	COSYNTROPIN
COSMEGEN	COSMEGEN
COSOPT OPHTH	DORZOLAMIDE/TIMOLOL OPHTH
COSYNTROPIN	CORTROSYN
COTRIMOXAZOLE INJ	BACTRIM INJ, SEPTRA INJ
COTRIMOXAZOLE ORAL (TMP-SMX)	BACTRIM ORAL, SEPTRA ORAL
COUMADIN (DOT ONLY)	WARFARIN SODIUM (DOT ONLY)
COZAAR	LOSARTAN
CREON	AMYLASE/LIPASE/PROTEASE
CRIVIVAN	INDINAVIR
CUBICIN (RMC HOSPITAL ONLY)	DAPTOMYCIN (RMC HOSPITAL ONLY)
CYANOCOBALAMIN	VITAMIN B-12
CYCLOBENZAPRINE	FLEXERIL
CYCLOGYL	CYCLOPENTOLATE HCL
CYCLOPENTOLATE HCL	CYCLOGYL, AK-PENTOLATE
CYCLOPHOSPHAMIDE	CYTOXAN, NEOSAR

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CYCLOSPORINE	SANDIMMUNE, NEORAL
CYPROHEPTADINE	PERIACTIN
CYSTO-CONRAY	IOTHALAMATE MEGLUMINE
CYSTOGRAFIN	DIATRIZOATE MEGLUMINE
CYTARABINE HCL	CYTOSAR
CYTOSAR	CYTARABINE HCL
CYTOTEC	MISOPROSTOL
CYTOVENE	GANCICLOVIR SODIUM
CYTOXAN	CYCLOPHOSPHAMIDE
D-GLUCOSE	DEXTROSE
DABRAFENIB MESYLATE	TAFINLAR
DACARBAZINE	DTIC-DOME
DACRIOSE	BUFFERED OPHTH IRRIGATION
DAILY CLEANER (HARD LENSES)	TITAN LIQUID CL
DAILY CLEANER (SOFT LENSES)	LENS PLUS
DAKIN'S SOLUTION	SODIUM HYPOCHLORITE
DANAZOL	DANOCRINE
DANOCRINE	DANAZOL
DAPSONE	DDS
DARAPRIM	PYRIMETHAMINE
DARUNAVIR	PREZISTA
DARUNAVIR AND COBICISTAT	PREZCOBIX
DASATINIB	SPRYCEL
DAUNOMYCIN HCL	DAUNORUBICIN HCL
DAUNORUBICIN HCL	CERUBIDINE, DAUNOMYCIN HCL
DDAVP	DESMOPRESSIN ACETATE
DDI	DIDANOSINE
DDS	DAPSONE
DEBRISAN	DEXTRANOMER
DEBROX	CARBAMIDE PEROXIDE OTIC
DECADRON OPTH	DEXAMETHASONE OPHTHALMIC
DECADRON	DEXAMETHASONE INJECTIBLE/ORAL
DELESTROGEN	ESTRADIOL VALERATE INJ
DELTASONE	PREDNISONE
DEMEROL	MEPERIDINE HCL CII
DENTAL AGENTS	
DENTU CREAM PASTE	DENTURE CLEANER
DENTURE CLEANER	DENTU CREAM PASTE
DEPAKENE	VALPROIC ACID
DEPAKOTE DR AND ER	DIVALPROEX SODIUM DR AND ER
DEPO PROVERA	MEDROXYPROGESTERONE ACETATE
DEPO-ESTRADIOL	ESTRADIOL CYPIONATE INJ
DEPO-MEDROL	METHYLPREDNISOLONE
DERMOPLAST	BENZOCAINE TOPICAL SPRAY
DESCOVY	EMTRICITABINE, TENOFOVIR

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DESENSITIZING TOOTHPASTE	SENSODYNE
DESMOPRESSIN ACETATE	DDAVP, STIMATE
DEXAMETHASONE OPHTHALMIC	DECADRON OPHTH, MAXIDEX
DEXAMETHASONE INJECTIBLE/ORAL	DECADRON
DEXTRANOMER	DEBRISAN
DEXTROSE	D-GLUCOSE, GLUCOSE
DEXTROSE AND SODIUM CHLORIDE	
DEXTROSE/LEVULOSE/PHOSPHORIC ACID	EMETROL, GENERIC ONLY
DHS TAR SHAMPOO	TAR SHAMPOO
DIAGNOSTIC AGENTS	
DIATRIZOATE MEGLUMINE	RENO-M-30, RENO-M-60, CYSTOGRAFIN
DIATRIZOATE SODIUM	HYPAAQUE
DIAZEPAM (ANTI-ANXIETY) CIV	VALIUM
DIAZEPAM (ANTI-CONVULSANT) CIV	VALIUM
DIAZEPAM (SEDATIVE) CIV	VALIUM
DIBUCAINE TOPICAL	GENERIC ONLY
DICLOXACILLIN	DYNAPEN
DICYCLOMINE HCL (DOT ONLY)	BENTYL (DOT ONLY)
DIDANOSINE EC	VIDEX EC
DIDRONEL	ETIDRONATE
DIFLUCAN	FLUCONAZOLE
DIGOXIN	LANOXIN
DILACOR XR	DILTIAZEM ER
DILANTIN	PHENYTOIN
DILAUDID (RMC ONLY)	HYDROMORPHONE (RMC ONLY)
DILTIAZEM (ONCE DAILY DOSING)	CARDIZEM CD
(Therapeutic substitution approved)	
DILTIAZEM-ALL FORMS	CARDIZEM ALL FORMS
DINOPROST TROMETHAMINE	PROSTIN F2 ALPHA
DINOPROSTONE	PROSTIN E2
DIPHENHYDRAMINE (PHYSICAL HEALTH)	BENADRYL, BENYLIN (PHYSICAL HEALTH)
DIPHTHERIA/TETANUS TOXOID	DT, TD
DIPHTHERIA/TETANUS/PERTUSSIN	BOOSTRIX
DIPIVEFRIN HCL OPHTH	PROPINE
DIPROLENE AF	BETAMETHASONE DIP. AUGMENTED
DISALCID, GENERIC	SALSALATE
DISINFECTION SOLN (SOFT LEN)	
DITROPAN (DOT ONLY)	OXYBUTYNIN (DOT ONLY)
DIULO	METOLAZONE
DIVALPROEX SODIUM DR AND ER	DEPAKOTE DR AND ER
DOBUTAMINE	DOBUTREX
DOBUTREX	DOBUTAMINE
DOCETAXEL	TAXOTERE
DOCUSATE SODIUM	COLACE, DSS
DOLUTEGRAVIR	TIVICAY

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DOMEBORO OTIC	ACETIC ACID 2% OTIC
DOMEBORO POWDER	ALUMINUM ACETATE
DOPAMINE HCL	INTROPIN
DORZOLAMIDE	TRUSOPT
DORZOLAMIDE/TIMOLOL OPHTH	COSOPT OPHTH
DOXAZOSIN MESYLATE	CARDURA
DOXORUBICIN HCL	ADRIAMYCIN
DOXYCYCLINE	VIBRAMYCIN
DRISDOL	ERGOCALCIFEROL
DT	DIPHThERIA/TETANUS TOXOID
DTIC-DOME	DACARBAZINE
DULCOLAX	BISACODYL
DUODERM	FLEXIBLE HYDROACTIVE DRESSING
DUOFILM	SALICYLIC ACID
DUONEB INHALANT SOL	ALBUTEROL/IPRATROPIUM
DYAZIDE, MAXZIDE-25	TRIAMTERENE/HCTZ
DYNAPEN	DICLOXACILLIN
E-MYCIN	ERYTHROMYCIN BASE
E.E.S.	ERYTHROMYCIN ETHYLSUCCINATE
EDROPHONIUM CHLORIDE	TENSILON, ENLON
EDURANT	RILPIVIRINE
EFAVIRENZ	SUSTIVA
EFAVIRENZ, EMTRICITABINE, TENOFOVIR	ATRIPLA
EFFEXOR, EFFEXOR XR	VENLAFAXINE
EFODINE	POVIDONE-IODINE TOPICAL
EFUDEX	FLUOROURACIL
ELIMITE CREAM	PERMETHRIN
ELLECE	EPIRUBICIN
ELOXATIN	OXALIPLATIN
ELVITEGRAVIR/COBISTAT/EMTRICITABINE/TENOFOVIR	GENVOYA, STRIBILD
EMETROL	DEXTROSE/LEVULOSE/PHOSPHORIC ACID
EMTRICITABINE	EMTRIVA
EMTRICITABINE / TENOFOVIR	DESCOVY, TRUVADA
EMTRICITABINE, TENOFOVIR, EFAVIRENZ	ATRIPLA
EMTRICITABINE/RILPIVIRINE/TENOFOVIR	COMPLERA, ODEFSEY
EMTRIVA	EMTRICITABINE
ENALAPRIL	VASOTEC
ENBREL (REQUIRES DER)	ETANERCEPT (REQUIRES DER)
ENFUVIRTIDE	FUZEON
ENGERIX-B ADULT	HEPATITIS B VACCINE(RECOMBINANT)
ENLON	EDROPHONIUM CHLORIDE
ENOXAPARIN SODIUM INJECTION	LOVENOX
ENSURE PLUS	ENTERAL DIET, COMPLETE
ENSURE	ENTERAL DIET, SUPPLEMENT
ENTERAL DIET, CLEAR LIQUID, NOT COMPLETE FORTA DRINK	

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ENTERAL DIET, COMPLETE	SUSTACAL PLUS, ENSURE PLUS
ENTERAL DIET, COMPLETE DIABETIC	GLUCERNA
ENTERAL DIET, COMPLETE HIGH CALORIE	TWOCAL
ENTERAL DIET, COMPLETE PULM/DIABET	PULMOCARE
ENTERAL DIET, COMPLETE RENAL	SUPLENA
ENTERAL DIET, ISOTONIC	ISOCAL, OSMOLITE HN
ENTERAL DIET, SUPPLEMENT	SUSTACAL, ENSURE
ENTRAVIRINE	INTELENCE
ENZYMATIC CLEANER KIT	FOR SOFT, GAS PERMEABLE
ENZYME COMBINATIONS, TOPICAL	ACCUZYME
EPIFRIN	EPINEPHRINE OPHTH SOLN
EPINAL	EPINEPHRINE OPHTH SOLN
EPINEPHRINE	ADRENALIN, EPPY
EPINEPHRINE HCL INJ	ADRENALIN INJ
EPINEPHRINE INJ SUSP	SUS-PHRINE
EPINEPHRINE OPHTH SOLN	EPINAL, EPIFRIN
EPIRUBICIN	ELLEENCE
EPIVIR	LAMIVUDINE (3TC)
EPIVIR / ZIAGEN	EPIZCOM
EPIZCOM	EPIVIR / ZIAGEN
EPOETIN ALFA	EPOGEN, PROCRIT
EPOGEN	EPOETIN ALFA
ERBITUX	CETUXIMAB
ERGOCALCIFEROL	DRISDOL, CALCIFEROL
ERGONOVINE MALEATE INJ	ERGOTRATE
ERGOTAMINE/CAFFEINE	CAFERGOT
ERGOTRATE	ERGONOVINE MALEATE INJ
ERLOTINIB HYDROCHLORIDE	TARCEVA
ERTAPENEM (RMC HOSPITAL ONLY)	INVANZ (RMC HOSPITAL ONLY)
ERYC	ERYTHROMYCIN BASE
ERYTHROCIN	ERYTHROMYCIN STEARATE
ERYTHROMYCIN	ILOTYCIN
ERYTHROMYCIN BASE	ERYC, E-MYCIN
ERYTHROMYCIN ETHYLSUCCINATE	E.E.S., PEDIAMYCIN
ERYTHROMYCIN OPHTHALMIC	ILOTYCIN
ERYTHROMYCIN STEARATE	ERYTHROCIN, GENERIC
ESTINYL	ETHINYL ESTRADIOL
ESTRADERM	ESTRADIOL
ESTRADIOL	ESTRADERM
ESTRADIOL CYPIONATE INJ	DEPO-ESTRADIOL
ESTRADIOL VALERATE INJ	DELESTROGEN
ESTROGENIC SUBST CONJ CRM	PREMARIN CREAM
ESTROGENIC SUBSTANCE CONJ	PREMARIN
ESTRONE SUSPENSION INJ	
ESTROPIPATE	OGEN

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ETANERCEPT (REQUIRES DER)	ENBREL (REQUIRES DER)
ETHAMBUTOL HCL	MYAMBUTOL
ETHINYL ESTRADIOL	ESTINYL, FEMINONE
30 MCG ETHINYL ESTRADIOL AND 0.3 MG	LO OVRAL NORGESTREL
35 MCG ETHINYL ESTRADIOL AND 1 MG	ORTHO-NOVUM 1/35 NORGESTREL
PHASE 1 - 35 MCG ETHINYL ESTRADIOL AND	ORTHO-NOVUM 7/7/7
0.5 MG NORETHINDRONE//PHASE 2 - 35 MCG	
ETHINYL ESTRADIOL AND 0.75 MG	
NORETHINDRONE// PHASE 3 - 35 MCG	
30 MCG ETHINYL ESTRADIOL AND 1.5 MG	LOESTRIN 1.5/30
NORETHINDRONE	
ETHINYL ESTRADIOL AND NORGESTIMATE	ORTHO TRI-CYCLEN
ETIDRONATE	DIDRONEL
ETOPOSIDE	VEPESID / TOPOSAR
EXCEDRINE MIGRAINE	ACETAMINOPHEN/ASPRIN/CAFFEINE
EYE DROPS FOR GAS PERMEABLE	COMFORT EYE DROPS
EYE DROPS FOR SOFT LENSES	LUBRICANT EYE DROPS, MOISTURE DROPS
EYE STREAM	SODIUM CHLORIDE (ISOTONIC)
FACTOR COMPLEX VIII	ANTIHEMOPHILIC FACTOR (HUMAN)
FACTOR VIII COMPLEX (HUMAN)	ANTIHEMOPHILIC, MONOCLATE-P
FACTOR IX	ANTIHEMOPHILIC FACTOR
FAT EMULSION	LIPOSYN II
FEMINONE	ETHINYL ESTRADIOL
FEOSOL	FERROUS SULFATE
FER-IN-SOL	FERROUS SULFATE
FERRLECIT	SODIUM FERRIC GLUCONATE COMPLEX
FERROUS SULFATE	FEOSOL, FER-IN-SOL
FIBER-LAX TABLETS	POLYCAROBPHIL
FILGRASTIM	NEUPOGEN
FINASTERIDE	PROSCAR
FLAGYL IV / TABLETS(250MG AND 500MG)	METRONIDAZOLE IV / TABLETS
FLAVOXATE HCL	URISPAS
FLEET ENEMA	SOD PHOSPHATE/BIPHOSPHATE
FLEET ENEMA	PHOSPHATE INORGANIC ENEMA
FLEXCARE	CONTACT LENS SOLUTION
FLEXERIL	CYCLOBENZAPRINE
FLEXIBLE HYDROACTIVE DRESSING	DUODERM
FLOMAX	TAMSULOSIN
FLORINEF	FLUDROCORTISONE ACETATE
FLOXIN	OFLOXACIN
FLOXURIDINE	FUDR
FLUCONAZOLE	DIFLUCAN
FLUDARABINE	FLUDURA
FLUDURA	FLUDARABINE
FLUDROCORTISONE ACETATE	FLORINEF

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FLUMAZENIL	ROMAZICON
FLUOR I STRIP	FLUORESCIN TX-STRIP
FLUORESCIN SODIUM	FLURESS
FLUORESCIN TX-STRIP	FLUOR I STRIP
FLUOROMETHOLONE	FML OPHTH SUSP, FML FORTE
FLUOROURACIL	5-FLUOROURACIL, 5-FU
FLUOTHANE	HALOTHANE
FLUOXETINE 10 MG 20MG ONLY	GENERIC ONLY
FLUOXYMESTERONE CIII	HALOTESTIN
FLUPHENAZINE DECANOATE	PROLIXIN DECANOATE
FLUPHENAZINE HCL	PROLIXIN
FLURESS	FLUORESCIN SODIUM
FLUTAMIDE	FLUTAMIDE
FLUTICASONE/SALMETEROL DISKUS (DOT)	ADVAIR DISKUS (DOT ONLY)
FLUZONE	INFLUENZA VIRUS VACCINE
FML FORTE	FLUOROMETHOLONE
FML OPHTH SUSP	FLUOROMETHOLONE
FOLIC ACID	FOLVITE
FOLINIC ACID	CALCIUM LEUCOVORIN
FOLVITE	FOLIC ACID
FOR SOFT, GAS PERM.	ENZYMATIC CLEANER KIT
FORTAZ (RMC HOSPITAL ONLY)	CEFTAZIDIME (RMC HOSPITAL ONLY)
FORTOVASE	SAQUINAVIR MESYLATE
FOSAMAX	ALENDRONATE
FOSAMPRENAVIR CALCIUM	LEXIVA
FOSRENOL	LANTHANUM
FREAMINE III	AMINO ACID SOLUTION
FUDR	FLOXURIDINE
FUNGIZONE IV	AMPHOTERICIN B IV
FUROSEMIDE	LASIX, GENERIC
FUSILEV	LEVOLEUCOVORIN CALCIUM
FUZEON	ENFUVIRTIDE
GADODIAMIDE	OMNISCAN
GAMMULIN RH	RH-O (D) IMMUNOGLOBULIN
GANCICLOVIR SODIUM	CYTOVENE
GANTRISIN	SULFISOXAZOLE
GARAMYCIN CREAM	GENTAMICIN TOPICAL
GARAMYCIN INJ	GENTAMICIN SULFATE INJ
GARAMYCIN OPHTH	GENTAMICIN OPHTHALMIC
GASTRODRAFIN	MG GASTROVIEW
GEMCITABINE HCl	GEMZAR
GEMFIBROZIL	LOPID
GEMZAR	GEMCITABINE HCl
GENTACIDIN	GENTAMICIN OPHTHALMIC
GENTAMICIN OPHTHALMIC	GARAMYCIN OPHTH, GENTACIDIN

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GENTAMICIN SULFATE INJ	GARAMYCIN INJ
GENTAMICIN TOPICAL	GARAMYCIN CREAM
GENVOYA	ELVITEGRAVIR/COBISTAT/EMTRICITABINE/TENOFOVIR
GEODON INJECTION	ZIPRASIDONE (SIII FACILITIES ONLY)
GLATIRAMER ACETATE (REQUIRES DER)	COPAXONE (REQUIRES DER)
GLEEVEC	IMATINIB
GLIPIZIDE IR AND XL	GLUCOTROL, GLUCOTROL XL
GLUCAGON HCL	
GLUCERNA	ENTERAL DIET, COMPLETE DIABETIC
GLUCOPHAGE	METFORMIN HCL
GLUCOPHAGE XR	METFORMIN HYDROCHLORIDE
GLUCOSE	DEXTROSE
GLUCOTROL	GLIPIZIDE
GLUCOTROL XL	GLIPIZIDE XL
GOLYTELY	ORAL COLON LAVAGE SOLN
GRANEX	TBO-FILGRASTIM
GRANULEX SPRAY	TRYPSIN-BALSAM PE
GUAIFENESIN	ROBITUSSIN, MUCINEX
H-BIG	HEPATITIS B IMMUNE GLOBULIN
HALDOL	HALOPERIDOL
HALDOL DECANOATE	HALOPERIDOL DECANOATE
HALOPERIDOL	HALDOL
HALOPERIDOL DECANOATE	HALDOL DECANOATE
HALOTESTIN	FLUOXYMESTERONE CIII
HALOTHANE	FLUOTHANE
HARD CONTACT LENS	CLEANING & SOAKING SOLUTION
HAVRIX	HEPATITIS A VACCINE
HEMORRHOID ANESTHETIC OINT	ANUSOL OINTMENT
HEMORRHOID EMOLLIENT OINT	PREPARATION H
HEMORRHOIDAL SUPP	ANUSOL SUPP
HEPARIN INFUSION	
HEPARIN SODIUM INJ	
HEPATITIS A VACCINE	HAVRIX
HEPATITIS B IMMUNE GLOBULIN	H-BIG
HEPATITIS B VACCINE (RECOMB)	ENGERIX-B ADULT
HIBICLEN	CHLORHEXIDINE GLUCONATE
HOMATROPINE HBR OPHTHALM	
HOMATROPINE HYDROBROMIDE	ISOPTO HOMATROPINE
HUMIBID	GUAIFENESIN
HUMIRA (REQUIRES DER)	ADALIMUMAB (REQUIRES DER)
HUMULIN 70/30	INSULIN, HUMAN COMB 70/30
HUMULIN N	INSULIN, NPH HUMAN
HUMULIN R	INSULIN, REGULAR HUMAN
HYALURONATE SOD	SODIUM HYALURONATE
HYCAMTIN	TOPOTECAN HCI

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HYDRALAZINE	APRESOLINE
HYDREA	HYDROXYUREA
HYDROCHLOROTHIAZIDE	HYDRODIURIL, ORETIC
HYDROCORT/HEMORRHOID CREAM	ANUSOL-HC CREAM
HYDROCORTISONE	OINTMENTS/CREAMS/TABLETS
HYDROCORTISONE ENEMA	CORTENEMA
HYDRODIURIL	HYDROCHLOROTHIAZIDE
HYDROGEN PEROXIDE	PEROXIDE
HYDROMORPHONE (RMC ONLY)	DILAUDID (RMC ONLY)
HYDROPHILIC PETROLATUM- Post Radiation only	AQUAPHOR
HYDROXYCHLOROQUINE	PLAQUENIL
HYDROXYUREA	HYDREA
HYDROXYZINE PAMOATE	VISTARIL

Prescription for Atarax & Vistaril will be therapeutically substituted per P & T 10/02/02

HYGROTON, GENERIC	CHLORTHALIDONE
HYOSCYAMINE SULFATE	LEVSIN
HYPaque	DIATRIZOATE SODIUM
HYPERTET	TETANUS IMMUNE GLOBULIN
HYTRIN	TERAZOSIN
HYZAAR	LOSARTAN/HCTZ
IBRUTINIB	IMBRUVICA
IBUPROFEN	MOTRIN, RUFEN
IDOXURIDINE	HERPLEX, STOXIL
IFEX	IFOSFAMIDE
IFOSFAMIDE	IFEX
ILOTYCIN OPHTH	ERYTHROMYCIN OPHTHALMIC
IMATINIB	GLEEVEC
IMBRUVICA	IBRUTINIB
IMDUR	ISOSORBIDE MONONITRATE
IMIPENEM/CILASTATIN (RMC HOSP ONLY)	PRIMAXIN (RMC HOSPITAL ONLY)
IMMUNE GLOBULIN	SANDOGLOBULIN
IMODIUM	LOPERAMIDE
IMODIUM AD	LOPERAMIDE
IMURAN	AZATHIOPRINE
INACTIVATED HEPATITIS A/HBSAG ² PROTEIN	TWIN RX
INDAPAMIDE	LOZOL
INDERAL, GENERIC	PROPRANOLOL HCL
INDERAL LA, GENERIC	PROPRANOLOL EXTENDED RELEASE
INDINAVIR	CRIXIVAN
INDOCIN (<i>RESTRICTED TO 7 DAYS</i>)	INDOMETHACIN
INDOCIN-SR (<i>RESTRICTED TO 7 DAYS</i>)	INDOMETHACIN SR
INDOMETHACIN (<i>RESTRICTED TO 7 DAYS</i>)	INDOCIN/INDOCIN SR
INFLIXIMAB (REQUIRES DER)	REMICADE (REQUIRES DER)
INFLUENZA VIRUS VACCINE	FLUZONE
INH	ISONIAZID

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INSULIN ASPART (INSULIN PUMP ONLY)	NOVOLOG (INSULIN PUMP ONLY)
INSULIN, NPH HUMAN	HUMULIN N
INSULIN, REGULAR HUMAN	HUMULIN R
INSULIN,HUMAN COMB 70/30	HUMULIN 70/30
INSULIN DETEMIR	LEVEMIR
(LEVEMIR: WILL STILL REQUIRE AN APPROVED DER)	
INTAL, CROLOM	CROMOLYN SODIUM
INTELENCE	ENTRAVIRINE
INTERFERON ALFA-2A	REFERON-A
INTERFERON ALFA-2B RECOMBINANT	INTRON A
Only approved for Hepatitis C and AIDS related Kaposi's Sarcoma	
INTERFERON BETA-1A (REQUIRES DER)	AVONEX (REQUIRES DER)
INTERFERON BETA-1B (REQUIRES DER)	BETASERON (REQUIRES DER)
PRESCRIPTIONS FOR BETASERON WILL REQUIRE DER INDICATING RECOMMENDED BY SPECIALIST)	
INTRALIPID	INTRAVENOUS FAT EMULSION
INTRAVENOUS FAT EMULSION	NTRALIPID, LIPOSYN
INTRON A	INTERFERON ALFA-2B RECOMBINANT
Only approved for Hepatitis C and AIDS related Kaposi's Sarcoma	
INTROPIN	DOPAMINE HCL
INVANZ (RMC HOSPITAL ONLY)	ERTAPENEM (RMC HOSPITAL ONLY)
INVIRASE	SAQUINAVIR MESYLATE
IODINE TINCTURE 2%, USP	
IODIPAMIDE MEGLUMINE	CHOLOGRAFIN MEG
IOHEXOL	OMNIPAQUE 240, 300, 350
IOPANOIC ACID	TELEPAQUE
IOTHALAMATE MEGLUMINE	CYSTO-CONRAY, CONRAY
IPRATROPIUM/ALBUTEROL INHAL. SOL	DUONEB
IPRATROPIUM BROMIDE/ALBUTEROL SULF.	COMBIVENT
For moderate to severe Asthma only.	
IRINOTECAN HCI	CAMPTOSAR
IPRATROPIUM BROMIDE	ATROVENT INHALER
IRRIGATION STERILE	STERILE WATER FOR IRRIGATION
ISENTRESS	RALTEGRAVIR
ISOCAL	ENTERAL DIET, ISOTONIC
ISONIAZID	INH, NYDRAZID
ISOPROTERENOL	ISUPREL
ISOPTO HOMATROPINE	HOMATROPINE HYDROBROMIDE
ISOPTOATROPINE	ATROPINE SULFATE OPHTH
ISOPTOCARPINE	PILOCARPINE HCL (0.5-3%)
ISOPTOCARPINE	PILOCARPINE HCL (4-10%)
ISOPTOHYOSCINE	SCOPOLAMINE HBR OPHTH
ISORDIL	ISOSORBIDE DINITRATE ORAL
ISOSORBIDE DINITRATE ORAL	ISORDIL, SORBITRATE
ISOSORBIDE MONONITRATE	IMDUR
ISOTONIC NACL	SODIUM CHLORIDE INJECTION

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ISOVUE-300	IOPAMIDOL
ISUPREL	ISOPROTERENOL
IVERMECTIN	STROMECTOL
JANUVIA	SITAGLIPTIN
K-LYTE CL	POTASSIUM CHLORIDE
KALETRA	LOPINAVIR/RITANAVIR
KAOLIN/PECTIN	KAOPECTATE
KAOPECTATE	KAOLIN/PECTIN
KAYEXALATE	SOD POLYSTYRENE SULFONATE
KEFLEX, GENERIC	CEPHALEXIN
KEFZOL	CEFAZOLIN
KENALOG INJECT	TRIAMCINOLONE ACETONIDE INJ
KENALOG PLASIBASE	TRIAMCINOLONE ACETONIDE OINT
KENALOG TOPICAL	TRIAMCINOLONE TOPICAL
KEPPRA IR AND XR	LEVETIRACETAM IR AND XR
KERALYT	SALICYLIC ACID TOPICAL
KETO-STIX	
KETOCONAZOLE TOPICAL	NIZORAL TOPICAL
KETOROLAC OPHTH	ACULAR
KETOROLAC TROMETHAMINE	TORADOL IM

Five day maximum duration per prescription.

KONAKION	PHYTONADIONE
LACRI-LUBE	OCULAR LUBRICANT, STERILE
LACRILUBE	PETROLATUM STERILE OPHTH
LACTATED RINGER'S	
LACTINEX	LACTOBACILLUS ACIDOPHILUS
LACTOBACILLUS ACIDOPHILUS	LACTINEX, BACID
LACTULOSE	CEPHULAC, CHRONULAC
LAMICTAL	LAMOTRIGINE
LAMIVUDINE	EPIVIR
LAMOTRIGINE	LAMICTAL
LANOXIN	DIGOXIN
LANTHANUM	FOSRENOL
LASIX, GENERIC	FUROSEMIDE
LATANOPROST	XALATAN
LENALIDOMIDE	REVLIMID
LENS PLUS	DAILY CLEANER (SOFT LENSES)
LEUCOVORIN CALCIUM	WELLCOVORIN, CITROVORUM FACTOR
LEUKERAN	CHLORAMBUCIL
LEUPROLIDE ACETATE	LUPRON DEPOT
LEVALBUTEROL HFA INHALER	XOPENEX HFA INHALER
LEVAQUIN	LEVOFLOXACIN
LEVARTERENOL	NOREPINEPHRINE BITARTRATE
LEVEMIR	INSULIN DETEMIR

(LEVEMIR: WILL STILL REQUIRE AN APPROVED DER)

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LEVETIRACETAM IR AND XR	KEPPRA IR AND XR
LEVO-DROMORAN	LEVORPHANOL TARTRATE CII
LEVOBUNOLOL OPHTHALMIC	BETAGAN
LEVOFLOXACIN	LEVAQUIN
LEVOLEUCOVORIN CALCIUM	FUSILEV
LEVONORGESTREL	PLAN B ONE STEP
LEVOPHED	NOREPINEPHRINE BITARTRATE
LEVORPHANOL TARTRATE CII	LEVO-DROMORAN
LEVOTHROID, LEVOXYL	LEVOTHYROXINE
LEVOTHYROXINE	SYNTHROID, LEVOTHROID, LEVOXYL
LEVSIN	HYOSCYAMINE SULFATE
LEXISCAN	REGADENOSON
LEXIVA	FOSAMPRENAVIR CALCIUM
LIDOCAINE, CARDIAC INJECTION	XYLOCAINE
LIDOCAINE, ORAL	XYLOCAINE VISCO, VISCOUS XYLOCAINE
LIDOCAINE, TOPICAL	XYLOCAINE JELLY, XYLOCAINE OINT
LIDOCAINE, UNPRESERVED	XYLOCAINE
LIDOCAINE, W/EPINEPHRINE	XYLOCAINE / EPI
LIDOCAINE, W/PRESERVATIVE	XYLOCAINE
LINEZOLID	ZYVOX
(Zyvox can only be used at the Reception Centers. Zyvox may be used at these institutions without an approved DER only if Zyvox is recommended by a consultant physician for approved use.)	
LIORESAL	BACLOFEN
LIPASE/AMYLASE/PROTEASE	
LIPITOR	ATORVASTATIN
LIPOSYN	INTRAVENOUS FAT EMULSION
LIPOSYN II	FAT EMULSION
LISINAPRIL	ZESTRIL
LITHANE	LITHIUM CARBONATE
LITHIUM CARBONATE IR AND ER	LITHANE, LITHOBID
LITHOBID	LITHIUM CARBONATE ER
LOESTRIN 1.5/30	30 MCG ETHINYL ESTRADIOL AND 1.5 MG NORETHINDRONE
	CCNU, CEE NU
LOMUSTINE	MINOXIDIL
LONITEN	30 MCG ETHINYL ESTRADIOL AND 0.3 MG NORGESTREL
LO OVRAL	IMODIUM, IMODIUM AD
	GEMFIBROZIL
LOPERAMIDE	KALETRA
LOPID	METOPROLOL TARTRATE
LOPINAVIR/RITANAVIR	CLARITIN
LOPRESSOR	ATIVAN
LORATADINE	COZAAR
LORAZEPAM CIV	HYZAAR
LOSARTAN	
LOSARTAN/HCTZ	

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LOTRIMIN	CLOTRIMAZOLE TOPICAL
LOVENOX	ENOXAPARIN SODIUM INJECTION
LOZOL	INDAPAMIDE
LUBRICANT EYE DROPS	EYE DROPS FOR SOFT LENSES
LUBRICATING EYE DROPS	CLERZ 2
LUMINAL, GENERIC	PHENOBARBITAL CIV
LUPRON DEPOT	LEUPROLIDE ACETATE
MACROBID	NITROFLANTOIN MONO/MACRO
MACRODANTIN	NITROFURANTOIN MACROCRYSTALS
MAGNESIUM CITRATE	CITROMA, CITRATE OF MAGNESIA
MAGNESIUM GLUCONATE	GENERIC
MAGNESIUM HYDROXIDE SUSP	MILK OF MAG, MOM
MAGNESIUM OXIDE	GENERIC
MAGNESIUM SULFATE	GENERIC
MANDELAMINE	METHENAMINE MANDELATE
MARAVIROC	SELZENTRY
MARCAINE	BUPIVACAINE HCL
MARCAINE/EPINEPHRINE	BUPIVACAINE/EPINEPHRINE
MATERNA	VITAMINS, PRENATAL
MATULANE	PORCARBAZINE HCL
MAXIDEX	DEXAMETHASONE OPHTHALMIC
MAXIPIME ()	CEFIPIME HCL
MAXZIDE, GENERIC	TRIAMTERENE/HCTZ
MD GASTROVIEW	GASTROGRAFIN
MECLIZINE HCL	BONINE, ANTIVERT
MEDIPLAST	SALICYLIC ACID
MEDROXYPROGESTERONE ACETATE	PROVERA, DEPO PROVERA
MEFOXIN	CEFOXITIN SODIUM
MEGACE	MEGESTROL ACETATE
MEGESTROL ACETATE	MEGACE
MEKINIST	TRAMETINIB DIMETHYL SULFOXIDE
MELOXICAM	MOBIC
MELPHALAN	ALKERAN
MENADIOL SOD DIPHOSPHATE	SYNKAVITE
MENTH/METHYLSALICYLAT CRM	ANALGESIC BALM
MENTHOL	
MEPERIDINE HCL CII	DEMEROL, GENERIC
MEPHYTON	PHYTONADIONE
MEPIVACAINE	CARBOCAINE
MEPRON	ATOVAQUONE
MERCAPTOPYRINE	PURINETHOL
MEROPENEM ()	MERREM
MERREM ()	MEROPENEM
MESALAMINE	ROWASA, ASACOL, PENTASA, DELZICOL
MESNA	MESNEX

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MESNEX	MESNA
MESTINON	PYRIDOSTIGMINE BROMIDE
METARAMINOL BITARTRATE	ARAMINE
METFORMIN HCL	GLUCOPHAGE
METFORMIN HYDROCHLORIDE XR	GLUCOPHAGE XR
METHENAMINE MANDELATE	MANDELAMINE
METHERGINE	METHYLERGONOVINE MALEATE
METHIMAZOLE	TAPAZOLE
METHOCARBAMOL	ROBAXIN
METHOTREXATE	AMETHOPTERIN, MEXATE
METHYLCELLULOSE	ULTRA TEARS, ARTIFICIAL TEAR
METHYLDOPA	ALDOMET
METHYLERGONOVINE MALEATE	METHERGINE
METHYLPREDNISOLONE	DEPO-MEDROL, SOLU-MEDROL
METICORTEN	PREDNISONE
METOCLOPRAMIDE	REGLAN
METOPROLOL SUCCINATE	TOPROL XL
METOPROLOL TARTRATE	LOPRESSOR
METROGEL	METRONIDAZOLE VAGINAL
METRONIDAZOLE ORAL 250MG AND 500MG	FLAGYL 250MG AND 500MG TABLETS
MEXATE	METHOTREXATE
MIACALCIN	CALCITONIN
MICONAZOLE TOPICAL	MONISTAT, GENERIC ONLY
MICRONOR	PROGESTERONE ONLY ORAL CONTRACEPTIVE
MIDAZOLAM	VERSED
MILK OF MAG	MAGNESIUM HYDROXIDE SUSP
MINIPRESS*	PRAZOSIN*
*ADDITIONAL APPROVAL FOR MENTAL HEALTH USAGE	
MINOXIDIL	LONITEN
MIOSTAT	CARBACHOL
MISOPROSTOL	CYTOTEC
MITOMYCIN	MUTAMYCIN
MMR	MUMPS, MEASELS, RUBELLA
MOBIC	MELOXICAM
MOISTURE DROPS	EYE DROPS FOR SOFT LENSES
MOM	MAGNESIUM HYDROXIDE SUSP
MONISTAT, GENERIC	MICONAZOLE TOPICAL
MONOCLATE-P	ANTIHEMOPHILLIC FACTOR (HUMAN)
MONTELUKAST	SINGULAIR
MORPHINE ORAL S.R. CII	ORAMORPH SR ,MS CONTIN
MORPHINE SULFATE CII	GENERIC
MOTRIN	IBUPROFEN
MS CONTIN	MORPHINE ORAL S.R. CII
MSTA	MUMPS SKIN TEST ANTIGEN
MUCINEX	GUAIFENSIN

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MUCOMYST	ACETYLCYSTEINE
MULTI-PURPOSE CONTACT LENS	SOFT LENSES (RENU)
MULTIVITAMINS IV	
MUMPS, MEASLES, RUBELLA	MMR
MUMPS SKIN TEST ANTIGEN	MSTA
MUIPIROCIN OINTMENT	BACTROBAN OINTMENT
MURO 128	SODIUM CHLORIDE 5% OPHTH
MUTAMYCIN	MITOMYCIN
MYAMBUTOL	ETHAMBUTOL HCL
MYCELEX	CLOTRIMAZOLE TOPICAL & TROCHES
MYCIFRADIN	NEOMYCIN SULFATE
MYCOBUTIN	RIFABUTIN
MYCOPHENOLATE MOFETIL	CELLCEPT
MYCOPHENOLIC ACID	MYFORTIC
MYCOSTATIN	NYSTATIN ORAL
MYCOSTATIN TOP	NYSTATIN TOPICAL
MYCOSTATIN VAG	NYSTATIN VAGINAL TABLETS
MYDFRIN	PHENYLEPHRINE OPHTH SOLN
MYDRIACYL	TROPICAMIDE
MYFORTIC	MYCOPHENOLIC ACID
MYLICON	SIMETHICONE
MYSOLINE	PRIMIDONE
NACL FOR IRRIGATION	SODIUM CHLORIDE IRRIGATION
NAFCIL	NAFCILLIN
NAFCILLIN	UNIPEN, NAFCIL
NALOXONE	NARCAN
NAPHAZOLINE/PHENIRAMINE	NAPHCON A
NAPHCON A	NAPHAZOLINE/PHENIRAMINE
NAPROSYN	NAPROXEN
NAPROXEN	NAPROSYN
NAPROXEN SODIUM	ANAPROX, GENERIC ONLY
NARCAN	NALOXONE
NASACORT ALLERGY 24 HOUR (OTC ONLY)	TRIAMCINOLONE NS (OTC ONLY)
NATURAL FIBER	FIBER LAXATIVE, METAMUCIL
NATURAL RUBBER ADHESIVE	SKIN BOND CEMENT
NAVANE	THIOTHIXENE
NAVELBINE	VINORELBINE
NEBCIN	TOBRAMYCIN
NELFINAVIR	VIRACEPT
NEO-SYNEPHRINE	PHENYLEPHRINE HCL NASAL
NEO-SYNEPHRINE	PHENYLEPHRINE INJECTION
NEOMYCIN / POLYMYXIN / HC OTIC	CORTISPORIN OTIC
NEOMYCIN SULFATE	MYCIFRADIN
NEORAL	CYCLOSPORINE
NEOSAR	CYCLOPHOSPHAMIDE

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NEOSTIGMINE METHYLSULFATE	PROSTIGMIN
NEPHROCAPS (<i>RESTRICTED TO DIALYSIS PATIENTS</i>)	VITAMIN B AND C
NESACAINE	CHLOROPROCAINE
NEUPOGEN	FILGRASTIM
NEUTRA-PHOS	
NEVIRAPINE IR	VIRAMUNE IR
NEXAVAR	SORAFENIB
NIACIN	NICOTINIC ACID, GENERIC ONLY
NIACIN SUSTAINED RELEASE	NICOBID, GENERIC
NICOBID	NIACIN SUSTAINED RELEASE
NICOTINIC ACID, GENERIC ONLY	NIACIN
NIFEDIPINE ER TABLET	ADALAT CC, PROCARDIA XL

Approved therapeutic substitution for Procardia XL

NILSTAT	NYSTATIN ORAL
NILSTAT TOPICAL	NYSTATIN TOPICAL
NIPRIDE	NITROPRUSSIDE SODIUM
NITRO-BID	NITROGLYCERIN ORAL
NITRO-DUR	NITROGLYCERIN PATCHES
NITROFURANTOIN MACROCRYSTALS	MACRODANTIN
NITROFLANTOIN MONO/MACRO	MACROBID
NITROGARD	NITROGLYCERIN ORAL
NITROGLYCERIN ORAL	NITROGARD, NITRO-BID
NITROGLYCERIN PATCHES	NITRO-DUR
NITROGLYCERIN SUBLINGUAL	NITROSTAT
NITROPRUSSIDE SODIUM	NIPRIDE
NITROSTAT	NITROGLYCERIN SUBLINGUAL
NIZORAL TOPICAL	KETOCONAZOLE TOPICAL
NOLVADEX	TAMOXIFEN CITRATE
NORCURON	VECURONIUM BROMIDE
NOREPINEPHRINE BITARTRATE	LEVOPHED, LEVARTERENOL
NORMAL SALINE	SODIUM CHLORIDE INJECTION
NORVASC	AMLODIPINE
NORVIR	RITONAVIR
NOVOCAIN	PROCAINE HCL
NOVOLIN	INSULIN HUMAN

THERAPEUTICALLY SUBSTITUTED WITH HUMULIN (P&T NOV. 2012)

NOVOLOG (USE IN INSULIN PUMP ONLY)	INSULIN ASPART (INSULIN PUMP ONLY)
NPLATE	ROMIPLOSTIM
(ONLY WITH APPROVAL OF THE DC OHS DIRECTOR OF MEDICAL SERVICES OR DESIGNEE)	
NUPERCAINAL	DIBUCAINE
NYDRAZID	ISONIAZID
NYSTATIN ORAL	MYCOSTATIN, NILSTAT
NYSTATIN TOPICAL	MYCOSTATIN TOP, NILSTAT TOPICAL
NYSTATIN VAGINAL TABLETS	MYCOSTATIN VAG
OCEAN SPRAY	SODIUM CHLORIDE (ISOTONIC)

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OCUFLOX	OFLOXACIN
OCULAR LUBRICANT, STERILE	LACRI-LUBE
OCUTRICIN OPHT SOL	POLYM/NEOMYCIN/GRAMICIDIN
ODEFSEY	EMTRICITABINE/RILPIVIRINE/TENOFOVIR
OFLOXACIN	FLOXIN, OCUFLOX
OGEN	ESTROPIPATE
OINTMENT BASE-POST RADIATION ONLY	AQUAPHOR
OLANZAPINE TABLETS	ZYPREXA TABLETS
(OLANZAPINE: WILL STILL REQUIRE AN APPROVED DER)	
OMEPRAZOLE (H. PYLORI TX ONLY)	PRILOSEC
OMNIPAQUE 300	IOHEXOL
OMNIPAQUE 350	IOHEXOL
OMNISCAN	GADODIAMIDE
ONCOVIN	VINCRIStINE SULFATE
ONDANSETRON	ZOFRAN
ORABASE WITH BENZOCAINE	PECTIN/GELATIN/BENZOCAINE ORAL OINT
ORAL COLON LAVAGE SOLN	GOLYTELY, COLYTE
ORAMORPH SR	MORPHINE SR CII
ORETIC, GENERIC	HYDROCHLOROTHIAZIDE
ORTHO-NOVUM 1/35	35 MCG ETHINYL ESTRADIOL AND 1 MG NORETHINDRONE
ORTHO-NOVUM 7/7/7 AND	PHASE 1 - 35 MCG ETHINYL ESTRADIOL 0.5 MG NORETHINDRONE//PHASE 2 - 35 MCG ETHINYL ESTRADIOL AND 0.75 MG NORETHINDRONE// PHASE 3 - 35 MCG ETHINYL ESTRADIOL AND 1 MG NORETHINDRONE
ORTHO TRI-CYCLEN	ETHINYL ESTRADIOL AND NORGESTIMATE
OS-CAL	CALCIUM CARBONATE
OS-CAL 500	CALCIUM CARBONATE 500
OSMITOL	MANNITOL
OSMOLITE HN	ENTERAL DIET, ISOTONIC
OTICAIR OTIC SUSP	POLYMYXIN/NEOMYCIN/HYDROCOR
OXALIPLATIN	ELOXATIN
OXCARBAMAZEPINE	TRILEPTAL
OXYBUTYNIN (DOT ONLY)	DITROPAN (DOT ONLY)
OXYCODONE CII	ROXICODONE
OXYMETAZOLINE NASAL	
OXYTOCIN	PITOCIN
PACE, TICE BCG, THERA CYS	BCG INTRAVESICAL
PACLITAXEL	TAXOL
P.Z.A.	PYRAZINAMIDE U.S.P.
PAMABROM 25 MG & TYLENOL 325 MG	CRAMP TABLETS
PAMIDRONATE DISODIUM	AREDIA

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PANCRELIPASE	PAVULON
PANCURONIUM BR	PROTONIX
PANTOPRAZOLE	CHLORZOAZONE
PARAFON FORTE DSC	ZEMPLAR
PARICALCITOL	BROMOCRIPTINE
PARLODEL	PAXIL
PAROXETINE	PAROXETINE
PAXIL	ORABASE WIT BENZOCAINE
PECTIN/GELATIN/BENZOCAINE ORAL OINT	ERYTHROMYCIN ETHYLSUCCINATE
PEDIAMYCIN	PEGYLATED INTERFERON ALPHA-2A (REQUIRED RMD APPROVAL)
PEGASYS (REQUIRES RMD APPROVAL)	PEGYLATED INTERFERON ALPHA-2B (REQUIRED RMD APPROVAL)
PEG INTRON (REQUIRES RMD APPROVAL)	PEGINTERFERON ALPHA 2 A AND ALPHA 2B (REQUIRED RMD APPROVAL)
PEGYLATED INTERFERON (REQUIRED RMD APPROVAL)	ALIMTA
PEMETREXED DISODIUM	BICILLIN LA
PENICILLIN G, BENZATHINE LA	
PENICILLIN G, POTASSIUM	PFIZERPEN
PENICILLIN G POTASSIUM PARENTERAL	PENICILLIN, V POTASSIUM
PENICILLIN VK	PENICILLIN VK, V-CILLIN K
PENICILLIN, V POTASSIUM	MESALAMINE
PENTASA	THIOPENTAL SODIUM CIII
PENTOTHAL SODIUM	TRENTAL
PENTOXIFYLLINE	BISMUTH SUBSALICYLATE
PEPTO BISMOL, PINK BISMUTH	CYPROHEPTADINE
PERIACTIN	CHLORHEXIDINE GLUCONATE
PERIDEX ORAL RINSE	ELIMITE CREAM/NIX CREAM RINSE
PERMETHRIN	HYDROGEN PEROXIDE
PEROXIDE	TRILAFON
PERPHENAZINE	LACRILUBE
PETROLATUM STERILE OPHTH	PENICILLIN G POTASSIUM PARENTERAL
PFIZERPEN	PYRIDIUM
PHENAZOPYRIDINE	PROMETHAZINE HCL (DOT ONLY)
PHENERGAN (DOT ONLY)	LUMINAL, GENERIC
PHENOBARBITAL CIV	CARBOLIC ACID
PHENOL	NEO-SYNEPHRINE
PHENYLEPHRINE HCL NASAL	NEO-SYNEPHRINE
PHENYLEPHRINE INJECTION	DILANTIN
PHENYTOIN	CALCIUM ACETATE
PHOSLO	FLEET ENEMA
PHOSPHATE INORGANIC ENEMA	ESERINE, ANTILIRIUM
PHYSOSTIGMINE SALICYLATE	MEPHYTON
PHYTONADIONE	PILOCARPINE HCL (0.5-3%)
PILOCAR	

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PILOCAR	PILOCARPINE HCL (4-10%)
PILOCARPINE HCL	SALAGEN
PILOCARPINE HCL (0.5-3%)	ISOPTOCARPINE, PILOCAR
PILOCARPINE HCL (4-10%)	ISOPTOCARPINE, PILOCAR
PINK BISMUTH, PEPTO BISMOL, PIPERACILLIN/TAZOBACTAM()	BISMUTH SUBSALICYLATE
PITOCIN	ZOSYN
PITRESSIN	OXYTOCIN
PLAN B ONE STEP	VASOPRESSIN
PLAQUENIL	LEVONORGESTREL
PLASMA PROTEIN FRACTION 5%	HYDROXYCHLOROQUINE
PLASMA-PLEX	PLASMA-PLEX, PLASMANATE
PLASMANATE	PLASMA PROTEIN FRACTION 5%
PLATINOL	PLASMA PROTEIN FRACTION 5%
PLAVIX	CISPLATIN
PLICAMYCIN	CLOPIDOGREL
PNEUMOCOCCAL VACCINE	MITHRAMYCIN
PNEUMOVAX 23	PNU-IMUNE 23, PNEUMOVAX 23,PREVNAR 13
PNU-IMUNE 23	PNEUMOCOCCAL VACCINE
PODOFILOX SOLUTION	PNEUMOCOCCAL VACCINE
POLYCILLIN	CONDYLOX TOPICAL SOLUTION
POLYCARBOPHIL	AMPICILLIN
POLYMYXIN B SULFATE	FIBER LAX TABLETS
POLYMYXIN/BACITRACIN OINT	AEROSPORIN
POLYMYXIN/BACITRACIN OPHT	POLYSPORIN OINT
POLYSPORIN OINT	POLYSPORIN OPHT OINT
POLYSPORIN OPHT OINT	POLYMYXIN/BACITRACIN OINT
POLYTAR	POLYMYXIN/BACITRACIN OPHT
POLYVINYL ALCOHOL	TAR SHAMPOO
PONTOCAINE	ARTIFICIAL TEAR, BH WETTING SOLN
PONTOCAINE OPHTH	TETRACAINE
POTASSIUM CHLORIDE	TETRACAINE HCL 0.5% OPHTH
POTASSIUM NITRATE/SODIUM MONOFLUORO- PHOSPHATE	K-LYTE/CL, SLOW-K
POTASSIUM PHOSPHATE INJ	SENSODYNE, DESENSITIZING TOOTHPASTE
POVIDONE-IODINE TOPICAL	
PPD	BETADINE, EFODINE
PRAMOXINE	TUBERCULIN INJECTION
PRAMOXINE HCL 1% W/HYDROCOR	PROCTOFOAM
PRAVACHOL	GENERIC ONLY, PROCTOFOAM HC
PRAVASTATIN	PRAVASTATIN
PRAZOSIN*	PRAVACHOL
	MINIPRESS*
*ADDITIONAL APPROVAL FOR MENTAL HEALTH USAGE	
PRED FORTE	PREDNISOLONE ACETATE OPHT
PRED MILD	PREDNISOLONE ACETATE OPHT

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PRED/NEOMYCIN/POLYMYXIN	POLY PRED
PREDNISOLONE ACETATE OPHT	PRED MILD, PRED FORTE
PREDNISON	METICORTEN, DELTASONE
PREMARIN	ESTROGENIC SUBSTANCE CONJ
PREMARIN CREAM	ESTROGENIC SUBST CONJ CRM
PREPARATION H	HEMORRHOID EMOLLIENT OINT
PREVNAR 13	PNEUMOCOCCAL VACCINE
PREZCOBIX	DARUNAVIR AND COBICISTAT
PRIOSEC (H.PYLORI TX ONLY)	OMEPRAZOLE (H. PYLORI TX ONLY)
PRIMAXIN (RMC HOSPITAL ONLY)	IMIPENEM/CILASTATIN (RMC HOSP. ONLY)
PRIMIDONE	MYSOLINE
PREZISTA	DARUNAVIR
PROCAINAMIDE HCL	PRONESTYL, PROCAN SR
PROCAINE HCL	NOVOCAIN
PROCAN SR	PROCAINAMIDE HCL
PROCARDIA XL, ADALT CC	NIFEDIPINE ER TABLET
PROCRIT	EPOETIN ALFA
PROCTOFOAM	PRAMOXINE
PROCTOFOAM HC	PRAMOXINE W/ HC
PROGESTERONE INJECTION	
PROGRAF	TACROLIMUS
PROLASTIN (REQUIRES APPROVED DER)	ALPHA ₁ -PROTEINASE INHIBITOR [HUMAN] (REQUIRES APPROVED DER)
	FLUPHENAZINE DECANOATE
PROLIXIN DECANOATE	FLUPHENAZINE HCL
PROLIXIN	TRIMETHOPRIM
PROLOPRIM	PHENERGAN (DOT ONLY)
PROMETHAZINE HCL (DOT ONLY)	PROCAINAMIDE HCL
PRONESTYL	DIPIVEFRIN HCL OPHTH
PROPINE	INDERAL LA, GENERIC
PROPRANOLOL EXTENDED RELEASE	INDERAL, GENERIC
PROPRANOLOL HCL	PTU
PROPYLTHIOURACIL	FINASTERIDE
PROSCAR	NEOSTIGMINE METHYLSULFATE
PROSTIGMIN	DINOPROSTONE
PROSTIN E2	DINOPROST TROMETHAMINE
PROSTIN F2 ALPHA	
PROTAMINE SULFATE	PANTOPRAZOLE
PROTONIX	METRONIDAZOLE ORAL
PROTOSTAT	MEDROXYPROGESTERONE ACETATE
PROVERA	FIBER LAX TABLETS
PSYLLIUM	ENTERAL DIET, COMPLETE PULM/DIABET
PULMOCARE	MERCAPTOPURINE
PURINETHOL	P.Z.A.
PYRAZINAMIDE U.S.P.	RID SHAMPOO
PYRETHRINS	

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PYRIDIDIUM	PHENAZOPYRIDINE
PYRIDOSTIGMINE BROMIDE	MESTINON
PYRIDOXINE (WITH INH) (MENTHAL HEALTH)	VITAMIN B-6 (WITH INH) (MENTAL HEALTH)
PYRIMETHAMINE	DARAPRIM
QUELICIN	SUCCINYLMCHOLINE CHLORIDE
RABIES VACCINE	RABIES VACCINE
RANITIDINE	ZANTAC-GENERIC ONLY
RANOLAZINE	RANEXA
REGLAN	METOCLOPRAMIDE
RALTEGRAVIR	ISENTRESS
RANEXA	RANOLAZINE
REGADENOSON	LEXISCAN
REMICADE (REQUIRES DER)	INFLIXIMAB (REQUIRES DER)
RENAGEL	SEVELAMER HCI
RENO-M-30	DIATRIZOATE MEGLUMINE
RENO-M-60	DIATRIZOATE MEGLUMINE
RENU(BAUSCH & LOMB)	SOFT LENS REWETTING DROPS
RETROVIR	ZIDOVUDINE
REVLIMID	LENALIDOMIDE
REYATAZ	ATAZANAVIR SULFATE
RH-O (D) IMMUNOGLOBULIN	RHOGAM, GAMMULIN RH
RHOGAM	RH-O (D) IMMUNOGLOBULIN
RIBAVIRIN (REQUIRED RMD APPROVAL)	VIRAZOLE (REQUIRED RMD APPROVAL)
RIFABUTIN	MYCOBUTIN
RIFADIN (TB TREATMENT ONLY)	RIFAMPIN (TB TREATMENT ONLY)
RIFAMPIN (TB TREATMENT ONLY)	RIFADIN, RIMACTANE (TB TX ONLY)
RIFAXIMIN	XIFAXAN
RIGID GAS PERMEABLE	BOSTON CLEANER DAILY
RIGID GAS PERMEABLE	BOSTON CONDITIONING SOLUTION
RILPIVIRINE	EDURANT
RILPIVIRINE/EMTRICITABINE/TENOFOVIR	COMPLERA
RIMACTANE (TB TREATMENT ONLY)	RIFAMPIN (TB TREATMENT ONLY)
RISPERDAL ORAL/CONSTA	RISPERIDONE ORAL/CONSTA
RISPERIDONE ORAL/CONSTA	RISPERDAL ORAL/CONSTA
RITONAVIR	NORVIR
RITUXAN	RITUXIMAB
RITUXIMAB	RITUXAN
ROBAXIN	METHOCARBAMOL
ROBITUSSIN,	GUAIFENESIN
ROCALTROL	CALCITRIOL
ROCEPHIN	CEFTRIAZONE
ROFERON-A	INTERFERON ALFA-2A
ROMAZICON	FLUMAZENIL
ROMIPLOSTIM	NPLATE

(ONLY WITH APPROVAL OF THE DC OHS DIRECTOR OF MEDICAL SERVICES OR DESIGNEE)

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ROWASA	MESALAMINE
ROXICODONE	OXYCODONE CII
RUFEN	IBUPROFEN
S.A.S.-500	SULFASALAZINE
SALAGEN	PILOCARPINE HCL
SALICYLIC ACID	DUOFILM, MEDIPLAST
SALICYLIC ACID TOPICAL	KERALYT
SALSALATE	DISALCID, GENERIC
SANDIMMUNE	CYCLOSPORINE
SANDOGLOBULIN	IMMUNE GLOBULIN
SANTYL	COLLAGENASE
SAQUINAVIR	FORTOVASE
SAQUINAVIR MESYLATE	INVIRASE
SCOPOLAMINE HBR OPHTH	ISOPTOHYOSCINE
SEASONIQUE	ETHINYL ESTRADIOL AND LEVONORGESTREL
SELENIUM SULFIDE, GENERIC ONLY	SELSUN LOTION,/SHAMPOO GENERIC ONLY
SELSUN LOTION/ SHAMPOO	SELENIUM SULFIDE
SELZENTRY	MARAVIROC
SENNA CONCENTRATE	SENOKOT
SENOKOT	SENNA CONCENTRATE
SENSIPAR	CINACALCET
SENSITIVE EYES	CONTACT LENS SOLUTION
SENSODYNE	POTASSIUM NITRATE/ SODIUM MONOFLUOROPHOSPHATE
SENSORCAINE	BUPIVACAINE HCL
SEPTRA INJ	COTRIMOXAZOLE INJ
SEPTRA ORAL	COTRIMOXAZOLE ORAL (TMP-SMX)
SERTRALINE HCL	ZOLOFT
SEVELAMER	RENAGEL
SHOHL'S SOLN	SOD CITRATE/CITRIC ACID
SILVADENE CREAM	SILVER SULFADIAZINE 1% CR
SILVER SULFADIAZINE 1% CR	SILVADENE CREAM, SSD CREAM
SIMETHICONE	MYLICON
SIMVASTATIN	ZOCOR
SINEMET	CARBIDOPA/LEVODOPA
SINGULAIR	MONTELUKAST
SITAGLIPTIN	JANUVIA
SKIN BOND CEMENT	NATURAL RUBBER ADHESIVE
SLO-BID	THEOPHYLLINE (ANHYDROUS)
SLOW-K	POTASSIUM CHLORIDE
SOD CITRATE/CITRIC ACID	BICITRA SOLN, SHOHL'S SOLN
SOD PHOSPHATE/BIPHOSPHATE	FLEET ENEMA
SOD POLYSTYRENE SULFONATE	KAYEXALATE
SODIUM BICARBONATE	
SODIUM CHLOR INJ, HYPERTONIC	

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SODIUM CHLORIDE (ISOTONIC)	OCEAN SPRAY
SODIUM CHLORIDE 5% OPTH	MURO 128, ADSORBONAC
SODIUM CHLORIDE INJECTION	ISOTONIC NACL
SODIUM CHLORIDE IRRIGATION	NACL FOR IRRIGATION
SODIUM CHLORIDE RESP THER	
SODIUM FERRIC GLUCONATE COMPLEX	FERRLECIT
SODIUM FLUORIDE	
SODIUM HYPOCHLORITE	DAKIN'S SOLUTION
SODIUM MONOFLUOROPHOSPHATE/POT -	SENSODYNE, DESENSITIZING TOOTHPASTE
SODIUM POLYSTYRENE SULFONAT	KAYEXALATE
SODIUM TETRADECYL SULFATE	SOTRADECOL
SOFT LENS REWETTING DROPS	RENU(B & L)
SOFT LENSES (RENU)	MULTI-PURPOSE CONTACT LENS
SOLU-CORTEF	HYDROCORTISONE
SOLU-MEDROL	METHYLPREDNISOLONE
SORAFENIB	NEXAVAR
SORBITOL	
SORBITRATE	ISOSORBIDE DINITRATE ORAL
SORE THROAT LOZENGE	
SOTRADECOL	SODIUM TETRADECYL SULFATE
SPIRONOLACTONE	ALDACTONE
SPRYCEL	DASATINIB
SSD CREAM	SILVER SULFADIAZINE 1% CR
STAVUDINE (D4T)	ZERIT
STELAZINE	TRIFLUOPERAZINE
STERILE WATER FOR IRRIGATION	IRRIGATION STERILE
STIMATE	DESMOPRESSIN ACETATE
STREPTOMYCIN SULFATE	
STRIBILD	ELVI./COBIC./EMTRIC./TENOF.
STROMEKTOL	IVERMECTIN
SUCCINYLCHOLINE CHLORIDE	ANECTINE, QUELICIN
SUCRALFATE	CARAFATE
SULAMYD	SULFACETAMIDE SODIUM
SULFACETAMIDE SODIUM	SULAMYD, BLEPH-10
SULFASALAZINE	AZULFIDINE, S.A.S.-500
SULFISOXAZOLE	GANTRISIN
SULINDAC	CLINORIL, GENERIC
SUMYCIN	TETRACYCLINE HCL
SUNITINIB MALATE	SUTENT
SUNSCREEN	GENERIC ONLY
SUPLENA	ENTERAL DIET, COMPLETE RENAL
SUS-PHRINE	EPINEPHRINE INJ SUSP
SUSTACAL	ENTERAL DIET, SUPPLEMENT
SUSTACAL PLUS	ENTERAL DIET, COMPLETE
SUSTIVA	EFAVIRENZ

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SUTENT	SUNITINIB MALATE
SYMMETREL	AMANTADINE
SYNKAVITE	MENADIOL SOD DIPHOSPHATE
SYNTHROID	LEVOTHYROXINE
(Levoxyl is to be used instead of Synthroid. If the practitioner still wishes to prescribe Synthroid to a new patient they will need to get a Drug Exception Request approved by their RMED's. Written 6/15/2004.)	
TACROLIMUS	PROGRAF
TAFINLAR	DABRAFENIB MESYLATE
TAMOXIFEN CITRATE	NOLVADEX
TAMSULOSIN	FLOMAX
TAPAZOLE	METHIMAZOLE
TAR SHAMPOO	POLYTAR, DHS TAR SHAMPOO
TARCEVA	ERLOTINIB HYDROCHLORIDE
TAXOL	PACLITAXEL
TAXOTERE	DOCETAXEL
TAZICEF (RMC HOSPITAL ONLY)	CEFTAZIDIME (RMC HOSPITAL ONLY)
TB SKIN TEST	TUBERCULIN INJECTION
TBO-FILGRASTIM	GRANIX
TD	DIPHThERIA/TETANUS TOXOID
TEFLARO (RMC HOSPITAL ONLY)	CEFTAROLINE (RMC HOSPITAL ONLY)
TEGRETOL ALL FORMS (DOT ONLY)	CARBAMAZEPINE ALL FORMS (DOT ONLY)
TELEPAQUE	IOPANOIC ACID
TEMODAR	TEMOZOLOMIDE
TEMOZOLOMIDE	TEMODAR
TENOFOVIR	VIREAD OR VEMLIDY
TENOFOVIR, EFAVIRENZ, EMTRICITABINE	ATRIPLA
TENOFOVIR/EMTRICITABINE/RILPIVIRINE	COMPLERA
TENORMIN, GENERIC	ATENOLOL
TENSILON	EDROPHONIUM CHLORIDE
TERAZOSIN	HYTRIN
TERBUTALINE SULFATE	BRICANYL, BRETHINE
TESSALON PERLES	BENZONATATE
TETANUS ANTITOXIN	
TETANUS IMMUNE GLOBULIN	HYPERTET
TETRACAINE	PONTOCAINE
TETRACAINE HCL 0.5% OPHTH	PONTOCAINE OPHTH
TETRACYCLINE	ACHROMYCIN
TETRACYCLINE HCL	SUMYCIN, ACHROMYCIN V
THEODUR	THEOPHYLLINE (ANHYDROUS)
THEOPHYLLINE (ANHYDROUS)	THEODUR, SLO-BID
THIAMINE HCL	VITAMIN B-1
THIOPENTAL SODIUM CHL	PENTOTHAL
THIOTHIXENE	NAVANE
THORAZINE	CHLORPROMAZINE

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THYROID, DESSICATED	TIMENTIN
TICARCILLIN / CLAVULANATE	TRIMETHOBENZAMIDE
TIGAN	TICARCILLIN / CLAVULANATE
TIPRANAVIR	TIMOPTIC, TIMOPTIC XE
TIMOLOL OPHTHALMIC	TIMOLOL OPHTHALMIC
TIMOPTIC	TIMOLOL OPHTHALMIC
TIMOPTIC XE	TOLNAFTATE
TINACTIN	APTIVUS
TIPRANAVIR	DAILY CLEANER (HARD LENSES)
TITAN LIQUID CLEANER	DOLUTEGRAVIR
TIVICAY	TOBRAMYCIN/DEXAMETHASONE
TOBRADEX	NEBCIN
TOBRAMYCIN	TOBREX
TOBRAMYCIN OPHTHALMIC	TOBRADEX
TOBRAMYCIN/DEXAMETHASONE OP	TOBRAMYCIN OPHTHALMIC
TOBREX	TINACTIN
TOLNAFTATE	TOPAMAX
TOPIRAMATE	ETOPOSIDE
TOPOSAR	HYCAMTIN
TOPOTECAN HCl	METOPROLOL SUCCINATE
TOPROL XL	KETOROLAC TROMETHAMINE
TORADOL I.M	

Five day maximum duration per prescription

TRACE ELEMENTS IV	ATRACURIUM
TRACRIUM	ULTRAM (DOT ONLY)
TRAMADOL (DOT ONLY)	MEKINIST
TRAMETINIB DIMETHYL SULFOXIDE	PENTOXIFYLLINE
TRENTAL	KENALOG INJ., ARISTOCORT INJ
TRIAMCINOLONE ACETONIDE INJ	KENALOG
TRIAMCINOLONE ACETONIDE OINT	NASACORT ALLERGY 24 HR (OTC ONLY)
TRIAMCINOLONE NASAL SPRAY (OTC ONLY)	KENALOG TOPICAL, ARISTOCORT TOP
TRIAMCINOLONE TOPICAL	DYAZIDE, MAXZIDE
TRIAMTERENE/HCTZ	TRI-CHLOR
TRICHLOROACETIC ACID	TRICHLOROACETIC ACID
TRI-CHLOR	STELAZINE
TRIFLUOPERAZINE	VIROPTIC
TRIFLURIDINE OPHTH SOLN	PERPHENAZINE
TRILAFON	OXCARBAZEPINE
TRILEPTAL	TIGAN
TRIMETHOBENZAMIDE	TRIMPEX, PROLOPRIM
TRIMETHOPRIM	AMOXICILLIN
TRIMOX	TRIMETHOPRIM
TRIMPEX	ABACAIVIR/DOLUTEGRAVIR/LAMIVUDINE
TRIUMEQ	MYDRIACYL
TROPICAMIDE	

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TRUSOPT	DORZOLAMIDE
TRUVADA	EMTRICITABINE/TENOFOVIR-DISOPROXIL, FUMARATE
TRYPsin-BALSAM PERU	GRANULEX SPRAY
TUBERCULIN INJECTION	TB SKIN TEST , PPD
TUBOCURARINE	CURARE
TUCKS	WITCH HAZEL 50% TOPICAL
TURGEX	HEXACHLOROPHENE
TWIN RX	INACTIVATED,HEPATITIS, A/HBSAG ² PROTEIN
TWOCAL	ENTERAL DIET, COMPLETE HIGH CALORIE
TYLENOL 325MG	ACETAMINOPHEN 325MG
TYLENOL C CODEINE, GENERIC	APAP W CODEINE ELIXIR CV
TYLENOL/COD #3	ACETAMINOPHEN/CODEINE TAB C III
TYLENOL/COD LIQ	ACETAMINOPHEN/CODEINE LIQ CV
ULTRAM	TRAMADOL
ULTRA TEARS	METHYLCELLULOSE
UNASYN	AMPICILLIN NA/SULBACTACTAM NA
UNIPEN	NAFCILLIN
URECHOLINE, GENERIC ONLY	BETHANECHOL CHLORIDE
URISPAS	FLAVOXATE HCL
V-CILLIN K	PENICILLIN, PHENOXYMETHYL
VALCYTE	VALGANCICLOVER HCl
VALGANCICLOVER HCl	VALCYTE
VALIUM	DIAZEPAM (ANTICONVULSANT) CIV
VALIUM	DIAZEPAM (SEDATIVE) CIV
VALIUM	DIAZEPAM (ANTIAXIETY) CIV
VALPROIC ACID	DEPAKENE, GENERIC
VANCOCIN	VANCOMYCIN
VANCOMYCIN	VANCOCIN
VASOPRESSIN	PITRESSIN
VASOTEC	ENALAPRIL
VECURONIUM BROMIDE	NORCURON
VELBAN	VINBLASTINE SULFATE
VELCADE	BORTEZOMID
VEMLIDY	TENOFOVIR
VENLAFAXINE	EFFEXOR, EFFEXOR XR
VEPESID	ETOPOSIDE
VERAPAMIL HCL	CALAN
VERAPAMIL SR	CALAN SR, VERELAN
VERELAN	VERAPAMIL SR
VERSED	MIDAZOLAM
VIBRAMYCIN	DOXYCYCLINE
VICODIN, GENERIC	ACETAMINOPHEN/HYDROCODONE CIII
VIDAZA	AZACITIDINE
VIDEX EC	DIDANOSINE EXTENDED RELEASE

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Revised as of March 2017

OFFICE OF HEALTH SERVICES, PHARMACY DEPARTMENT (March 2017)

VINBLASTINE SULFATE	VELBAN
VINCASAR	VINCRISTINE SULFATE
VINCRISTINE SULFATE	ONCOVIN / VINCASAR
VINORELBINE	NAVELBINE
VIRAMUNE IR	NEVIRAPINE IR
VIRACEPT	NELFINAVIR
VIRAZOLE (REQUIRED RMD APPROVAL)	RIBAVIRIN (REQUIRED RMD APPROVAL)
VIREAD	TENOFOVIR DISOPROXIL FUMARATE
VIROPTIC	TRIFLURIDINE OPHTH SOLN
VISCOUS XYLOCAINE	LIDOCAINE, ORAL
VISTARIL	HYDROXYZINE PAMOATE
Prescription for Atarax & Vistaril will be therapeutically substituted per P & T 10/02/02	
VITAMIN A	AQUASOL A
VITAMIN A&D OINTMENT (DIALYSIS PATIENTS AT BROWARD CI AND)	
VITAMIN B-1	THIAMINE HCL
VITAMIN B-12	CYANOCOBALAMIN
VITAMIN B-6 (WITH INH) (MENTAL HEALTH)	PYRIDOXINE (WITH INH) (MENTAL HEALTH)
VITAMIN B AND C	NEPHROCAPS
VITAMIN D	CALCITRIOL
VITAMIN E ORAL (MENTAL HEALTH ONLY)	
VITAMINS, PRENATAL	MATERNA
VOSOL OTIC, GENERIC ONLY	ACETIC ACID OTIC
VOSOL-HC OTIC, GENERIC ONLY	ACETIC ACID 2%/HC 1% OTIC
WARFARIN SODIUM (DOT ONLY)	COUMADIN (DOT ONLY)
WELLCOVORIN	LEUCOVORIN CALCIUM
WELLCOVORIN	CALCIUM LEUCOVORIN
WETTING SOLUTION	CONTACT LENS SOLN (HARD LENS)
WITCH HAZEL 50% TOPICAL	TUCKS
XALATAN	LATANOPROST
XELODA	CAPECITABINE
XIFAXAN	RIFAXIMIN
XOPENEX HFA INHALER	LEVAlBUTEROL HFA INHALER
XYLOCAINE	LIDOCAINE, CARDIAC INJECTION
XYLOCAINE	LIDOCAINE, UNPRESERVED
XYLOCAINE	LIDOCAINE, W/PRESERVATIVE
XYLOCAINE / EPI	LIDOCAINE, W/EPINEPHRINE
XYLOCAINE JELLY	LIDOCAINE, TOPICAL
XYLOCAINE OINT	LIDOCAINE, TOPICAL
XYLOCAINE VISCOUS	LIDOCAINE, ORAL
ZANTAC	RANITIDINE
ZEMPLAR	PARICALCITOL
ZEPHIRAN SOLN	BENZALKONIUM CHLORIDE SOL
ZERIT	STAVUDINE (D4T)
ZESTRIL	LISINOPRIL
ZIAGEN	ABACAVIR

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OFFICE OF HEALTH SERVICES, PHARMACY DEPARTMENT (March 2017)

ZIDOVUDINE	RETROVIR, AZT
ZINC OXIDE OINTMENT	
ZIPRASIDONE INJECTIBLE	GEODONI NJECTIBLE(SIIIFACILILTIES ONLY)
ZITHROMAX ORAL AND INJECTABLE	AZITHROMYCIN
ZOCOR	ZIMVASTATIN
ZOFRAN	ONDANSETRON
ZOLOFT	SERTRALINE HCL
ZOSYN ()	PIPERACILLIN/TAZOBACTAM
ZOVIRAX IV OR ORAL ONLY	ACYCLOVIR IV OR ORAL ONLY
ZYLOPRIM	ALLOPURINOL
ZYPREXA TABLETS	OLANZAPINE TABLET
(OLANZAPINE: WILL STILL REQUIRE AN APPROVED DER)	
ZYVOX	LINEZOLID

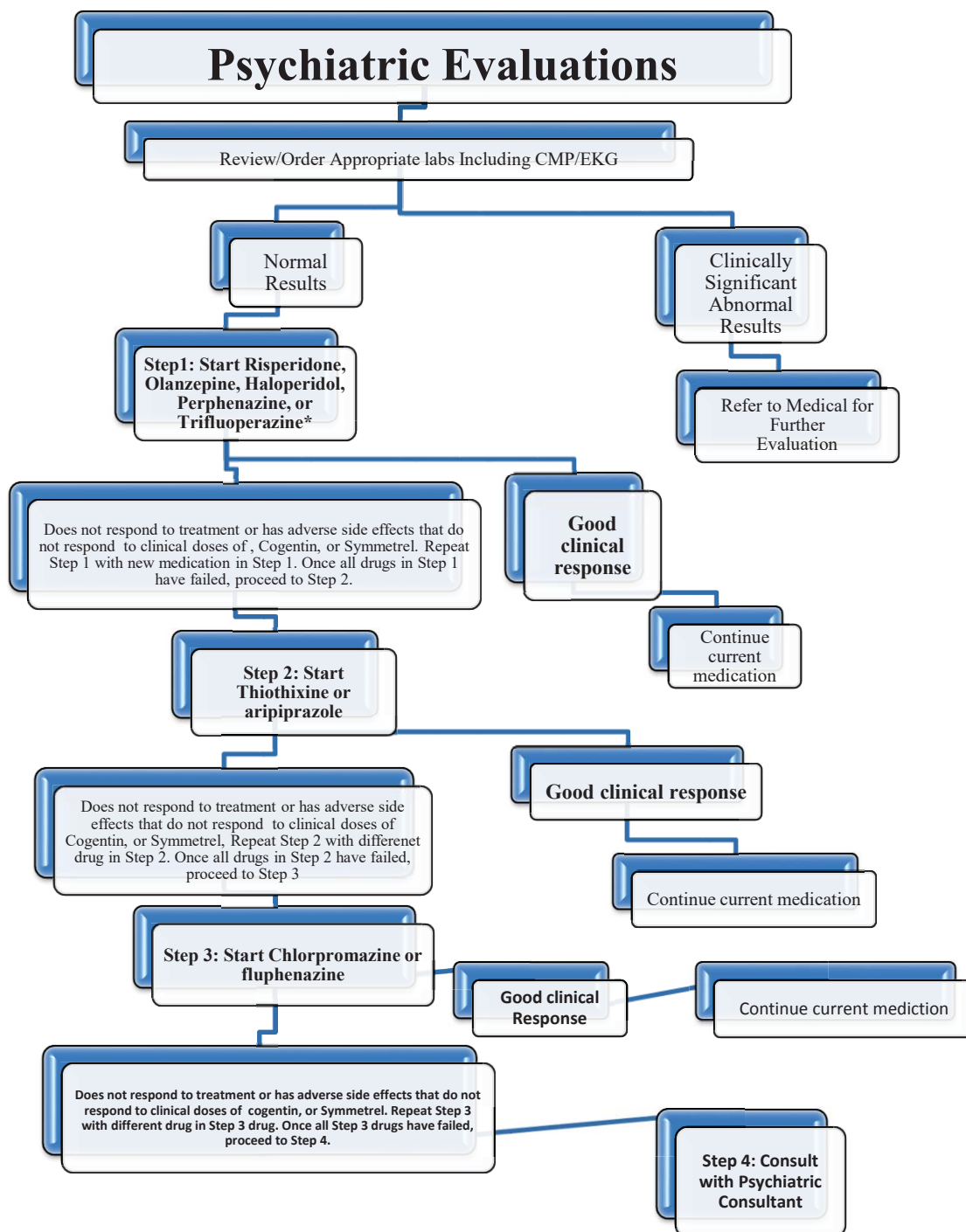
(Zyvox can only be used with the approval of either the Assistant Secretary of Health Services or the Deputy Assistant Secretary of Health Services. The only exception will be the Reception Centers with approval by consultant.)

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Revised as of March 2017

ANTIPSYCHOTIC ALGORITHM

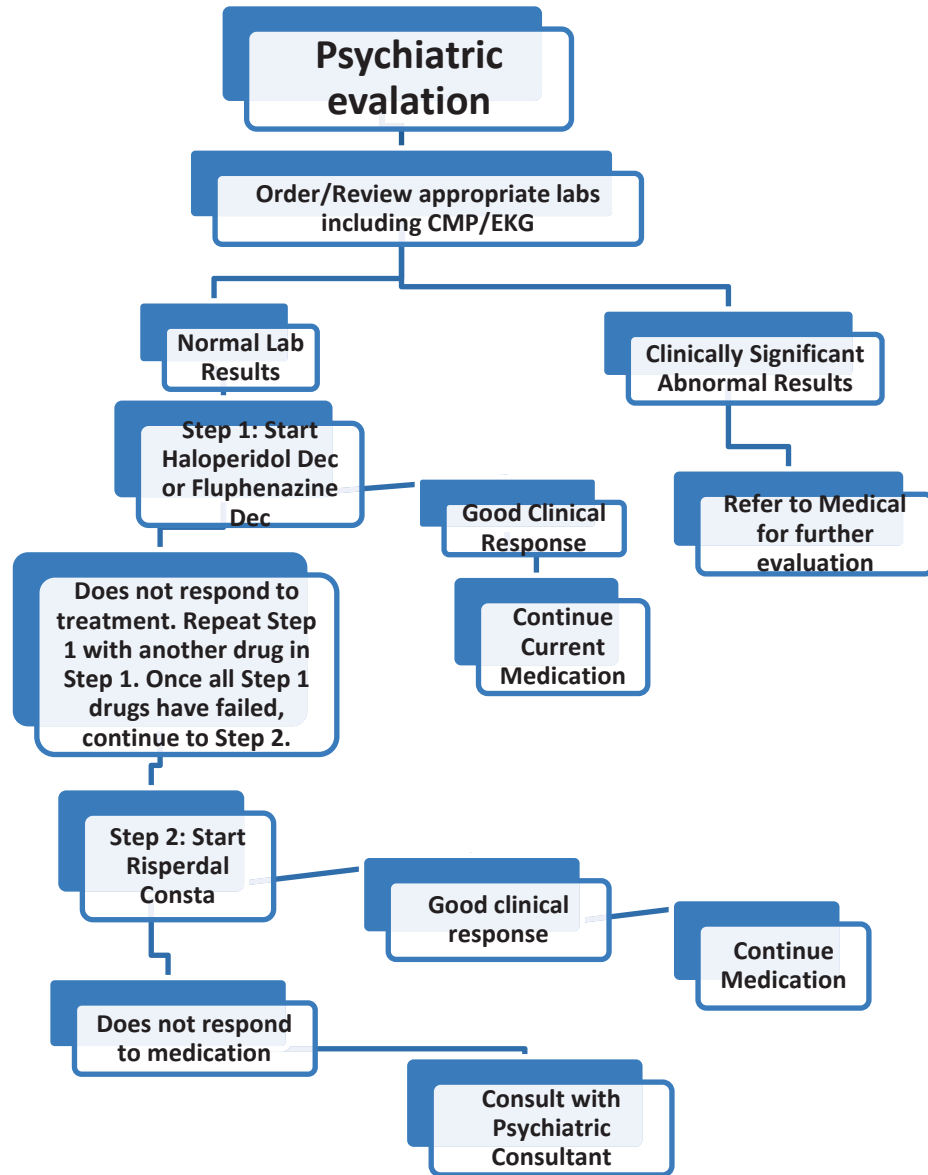
Revised March 2017



* Must have treatment failure, with appropriate dosing and appropriate time trial, with each medication in Step 1 before continuing to Step 3.

OFFICE OF HEALTH SERVICES, PHARMACY DEPARTMENT (March 2017)

Long Acting Antipsychotic Injection Protocol

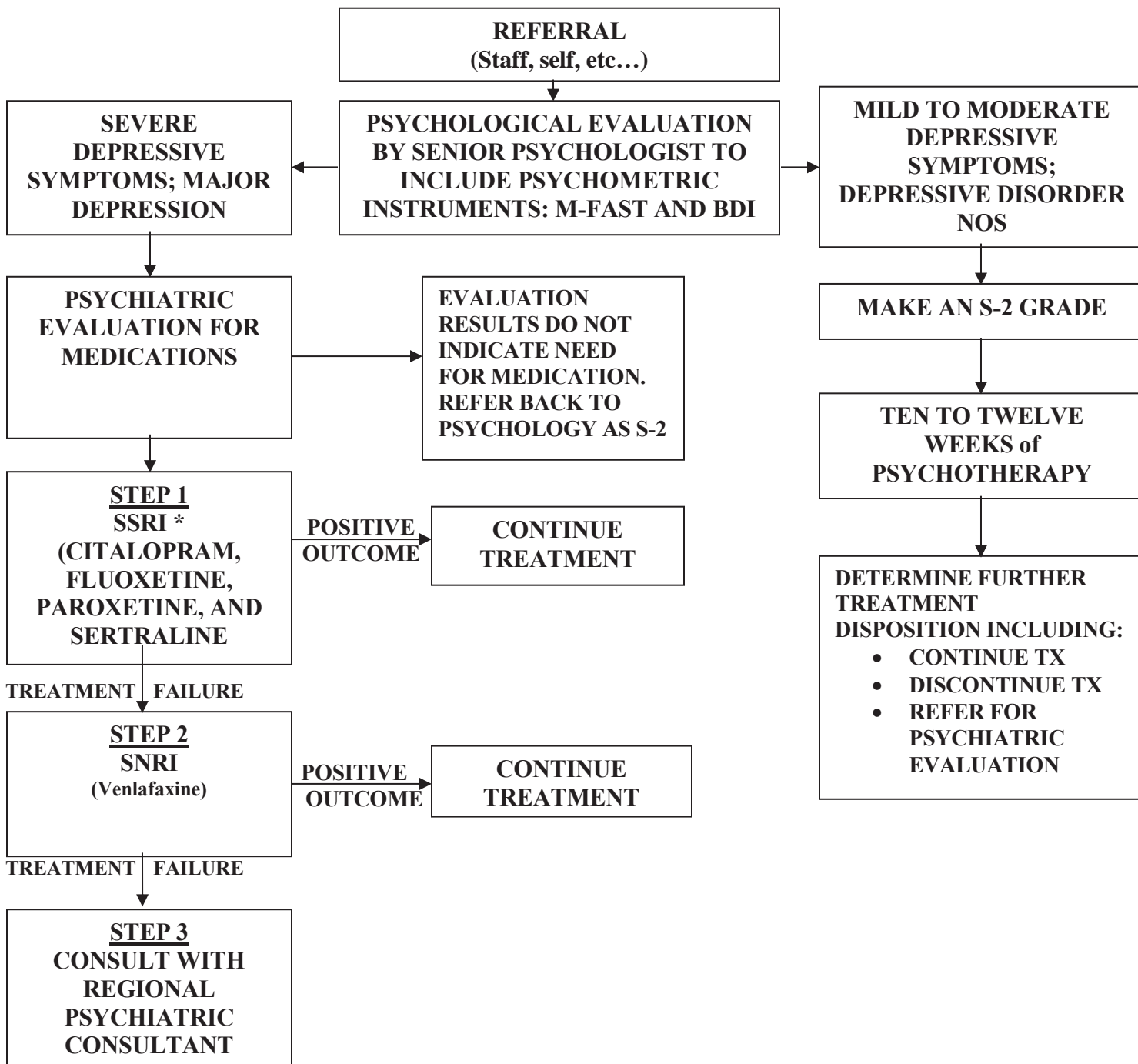


It is DC policy that prescribing be limited to the FORMULARY unless an DRUG EXCEPTION REQUEST is approved by the RMED (Medical) or RMHC (Mental Health) or designee and filed with the designated FDC Pharmacy. It is DC policy that Brand name drugs are considered non-formulary when there is a generic equivalent available.

Revised as of March 2017

OFFICE OF HEALTH SERVICES, PHARMACY DEPARTMENT (March 2017)

ANTIDEPRESSANT PROTOCOL



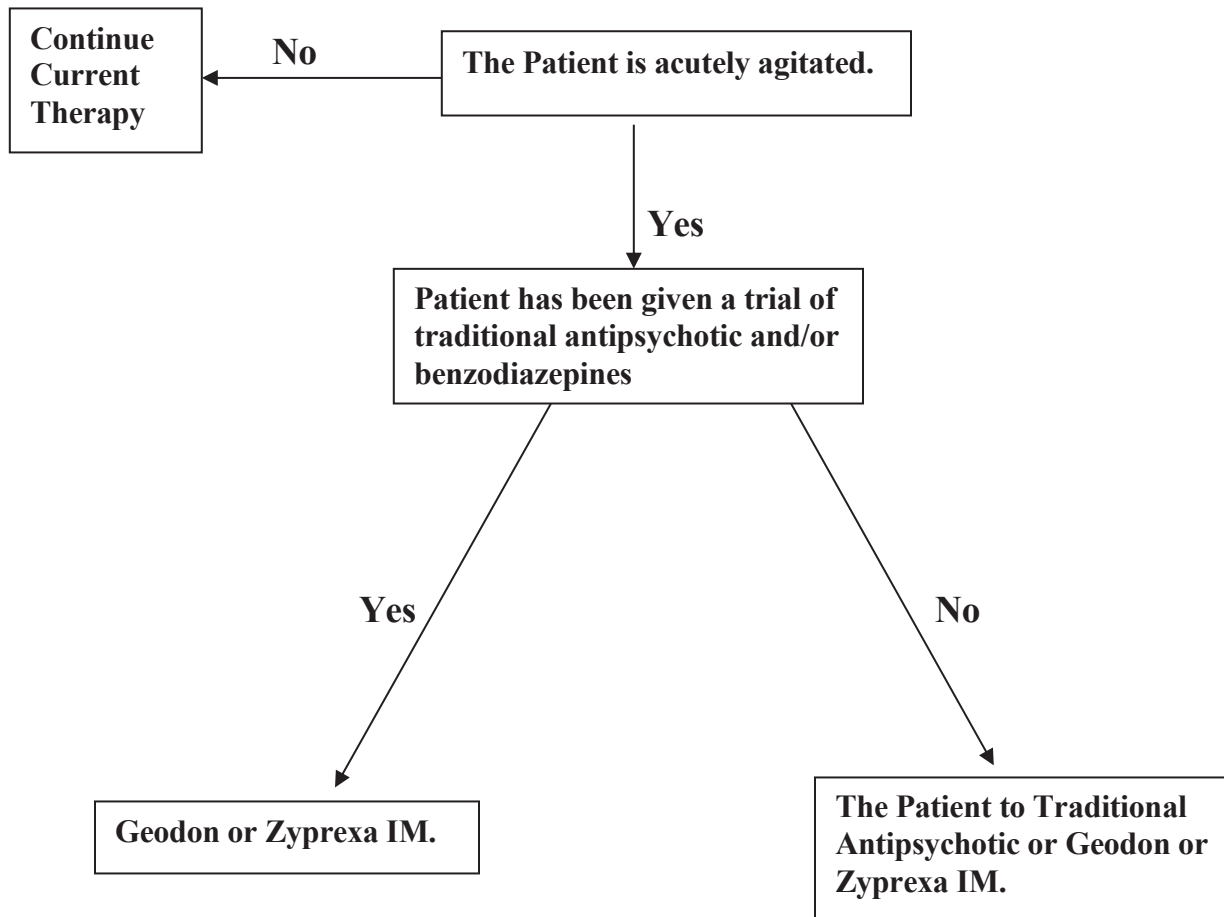
*Each medication in Step 1, at appropriate doses, will be tried for 8-10 weeks and failure documented before moving to the next step.

It is DC policy that prescribing be limited to the FORMULARY unless an DRUG EXCEPTION REQUEST is approved by the RMED (Medical) or RMHC (Mental Health) or designee and filed with the designated FDC Pharmacy. It is DC policy that Brand name drugs are considered non-formulary when there is a generic equivalent available.

Revised as of March 2017

OFFICE OF HEALTH SERVICES, PHARMACY DEPARTMENT (March 2017)

IM PROTOCOL



It is DC policy that prescribing be limited to the FORMULARY unless an DRUG EXCEPTION REQUEST is approved by the RMED (Medical) or RMHC (Mental Health) or designee and filed with the designated FDC Pharmacy. It is DC policy that Brand name drugs are considered non-formulary when there is a generic equivalent available.

Revised as of March 2017

Basis Redacted Information

The following sections that are redacted in this copy of Management & Training Corporation's response are exempt from the Florida public records act because the information is confidential and/or a trade secret and not subject to disclosure are:

- Exhibit H
 - ▶ Success for Life® Program details (exempt under 119.01(2)(d))
 - ▶ Cost Proposal Information (exempt under 119.071(1)(c))
- Exhibit I
 - ▶ Staffing Plan (exempt under 119.071)

5.28 Health Care Services

5.28.1 Comprehensive Medical, Dental and Mental Health Services

MTC through its subsidiary MTC Medical will continue to provide comprehensive and medically necessary medical, pharmacy, dental and mental healthcare services to GCF on a non-capitated basis in compliance with FDC policy and procedures, Florida Statutes, Florida Administrative Codes, Health Services Bulletins (HSB), ACA Standards and applicable federal laws. MTC Medical will comply with the minimum service requirements as required. We will continue to ensure our policies and procedures comply with the current version of FDC terminology, policy and procedures and the HSBs. We understand the FDC's Office of Health Services (OHS) has the opportunity to review our current Healthcare Services Plan.

5.28.2 Twenty-Four Hour Coverage and Provisions

MTC Medical provides healthcare coverage at GCF 24 hours per day, seven days per week. We are responsible for the cost and provision of medical linens, infirmary mattresses, other infirmary and emergency room supplies, and both urgent and emergency medical transportation and all other supplies and services as outlined in this proposal.

5.28.3 Safety of Hospital Staff and the Public

MTC Medical will use hospitals with a secure prison ward or provide sufficient security in accordance with FDC procedures to ensure the safety of hospital staff and the public.

5.28.4 Compliance with Policies and Procedures

MTC Medical is in full compliance with all Florida Statutes, Florida Administrative Code, FDC policy and procedure and FDC HSBs as they relate to medical, mental health and dental services. Our compliance includes, but is not be limited to the following:

5.28.4.1 Dental/Substance Abuse/Physical/Mental Health Services

MTC Medical excels in quality of healthcare delivery, cost containment, and in consistently exceeding customer expectations and the exacting standards of the American Correctional Association (ACA). MTC Medical acknowledges this section of the RFP and will continue to comply with all terms as listed. We meet all state and federal constitutional requirements, courts orders, and applicable ACA Standards for correctional healthcare. We will continue to provide the services as set forth in the draft contract.

5.28.4.2 Periodic Health Assessment

MTC Medical will ensure each inmate will receive a periodic health assessment as required by Office of Health Services' Health Service Bulletins.

5.28.4.3 Inpatient Hospitalization

5.28.4.3.1 Medical Costs

We understand we are responsible for all medical costs.

5.28.4.3.2 Referral to Medical Facility

The CHO, in coordination with the Utilization Management committee, will determine if non-emergent hospitalization is medically necessary. If approved, we arrange transfer to a local medical facility. We understand we are responsible for all inpatient hospitalization costs.

5.28.4.3.3 Hospital Security

MTC Medical acknowledges that we are responsible for providing security for hospitalized inmates, and will notify DMS and FDC within two hours of admission. When appropriate and space is available, we will access FDC's Reception and Medical Center (RMC) hospital in Lake Butler, Florida, in accordance with FDC 401.005.

5.28.4.3.4 Contracted Hospitals

MTC Medical has an established relationship with Capital Regional Medical Center and Tallahassee Memorial Hospital. MTC Medical ensures these hospitals are fully licensed, and licensed by the Agency for Health Care Administration under the provisions of Chapter 395, Part I, Florida Statutes and Chapter 408, Part II, Florida Statutes.

5.28.4.3.5 Subcontracted Staff

MTC Medical will ensure that all subcontracted staff providing services will comply with prevailing and ethical and professional standards, and the rules, procedures and regulations. We will comply with all FDC applicable rules, department procedures and HSB's directives.

5.28.4.3.6 ACA Accreditation

MTC Medical will maintain full ACA accreditation for the healthcare operational area in all the institutions in which healthcare is provided.

5.28.4.3.7 Administrative Functions

MTC Medical will ensure that all subcontracted staff providing services will comply with prevailing and ethical and professional standards, and the rules, procedures and regulations. We will comply with all FDC applicable rules, department procedures and HSB's directives.

5.28.4.3.8 Healthcare Supplies

MTC Medical has strategic agreements with a variety of vendors (pharmacy, telemedicine, mobile x-ray, medical and office supplies, medical waste, etc.) that cover all MTC Medical facilities and provide greater economy and service. Medline Industries is our full-service vendor

for healthcare supplies. We acknowledge that healthcare equipment and commodity items are considered items with a unit cost of less than \$1,000 and will maintain a minimum of a 30-day inventory of supplies. Upon award or extension, we will complete a physical inventory, in the event DMS wishes to purchase the supplies at the end of the contract term.

5.28.4.3.9 FDC Forms

MTC Medical will use all applicable FDC forms to carry out the provisions of this contract.

5.28.4.3.10 Hospitals with a Secure Ward

Capital Regional Medical Center and Tallahassee Memorial Hospital meets the requirements of this section. MTC Medical provides appropriate security at the hospital in compliance with FDC policy and procedures and has standard operating procedures regarding hospital security, supported by training.

5.28.4.3.11 Routine/Comprehensive, Urgent and Emergency Healthcare

MTC Medical will ensure a standardized program of routine/comprehensive, urgent and emergency healthcare is to be available to all inmates. All treatment will be rendered in accordance with the FDC's rules, policies, procedures and Health Services Bulletins. Healthcare will be provided at a minimum constitutionally adequate level of care.

5.28.4.4 Medical Services

Medical services include, but are not limited to the following: all inmate healthcare provided at the facility including emergency outpatient care, pharmaceutical services, initial intake screening, dental health, mental health, substance abuse treatment, medically required eyeglasses, hearing aids, dentures and chronic illness clinics. Additional details regarding all areas are provided throughout this response. All medical contacts are documented on the Offender Based Information System (OBIS). Upon request by the on-site contract monitor, we provide copies of this report documenting all medical contacts. MTC Medical complies with all requirements outlined in section 945.355, Florida Statute.

5.28.4.5 Inmate Co-Payment

MTC Medical complies with Section 945.6037, Florida Statutes regarding inmate co-payments. Fees are collected and retained by MTC Medical with those exact amounts being deducted from the monthly management payment billing submitted by MTC Medical to the FDC. Co-payments are noted in the OBIS and documented in each inmate medical record.

5.28.4.6 Chief Health Officer

MTC Medical has designated our on-site qualified licensed physician as the CHO for the facility. The CHO has direct oversight of on-site personnel and final authority on all medically necessary decisions. The CHO ensures the clinical program is in compliance with all applicable State and Federal Laws, rules and regulations, FDC rules, policies and procedures, HSB and MTC Medical policies and procedures. The CHO is licensed to practice medicine under Florida Statute

Chapters 458 or 459 in the State of Florida “in good standing”, holds a current DEA Registration Number and has credentials that meet or exceed the requirement of Florida law. Our full credentialing process is detailed in section C.1.p of this response.

5.28.4.7 Health Education Program

The core objective of a successful managed healthcare program is encouraging healthy lifestyle choices as the key to wellness, resulting in positive outcomes and cost containment. Basic information regarding diet, exercise, infectious disease and other essential topics applicable to this population are made available in a variety of areas within the facility. Starting at intake screening, inmates receive oral and written educational materials. Healthcare personnel take every opportunity to encourage healthy choices for inmates.

MTC Medical has put forth great effort to facilitate wellness and provide preventative education training programs, such as making healthy food choices and smoking cessation. MTC Medical employs an enhanced preventive medical program, supported by comprehensive policies, procedures and protocols regarding inmate health education. This program contributes significantly to the goal of improving health outcomes while reducing risk, litigation and unnecessary visits to medical resources. At least one topic, directly related to the needs of the population is provided on a monthly basis. A few topics include, but are not limited to: personal hygiene, nutrition, chemical dependency, smoking cessation, stress management, etc.

Patient education is integral to care management, especially in chronic or acute illness. Health education programs, printed materials, most in both English and Spanish, and posters are available. The infectious disease program, managed by the Chronic Clinic/Infectious Disease nurse, is in compliance with the FDC’s existing health education program for HIV and AIDS as described in section 945.35, Florida Statutes and DC policy, procedures and HSBs.

Educational opportunities occur through one-on-one visits, in small groups, during chronic care clinics, sick call, and in the form of handouts and brochures. As part of the intake process, inmates receive a handbook containing written information on available healthcare services and related educational tools. To supplement the handbook, staff provide requested written material and are available to answer inmate’s questions about health services during sick call and other designated times.

MTC Medical’s infectious disease education program is in full compliance with FDC’s rules, policy and procedures, and HSBs. The infection control program includes surveillance, prevention, identification, treatment and reporting of infections in accordance with the laws, policies and standards. The program includes a pathogen control plan, maintenance of personal protective equipment, and infectious and hazardous waste management and disposal.

5.28.4.8 Quality Management

Our established clinical quality management program, which we call the Continuous Quality Improvement (CQI) program has been customized to meet the needs of FDC and GCF. Our CQI program is in full compliance with the FDC’s rules, policy and procedures and HSBs and includes

all elements necessary to maintain ACA accreditation, including regularly scheduled audits of inmate healthcare services, documentation of deficiencies and plans for correction.

The mission of the CQI program is to understand and implement policies, procedures, processes and structures that examine high impact, high frequency and problem-prone conditions and then design mechanisms to measure the impact of the program and appropriate action plans. The plan provides evaluation of the quality, appropriateness and continuity of care provided to all inmates.

- **QI Process** – By providing our staff the training and tools necessary to improve or maintain an individual's health status, we can more easily monitor clinical outcomes and gauge patient and client satisfaction. Re-auditing on a scheduled basis helps assure a pattern of improvement to our patients, clients and ourselves.
- **Monitoring** – MTC Medical regularly self-monitors provision of services and staff against performance indicators and standards for care delivery and outcomes. Internal systems are used for all reviews to ensure we are meeting the ACA standards as they relate to medical services. MTC Medical's clinical performance indicators are process-based and specific to the problems experienced by the medical services staff. MTC Medical corporate staff monitors all aspects of the facility's CQI program, including: access to care, infection control, intake screening, pharmacy service, dental care, off-site specialty referrals and hospitalizations, chronic clinic, inmate grievances, safety and sanitation, and utilization management among others.
- **Committee** – The CQI committee provides oversight of performance and meets monthly to report audit findings and corrective actions and ensures health services conducts two process and two outcome studies annually, as a minimum, in accordance with ACA standards. Data collected through the CQI process is used to identify significant trends and opportunities for improvement. CQI reports are presented to the FDC monthly and annually. The committee also annually audits internal and external services, including the pharmacy in compliance with MTC Medical policies and FDC directives. The audit includes a review of the goals and objectives of the CQI program to evaluate its effectiveness. The CQI committee meets monthly and minutes are kept. The CQI committee at GCF is composed of: health services administrator – chair, CHO – co-chair, director of nursing, dentist, mental health professional, warden or designee, clerk – recorder, and other ad hoc members as determined by the committee.
- **Confidentiality** – All performance reviews and CQI data are maintained and used in a confidential manner and are not part of the general corporate records or individual inmate records. All information developed for the purpose of monitoring quality of inmate care is considered proprietary and, if necessary, will become attorney-client privilege. The information developed is not available to unauthorized persons, organizations, or used other than for internal performance improvement purposes.
- **Sentinel Events** – Situations that are serious enough to require analysis, and may include but are not limited to: inmate deaths, suicide attempts, use of medical restraints, medical emergencies, medication errors and treatment errors. MTC Medical's sentinel event

committee, a subcommittee of CQI, is chaired by the corporate medical director in coordination with the CHO and on-site and corporate staff. The purpose is to review sentinel events, identifying and addressing contributing factors in an effort to improve healthcare services and prevent recurring events.

- **Mortality Review** – The sentinel review committee performs mortality reviews of inmate deaths occurring within the facility or at the hospital. The health services administrator prepares a summary and timeline of the care provided. If the death was a suicide, a psychological review is also performed.
- **Risk Management** – Risk management identifies clinical, operational and environmental risks and works to reduce liability. The committee monitors emergency and disaster drills and real or simulated man-down emergencies, and analyzes staffs' responses to these events. MTC Medical performs environmental inspections to ensure inmates live, work and recreate in a safe environment. The committee tracks deficiencies and works to manage infectious diseases such as Methicillin-Resistant Staphylococcus Aureus (MRSA). The health administrator tracks health-related grievances and follows up as indicated per FDC policy. Health services employee safety is emphasized through required clinical competencies and monthly training on specific topics.
- **Utilization Management** – Our UM program allows for review and analysis of on-site medical services and off-site referrals to preferred providers, including sub-specialty and inpatient stays. The utilization management program determines if the use of off-site services has been appropriate (medically indicated) and the length of stay, if applicable, is shorter or longer than medically indicated. Inmates admitted to local hospitals are evaluated daily to make certain proper and authorized procedures are being performed in a timely manner.

5.28.4.9 Health Assessment at Intake

MTC Medical provides an initial health screening for all inmates during intake. This assessment is in compliance with all FDC policies, procedure and HSBs for each inmate, and at a minimum, includes: review of the intake documents; obtaining or confirming a medical history; performing brief physical, dental and mental examination; with referral to chronic clinic or outside providers for additional care; review of current medications and special health requirements (diet etc.) with appropriate ordering when necessary; ordering of necessary lab or diagnostic tests; and development of a problem list and treatment plan when necessary. Any significant findings are referred to a provider for further evaluation.

All findings, test results, and treatment recommendations are recorded on an approved printed form and included in the inmate's medical record. If the inmate gives authorization, healthcare staff will obtain outside medical records to verify history. Based on clinical findings, inmates may be referred to special housing, emergency care or specialty care, as needed. Inmate medical records reflect the date and time of all referrals and encounters. Inmates with a physical handicap or disability are reviewed for any special medical treatment needed. The nurse practitioner reviews the intake screening, physical examination and test results. Any

abnormal results by the physician for appropriate disposition. Upon completion of the health assessment, any additional therapies or treatment regimens ordered are initiated.

5.28.10 Referrals

MTC Medical understands we are responsible for the cost of all off-site referrals or telehealth. All routine referrals for off-site care are recommended by the CHO and approved in coordination with MTC Utilization Management. Only then would it be presented to FDC for approval. We have contracted with a variety of off-site providers based on the needs of the population at GCF. In contracting with these providers and services we are ensured the highest level of medical care, attentive services and reduced rates.

5.28.4.11 Staffing of Healthcare Professional

MTC Medical has direct oversight and is responsible for monitoring the MTC Medical staff at the facility. The staffing level provided is adequate to meet the needs of the FDC and ACA standards. Coverage is provided 24 hours per day, seven days per week as outlined in the RFP by appropriately trained, qualified and licensed staff. MTC Medical understands and accepts all RFP terms and requirements.

Personnel files are maintained at the facility for all healthcare employees and subcontractors and are available to the on-site contract monitor, and the FDC's Assistant Secretary of the Office of Health Services or designee upon request. Files include copies of all current Florida licenses, proof of credentialing, peer reviews and position descriptions and responsibilities.

Employees and subcontractors are required to have appropriate Florida licensure and/or certification, no restrictions, and must pass our credentialing process, which is performed at the corporate office.

Continuous review of the scope of practice, licensing, confidentiality, and all other medical regulations assure currency of documents and proactive attention to regulatory developments and case law decisions.

Only those persons who maintain position-appropriate training, licenses, certificates, cooperative and supervision agreements and registrations necessary to provide inmate healthcare services are employed. Primary source verification is completed and the credentials file includes employment history, state licensure/renewal, Drug Enforcement Administration (DEA) registration, Advanced Cardiac Life Support (ACLS) certification, malpractice coverage, medical school training, internship, residency, foreign medical graduate verification, and board eligibility/certification through the American Board of Medical Specialties. Further, MTC Medical researches the malpractice claims history of all providers. Credentialing is done annually.

Within 90 days of hire, human resources staff assemble and maintain credential files which are available for review by the FDC upon request and become the property of FDC upon contract termination. MTC human resources staff verify education, training and work history of all employees as well as professional references. Results are kept in the facility files. MTC Medical

also maintains, with appropriate confidentiality protections, applicable health records for all health care employees. We understand individuals requiring specific credentials are subject to a credential review by the Department to ensure they have the requisite training and appropriate licenses. Our credentialing process meets the FDC requirements and Florida law. We provide a certification statement on each individual to the Assistant Secretary of the DC Office of Health Services certifying the credentials have been reviewed and approved and the individual is qualified to perform the duties as assigned.

All licensed healthcare providers who provide services to inmates are peer-reviewed not less than annually to assure that clinical skills, practice patterns and overall performance are consistent with community and correctional standards of MTC Medical policies. The review includes assessment of completeness of documentation, legibility, appropriateness of case history preparation, physical and laboratory results findings, diagnoses, thoroughness of treatment plan, choice of therapies and related issues. This process addresses areas in need of improvement and identifies educational opportunities. If necessary, the review is followed by corrective action. The review is an important tool for risk management, staff development and a factor in determining compensation adjustments.

5.28.4.12 Medical Records

Complete and accurate medical and dental records are maintained for each inmate. Records are maintained in a locked area, secure from routine traffic. MTC and MTC Medical strictly adheres to FDC's rules (chapters 33-6, 33-19, Florida Administrative Code), policy and procedure, pertinent HSBs, Florida statutes and all applicable laws, regulations and standards in maintaining medical and dental records.

All medical records (paper or electronic) are confidential. MTC Medical ensures compliance with standards regarding confidentiality, informed consent and access/disclosure. We fully adhere to HIPAA standards. Information provided to MTC correctional staff addresses only the inmate's needs as they relate to security matters. Medical records are not released to anyone who is not legally authorized to receive them.

The medical record provides accurate, legible, chronological documentation of inpatient and outpatient medical, dental and mental healthcare rendered during the period of incarceration. Records are kept up-to-date at all times. Inmate's medical records are available to MTC Medical staff during all healthcare encounters. MTC Medical uses a problem-oriented medical record format. The system complies with Florida Statutes, FDC rules, policy and procedure, HSB, the Health Record Manual, HIPAA, applicable ACA standards and other applicable laws and rules. We ensure the weekly and monthly validations of logs and records are completed prior to the fifth day of the following month.

The health services administrator ensures medical records are maintained, audited and archived in accordance with FDC requirements and other applicable standards. The health services administrator also provides supervision for the medical records area. MTC Medical maintains a current list of special needs inmates for physician review.

MTC Medical understands we are the custodian of medical records for the FDC, and at termination of the contract, the medical records will remain the property of the FDC.

It is understood that an Electronic Medical Record system for FDC may be implemented at GCF in the future. MTC Medical will adhere to the guidelines and regulations associated with the use of such record as set forth by FDC if implemented.

5.28.4.13 Other General Health Service Requirements

MTC Medical has negotiated rates with preferred providers and has a system regarding pre-approvals, case management, utilization review, discharge planning, payment, and processing of all hospital and practitioner invoices.

We work closely with the FDC to assure inmates admitted to a hospital are those requiring a higher level of care. The CHO, in concurrence with Utilization Management, approves all admissions, when deemed medically necessary. MTC Medical personnel communicate regularly with hospital representatives to coordinate services. Our goal is to ensure the shortest possible medically appropriate stay and to minimize impact on facility security. We work with hospital administration to ensure they are versed in aspects of correctional health and inmate security.

MTC Medical has policies and procedures regarding referrals, scheduling, transportation, reporting of test results, medical records handling, discharge summaries and follow-up. These include standard practices such as doctor-to-doctor and nurse-to-nurse conferences, real time scheduling of follow-up appointments and communication with facility providers to assure continuity of care.

Every effort is made to minimize any type of inpatient services for inmates. Our stringent pre-approval process ensures all hospital care is medically necessary and all on-site options have been ruled out. For emergent cases, the CHO immediately notifies and subsequently reviews the emergency or unanticipated hospitalization within 24 hours after admission.

MTC Medical has a proactive program for controlling length of stay, requiring a daily report and assessment for all hospitalizations. Additionally, the CHO and nursing staff participate in discharge planning of all hospitalized inmates.

When inmates are hospitalized, a designated nurse and physician monitor ongoing care through the concurrent review process, which is the determination of the appropriate level of care consistent with the inmates' medical needs; identification of case management opportunities; and discharge planning. In general, concurrent review includes the following: verification of authorization for admission and projected discharge dates for inpatient stays; referral to the CHO for review when the stay no longer meets established criteria; coordination of discharge planning activities for medical and correctional personnel, and coordination with corporate claims management.

MTC Medical's clinical staff communicate daily with hospital staff to determine status and promote return of inmates to the facility as quickly as clinically feasible. However, inmates requiring advanced nursing care, or therapies that exceed the capabilities or resources of the facility are not discharged unless their clinical needs can be adequately and appropriately met.

When inmates receive off-site hospitalization services, we work diligently with the local hospital to assure our medical team receives the following information:

- A discharge summary
- A complete copy of the hospital medical record
- Verbal nurse-to-nurse report immediately upon discharge
- Written discharge instructions immediately upon discharge
- Verbal physician-to-physician report on complex cases, when clinically appropriate

We understand referrals methods, scheduling, transportation, reporting of test results, medical records, acute care hospitalization and follow up will be in accordance with FDC policy procedure and HSB.

5.31 Mental Health Services

MTC Medical will comply with Section 5.31.4. through 5.31.4.81 as outlined in the draft contract upon award. Below is our overview of our proposed Mental Health Services.

Comprehensive mental health care is provided at GCF in compliance with Florida Statutes, FDC policy and procedures, Florida Administrative Codes, and HSBs. A variety of mental health services are provided by licensed mental health professionals to include counselors, a psychologist and dedicated psychiatry hours weekly. The fundamentals of our mental health program include:

- Medication management
- Suicide prevention and intervention
- Crisis intervention and management of acute psychiatric emergencies
- Education and training of staff and inmates on medical and mental health-related subjects
- Evaluating the needs of the inmates and creating individual and group treatment programs and patient education

Mental health staff are on-call 24 hours a day, seven days a week to respond to emergencies. Our gender-responsive treatment programs have been tailored to meet the special needs of the women housed at GCF. Mental health staff provide individual and group counseling and non-emergency access to mental health services. Inmates may be referred by medical staff on the basis of intake screening, staff referral, or self-referral. Our services include the following:

- **Evaluation and Assessment Services and Treatment** – Inmates receive a mental health screening as part of the initial intake process. Inmates with identified mental health diagnoses in accordance with FDC policies are enrolled in Mental Health Chronic Clinic. Otherwise, access to mental health care is made available in the following manner.

Mental health counselors evaluate patients whose sick call requests for services were forwarded by the triage nurse. Emergency requests are seen immediately, by mental health staff when on-site, or a nurse at receipt of request. Patients needing a higher level of care, diagnosis or medication will be referred to the psychologist or psychiatrist, as appropriate. When needed, a treatment plan is formulated.

Mental health staff conduct monthly staff meetings to be chaired by the psychiatrist. Members of the monthly review will include the mental health professionals, psychologist, psychiatrist, correctional staff representatives, and case managers. Inmates identified as special needs, developmentally disabled, requiring psychotropic medications, or needing further evaluation or treatment are discussed in the staff meeting to refine the treatment plan. Referrals to the weekly mental health clinics may be made by the CHO, psychiatrist, or any member of the medical and mental health team, or a member of the treatment staff. Referrals also may be made by appropriate staff when:

- ▶ Upon admission, the medical staff determines an inmate is in need of a mental health evaluation or referral

- ▶ The facility classification review determines that the inmate's record/history reveals a history of psychiatric illness
- ▶ Custody staff have determined that an inmate's behavior warrants review by the mental health department
- **Group and Individual Therapy** – MTC strongly supports directing inmates toward a least restrictive setting via therapy, groups, and education. Our ultimate goal is to promote remission of symptoms and enhanced functioning in the correctional community and upon release.

Programming incorporates cognitive-behavioral and social learning theory as a foundation with inclusion of other treatment modalities, as needed. Therapy is structured around individual, group, psycho-education, psychotropic medication and activity groups. Individual therapy is available to all inmates assigned by staff or self-referred.

- **Psychotropic Medication** – In all instances, psychotropic medication is prescribed only by a psychiatrist, physician, or midlevel provider (NP or PA) according to generally accepted pharmacological principles, contemporary national standards, the FDC formulary or through a non-formulary UM request. Inmates on psychotropic medication will have biochemical monitoring where indicated and evaluation of efficacy. All inmates are required to sign an informed consent documenting their understanding of the risks and benefits associated with the medication before it is administered. Psychotropic medication is prescribed only when clinically indicated and only as one element of the treatment plan. Some psychotropic medications may be crushed or administered as directly-observed-therapy. Inmates on such medication are monitored by the mental health staff for compliance and counseled appropriately if medications are not taken. Psychotropic medication orders do not exceed 180 days. Every inmate on psychotropic medication is evaluated at least every 180 days at Chronic Clinic, or more often depending on stability or when ordered by the psychiatrist.
- **Assessment and Counseling Services** – A mental health evaluation and assessment is completed on inmates identified through the screening process or the referral process. The evaluation is completed by qualified mental health staff in a timeframe consistent with the urgency of need and risk factors, but in no case does the evaluation exceed 14 days from the date of referral. The evaluation includes: reviewing mental health and appraisal data; compiling the individual's mental health history; assessing current suicidal potential; assessing violence potential; reviewing available records of inpatient and outpatient psychiatric treatment and medications

In addition to classification of inmates in need of treatment, mental health staff review the existing or develop a treatment plan within 30 days of arrival, which includes the diagnosis, problem areas, treatment interventions, and the staff identified to provide the service. The plan also details the frequency of contacts and establish a date for follow-up or treatment plan review.

Mental health staff convene a treatment team meeting for those inmates on the mental health caseload at least 60 days prior to release. The team reviews the needs of the inmate

upon reentry to the community, prepare a plan to address those needs and complete a mental health treatment plan discharge summary.

MTC provides direct referrals for outside mental health services for inmates who are leaving the facility. The mental health professionals maintain contacts with community-based mental health service providers to provide current information and promote a smooth transition of treatment and reentry to the community.

We use the FDC's OBIS to collect, store and report on daily mental healthcare operations in compliance with all terms as listed in the RFP. All mental health encounters are entered into OBIS in a timely manner. Updates in OBIS are entered and completed within five business days of any encounter.

Personnel entering data into the OBIS or those whom are approved to have access to OBIS are required to participate in training at the FDC's Office Health Services, within 90 days of the Service Commencement Date. We pay all travel expenses for these employees. If the FDC determines other systems for healthcare are needed, we will be in compliance and train all staff in using the new systems. OBIS will be utilized and maintained per HSB 15.06.04. In conjunction, we comply with any additional requirements deemed necessary by the FDC's Deputy Assistant Secretary of Health Services-Clinical for any reports to the Department, FDC, CMA and the on-site contract monitor.

We will provide a report to the on-site contract monitor quarterly, listing our licensed credential mental health providers. Reports will include all details as listed in the RFP to include if any provider is no longer working at the facility. All mental health providers are required to pass MTC and FDC's credentialing process and clearance. MTC Medical monitor all aspects of the mental health services and provides a quarterly report showing performance measures in accordance with DC policy, procedure and HSB. Reports will include corrective actions when necessary and will be in addition to the biannual performance measure monitoring that will be conducted by the Department. Upon request, we will provide additional reports as needed.

- **Overview of Mental Health Services** – Since healthcare and correctional personnel are in frequent and close contact with the inmate population, they receive special training from the mental health staff in identifying individuals with possible emotional and mental disorders. This training includes: recognizing signs and symptoms of developmental disabilities, mental illness and/or substance abuse disorders common in the inmate population; mental health emergencies and appropriate response and other topics.
- **Crisis Stabilization** – Our mental health program incorporates a 24-hour a day, seven days a week rapid response to acute crises. This includes screening inmates for mental health problems upon admission to the facility, response to psychiatric emergencies, medications, suicide management, and utilization of medical observation for mental health situations.

Inmates exhibiting high risk suicidal behavior will be identified and placed in the designated constant watch cell under suicide watch by at least one trained correctional officer. Upon identification of suicidal behavior, the inmate will receive an immediate evaluation by the mental and medical health staff. If an on-site evaluation is not possible, an emergency

transport to the hospital are made. All inmates exhibiting other forms of psychotic or homicidal behavior are referred to the psychiatrist for evaluation and treatment.

If a mental health emergency occurs after regular business hours, staff will initiate immediate intervention, which will include:

- ▶ Reassuring the inmate of the desire to help
- ▶ Assessing the patient and situation in a safe and protective manner
- ▶ Practicing de-escalation techniques: contacting the on-call mental health professional
- ▶ Placing the patient in a secure environment, to include suicide watch if necessary

Suicidal gestures or attempts are triaged and aid administered by the first responder, medical staff, or other trained staff. The inmate will receive a medical assessment immediately. If necessary, the patient is transferred to a higher level of care or placed in appropriate protective housing. Potentially harmful items are removed from the inmate's close environment and the inmate is referred for further evaluation by the mental health team. The severely mentally ill and the seriously suicidal may be referred for inpatient hospitalization. Mental health staff continue with follow-up as long as necessary, monitored via the treatment plan.

- **Mental Health Services Self-Monitoring** – The mental health CQI process is continuous and robust. On-site staff evaluate services using the FDC policy-based CQI tool and then reporting the findings to the CQI committee on a monthly basis. All CQI reports are reviewed by the corporate director of audits and accreditation and the regional director. Corporate medical staff perform a CQI audit annually to ensure timely care and compliance with FDC requirements.

5.35 Inmate Programmatic Services

5.35.1 Inmate Programmatic Services

MTC will continue to provide academic and vocational programs (Program Plan) that have a primary objective of reducing recidivism by assuring the successful reintegration of inmates back into society upon release from incarceration. The program plan will be initiated upon the service commencement date and be maintained continuously and certified by the appropriate governing agencies. MTC ensures that teachers' and instructors' credentials meet or exceed the requirements of Florida Law and that volunteers are screened in accordance with FDC policy.

Reporting requirements of the state and federal governments are followed, and all programs are offered on a continuous basis. MTC ensures that teacher/instructor ratios are adequate to meet the goal, and once approved are subject to the vacant positions clause of the contract. MTC will achieve and maintain performance measures for these programs and provide the Department with a monthly status report indicating whether the programs' goals have been met or a reason for why they have not been met.

The inmate programmatic services plan addressed throughout this section of the technical response, addresses all of the areas outlined in the RFP to ensure MTC is meeting the needs of the contract. The plan describes the following sections:

- Education/Academic Programs
- Behavioral Programs
- Vocational Programs
- Substance Abuse Programs
- Self-help Programs
- Religious Services
- Wellness Programs

MTC believes rehabilitation programs can only be successful when the prison environment is marked by safety, respect and accountability. Inmates must feel respected by staff, cared for and encouraged to improve their lives all within an environment that promotes physical, sexual, and emotional safety. Relationships between staff and inmates are crucial to the success of any facility. Research suggests the quality of the interactions between staff and inmates may be as important, or even more so, to rehabilitation efforts than the actual rehabilitation programs themselves. The way in which MTC creates this environment is multifaceted and includes:

- A BIONIC philosophy
- A gender responsive approach
- The Success for Life® operational strategy

BIONIC Philosophy

BIONIC is an acronym for Believe It or Not I Care. The term conveys an important message to inmates and staff that there is concern for the rehabilitation of the individual inmate and all staff are sincerely involved in the process. BIONIC creates a caring culture for change and serves as a guiding value for all MTC staff.

Gender Responsive Approach

In addition to a BIONIC philosophy, MTC has committed to developing a gender responsive environment in our facilities that house female inmates. This work started at GCF when MTC first transitioned the contract in 2010. It has developed into a corporate wide commitment at all facilities that house female inmates.

Female inmates tend to do better in correctional programs and environments designed to fit their unique needs. Gender-responsive women's facilities are characterized by:

“...practices, programs, assessments, or policies that account for the differences in characteristics and life experiences that women and men bring to the justice system...”
(Van Voorhis, 2016, p. 1).

To achieve a gender responsive environment, MTC consulted national experts; developed and delivered an ongoing gender responsive practices training for all staff; and selected interventions, programs and educational opportunities that improve women's life chances and help to reduce their reoffending rates.

The mission of MTC's gender responsive approach at GCF is informed by Bloom, Owen and Covington's (2003) seminal work identifying the six gender responsive principles for managing female inmates.

The 6 principles are:

1. Acknowledge that **gender** makes a difference. This is achieved via staff training and ongoing development of gender responsive practices throughout the facility, monitored via a steering committee.
2. Create an **environment** based on safety, dignity, and respect. MTC's correctional practices are guided by PREA regulations and informed by safety and dignity issues for female inmates.
3. Develop policies, practices, and programs that are **relational** and promote healthy connections to children, family, significant others, and the community. MTC has developed a corporate wide gender responsive policy that underscores the importance of a creating a healthy relational environment. Programs that assist women in improving parenting skills, participation in family days, faith based and community services projects help women remain connected to loved ones and the community.
4. Address substance abuse, trauma, and mental health issues through comprehensive, integrated, and culturally **relevant services** and **appropriate supervision**. Programs that address the connection between trauma and substance abuse and trauma and offending are offered across the facility. Staff are trained in the impact trauma can have on inmate behaviors and are provided with skills to help reduce re-traumatizing practices.

5. Provide women with opportunities to improve their *socioeconomic* conditions. All levels of GED® courses, alongside two vocational programs assist women in achieving certifications and licensure, to better provide for their families and themselves.
6. Establish a system of *community supervision* and reentry with comprehensive, collaborative, services. Regular visits by FDC probation and parole, implementation of FDC's reentry program and community referrals assist women in developing the supports they need to be successful upon reentry.

Success for Life®

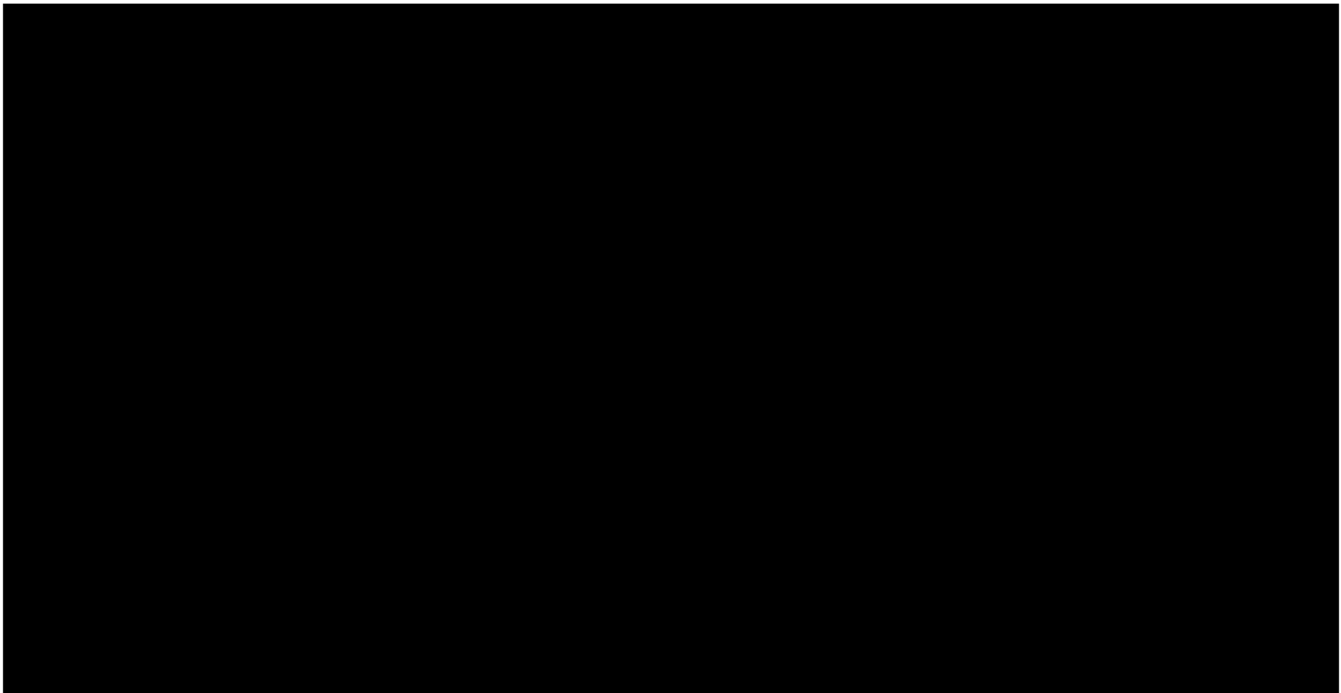
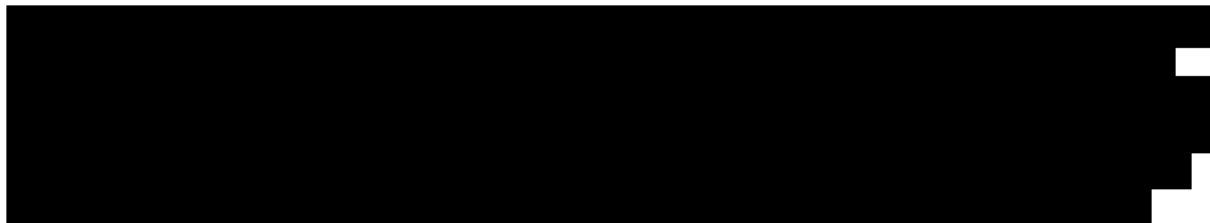


Figure 1. *Success for Life® Model.*



[Redacted]

- [Redacted]

■ [Redacted]

■ [Redacted]

■ [Redacted]

[Redacted]

Mission and Goals

[Redacted]

[Redacted]

[Redacted]

■ [Redacted]

■ [Redacted]

[Redacted text block containing multiple paragraphs of blacked-out content]

- [REDACTED]
- [REDACTED]
- [REDACTED]

5.36.2 Performance Measures and Deliverables

MTC will comply with the requirements of the contract with regards to all performance measures and deliverables. MTC will compile the requested reports semi-annually and forward them on to the On-Site Contract Monitor no later than the first (1st) day of the eighth (8th) month following each six-month reporting period. The onsite measures and deliverables described below will be delivered to the On-Site Contract Monitor no later than April 1st and October 1st each year.

5.36.2.2 Academic

MTC will provide the following information with regards to academic activities:

1. Percentage of inmates enrolled in GED class obtaining a GED certificate within six (6) months. The number of inmates obtaining GED certificates within six (6) months of enrolling in a Pre-GED and/or GED course, divided by all inmates who have enrolled in Pre-GED and GED classes.
2. Percent of inmates who successfully complete GED programs. The number of inmates completing GED courses divided by all inmates who have enrolled in GED classes.
3. Percentage of inmates passing the GED test. The number of inmates obtaining GED certificates divided by all inmates who have taken all subtests of the official GED exam.
4. Percent of inmates completing mandatory literacy programs (MLP) who score at or above 6th grade level on their next Test of Adult Basic Education (TABE). The MLP is a 150-hour program that is a legislative mandate for applicable offenders as outlined in F.S. 944.801(i). The highest priority for inmate participation is focused on youthful offenders and inmates nearing release. Inmates who completed the literacy program with at least a 6th grade level on TABE test divided by all inmates completing the literacy program during the time period.
5. Percent of inmates who successfully complete mandatory literacy programs. Number of inmates successfully completing literacy programs divided by all inmates enrolled in the literacy program during the time period.
6. Percent of inmates enrolled in academic programs that have an expected release date within five years. Number of inmates who are currently enrolled in academic programs and have an expected release date within five years divided by the total number of inmates enrolled in academic programs.

5.36.2.3 Vocational

MTC will provide the following information with regards to vocational activities:

1. Percent of inmates who successfully complete vocational education programs at the highest level of certification available at the facility. Number of inmates successfully completing vocational programs divided by all inmates exiting vocational programming.

2. Average number of occupational completion points (or equivalent) earned by inmates enrolled in vocational programming. Completion points are established by the Department of Education for vocational programs. They are the generally accepted measures of a set of knowledge that a student should have obtained during the class. This measure is the number of completion points obtained divided by the number of inmates enrolled in vocational programming.
3. Percent of inmates enrolled in vocational programs that have an expected release date within three years. Number of inmates who are currently enrolled in vocational programs and have an expected release date within three (3) years divided by all inmates enrolled in vocational programs.

5.36.2.4 Substance Abuse

MTC will provide the following information with regards to substance abuse activities:

1. At least ninety percent (90%) of inmates enrolled in substance abuse treatment programs will be assigned in accordance with the Priority Ranking Report and deemed to be most in need of treatment. Number of inmates assigned to substance abuse treatment and who were designated to be most in need of substance abuse treatment according to the Priority Ranking Reported divided by the total number of inmates assigned to the substance abuse treatment.
2. At least sixty percent (60%) of inmates enrolled in substance abuse treatment programs will successfully complete Drug Abuse Education/Treatment programs. Number of inmates assigned to drug abuse education/treatment who successfully completed the program divided by the number of all inmates exiting drug abuse education/treatment programs. Inmates who are administratively transferred out of the Facility by the State shall be excluded from this calculation.
3. Percentage of random inmate drug tests that are negative for inmates in Drug Abuse Education/Treatment programs. Number of negative tests for inmates enrolled in substance abuse treatment programs divided by total number of tests for inmates enrolled in substance abuse treatment programs.
4. Percentage of random inmate drug tests that are negative for inmates not participating in Drug Abuse Education/Treatment programs. Number of negative tests for inmates not enrolled in substance abuse treatment programs divided by total number of tests for inmates not enrolled in substance abuse treatment programs.

5.36.2.5 Behavioral

MTC will provide the following information with regards to behavioral program activities:

1. Percentage of inmates receiving major disciplinary reports who have completed behavioral modification/intervention courses. Number of major disciplinary reports for inmates who have not completed behavioral programming divided by total number of major disciplinary reports.
-

2. Percentage of inmates with employment documents (social security card, birth certificate, state identification, etc.) prior to release. Number of released inmates who have employment documents divided by total number of released inmates.
3. Percentage of transition plans completed for inmates released from prison. Number of released inmates who have completed transition plans divided by total number of released inmates.
4. Percentage of release plans completed for inmates released from prison. Number of released inmates who have release plans divided by total number of released inmates.

Basis Redacted Information

The following sections that are redacted in this copy of Management & Training Corporation's response are exempt from the Florida public records act because the information is confidential and/or a trade secret and not subject to disclosure are:

- Exhibit H
 - ▶ Success for Life® Program details (exempt under 119.01(2)(d))
 - ▶ Cost Proposal Information (exempt under 119.071(1)(c))
- Exhibit I
 - ▶ Staffing Plan (exempt under 119.071)

Exhibit H – Cost Proposal Information

Operating Per Diem Gadsden Correctional Facility 1,250

Occupancy Levels	Number of Inmates	Annual Maximum Per Diem	Payment Days		Maximum Payment
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



Position	Days	Shift	Shift	Shift	Relief	Total
		1	2	3	Factor	
Clerk	5	0	2	1	1.00	3.00
Health Services Subtotal		2	16.5	3		25.70
Division: FOOD SERVICES - Subcontracted By Trinity						
Food Services Director	5	0	1	0	1.00	1.00
Asst. Food Service Director	5	0	0	1	1.00	1.00
Food Service Supervisor	7	0	2	2	1.25	5.00
Food Services Subtotal		0	3	3		7.00
Division: MAINTENANCE						
Maintenance Manager	5	0	1	0	1.00	1.00
Maintenance Clerk	5	0	1	0	1.00	1.00
Maintenance Worker	5	0	5	0	1.00	5.00
Maintenance Subtotal		0	7	0		7.00
Division: PROGRAMS						
Deputy Warden – Programs	5	1	0	0	1.00	1.00
Secretary	5	1	0	0	1.00	1.00
Education Counselor	5	1	0	0	1.00	1.00
Chaplain	5	1	0	0	1.00	1.00
Library Manager	5	1	0	0	1.00	1.00
Recreation Supervisor	5	1	0	0	1.00	1.00
Recreation Specialist	5	1	0	0	1.00	1.00
Programs Subtotal		7	0	0		7.00
TOTAL						221.82

SUMMARY

DIVISION	Shift 1	Shift 2	Shift 3	Total
ADMINISTRATION	0	15	0	15.00
SECURITY	█	█	█	█
HEALTH	2	16.5	3	25.70
FOOD SERVICES	0	3	3	7.00
MAINTENANCE	0	7	0	7.00
PROGRAMS	7	0	0	7.00
TOTAL				221.82

Programs - IWF Funded

Position	Days	Shift	Shift	Shift	Relief	Total
		1	2	3	Factor	
Teachers	5	8	0	0	1.00	8.00



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
OPERATION AND MANAGEMENT OF GADSDEN CORRECTIONAL FACILITY
Gadsden Emergency Purchase

Position	Days	Shift	Shift	Shift	Relief	Total
		1	2	3	Factor	
Substance Abuse Supervisor	5	1	0	0	1.00	1.00
Substance Abuse Counselor	5	4.5	0	0	1.00	4.50
Case Managers	5	6	0	0	1.00	6.00
Programs Specialist	5	1	0	0	1.00	1.00
TOTAL						20.50

**Department of Management Services
Private Prison Monitoring
Budget Summary**

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF) Program Request

Facility:	Gadsden Correctional Facility	Fiscal Year: 2017-2018	
Previous Year's Approved Budget:	\$ 128,345.27	Comments:	
Previous Year's Total Expenditure:	\$ 61,247.84		
POIIWTF Allocated Budget:	\$ 597,359.00		
POIIWTF Final Budget Approval:	\$ 596,830.05		
Balance of Allocated Budget not Requested:	\$ 528.95		
		For Department Use Only	
Summary		Approval	Final Budget Approval
Cosmetology - Salary & Benefits	\$ 27,274.00	Approved	\$ 27,274.00
Cosmetology - Supplies	\$ 22,075.00	Approved	\$ 22,075.00
Cosmetology - Equipment	\$ 7,745.00	Approved	\$ 7,745.00
Cosmetology - Program Total	\$ 57,094.00		\$ 57,094.00
Culinary Arts - Salary & Benefits	\$ 27,274.00	Approved	\$ 27,274.00
Culinary Arts - Supplies	\$ 1,830.00		\$ 1,830.00
Culinary Arts - Equipment	\$ 700.00		\$ 700.00
Culinary Arts - Program Total	\$ 29,804.00		\$ 29,804.00
Academic Classes - Salaries & Benefits	\$ 156,774.36	Approved	\$ 156,774.36
<i>(7 Instructors)</i>			
Case Managers - Salaries & Benefits	\$ 130,237.31	Approved	\$ 130,237.31
<i>(7 Instructors)</i>			
Commercial Vehicle Driving - Salary & Benefits	\$ 27,274.00	Approved	\$ 27,274.00
Program Specialist - Salary & Benefits	\$ 36,907.00	Approved	\$ 36,907.00
Substance Abuse Counselors - Salaries & Benefits	\$ 124,939.38	Approved	\$ 124,939.38
<i>(9 Instructors)</i>			
Substance Abuse Supervisor - Salary & Benefits	\$ 33,800.00	Approved	\$ 33,800.00
Total POIIWTF Funds Requested:	\$ 596,830.05	Approved Budget	\$ 596,830.05

Department of Management Services
Private Prison Monitoring
Attachment A: POIIWTF Program Request and Narrative
Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

Facility:	Gadsden Correctional Facility	Fiscal Year:	2017-2018
Title of Program:	Academic Education		
Program Instructor's Name:	Various (ABE I, ABE II, ABE III, GED - one each)		
Program Instructor's Title/Position:	Academic Teachers		
Total Hours of Program Participation Per Inmate Per Week:	15	POIIWTF Funds Requested:	\$ 156,774.36
Target Inmate Population (Inmate Criteria):	Offenders seeking to increase Literacy level and offenders seeking to obtain GED.	Previous Year's Approved Budget:	The program will be servicing 202 offenders.
OBIS Course Code:	FL DOE - various		

1. Program Narrative:
Research shows that most incarcerated women are single parents of young children, and most will be expected to return to this role once released into the community (Bloom, Owen & Covington, 2003). In addition, most of these women have been unemployed or underemployed prior to their incarceration, making it difficult for them to raise healthy families.
Bloom, Owen and Civington (2003) have identified six basic principles which guide correctional facilities in providing gender responsive services to women offenders. Principle five highlights the need for female correctional facilities to provide traditional and nontraditional academic and vocational programs to assist with self-sufficiency. The academic programs at GCF meet this principle by giving the offenders education and training to significantly increase their employability and wage-earning potential through improved literacy. Adult education programs have varying levels of success. Those who enroll in academic programs and made gains had a better chance of improving their employment outcomes. Approximately half of unemployed adult students who made learning gains subsequently found employment. Adults who were employed prior to enrolling experienced higher earnings increases than employed adults who did not make gains. (OPPAGA, January 2011)
2. Specific Activities:
(Include information about service delivery and timelines.)
The Academic programs at GCF are tailored to the individual needs of the students using IAPs (Individual Academic Plans). Students will experience classroom instruction and lecturing, in addition to workgroups targeting specific areas of academic weakness. Academic instruction includes the basic fundamentals of reading and math (ABE I, ABE II) through the advanced studies of GED preparation (ABE III, GED). The needs of students with lower TABE scores and those in need of a GED are met simultaneously in the academic offerings. In excess of Policy minimums, GCF also offers weekly GED Ready and GED testing to accommodate students needs.
3. How does this program have the potential to aid inmates' reintegration into society?
Academic programs offer offenders the opportunity to become functionally literate and more. Many offenders seek college enrollment after discovering the importance of being educated.
4. What are the specific goals and objectives of this program?
(Describe the anticipated results of the program. Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results.)
The ultimate goal of the Academic programs at GCF is for at least 80% of those students enrolled to earn TABE scoring of 9.0 and/or earn a GED prior to release. Specific objectives for reaching this goal include: 1. To utilize Florida Department of Education curriculum for instruction. 2. To incorporate TABE and GED subject areas into lesson planning. 3. To maintain a consistent enrollment. 4. To provide GED Ready and GED testing opportunities to students lacking high school completion. All classroom activities will be geared toward meeting the aforementioned four objectives.
5. Describe your evaluation plan for assessing how well the program met its goals and objectives.
Students are continually evaluated through weekly activities, quizzes and visual inspection. The instructor will attend continuing education training to update his/her skills and training techniques. The training curriculum will be reviewed annually and updates will be made to maintain the integrity of the program.

6. Staff Qualifications (Attach Job Description)
(Include biographical information or required minimum qualifications for any staff and volunteers):
All academic teachers must have a four-year degree and be eligible to obtain a Florida Teacher's Certificate.
7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)

The warden or designee certifies that this POIIWTF application is compliant with the DMS contract, DMS IWTF policy, and all laws and rules of the State of Florida.

Electronic Signature

Date

Exhibit K - Security Addendum

**FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM**

Legal Authority for and Purpose and Genesis of the Security Addendum

**FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM**

**Legal Authority for and Purpose and Genesis of the
Security Addendum**

Traditionally, law enforcement and other criminal justice agencies have been responsible for the confidentiality of their information. Accordingly, until mid-1999, the Code of Federal Regulations Title 28, Part 20, subpart C, and the National Crime Information Center (NCIC) policy paper approved December 6, 1982, required that the management and exchange of criminal justice information be performed by a criminal justice agency or, in certain circumstances, by a noncriminal justice agency under the management control of a criminal justice agency.

In light of the increasing desire of governmental agencies to contract with private entities to perform administration of criminal justice functions, the FBI sought and obtained approval from the United States Department of Justice (DOJ) to permit such privatization of traditional law enforcement functions under certain controlled circumstances. In the Federal Register of May 10, 1999, the FBI published a Notice of Proposed Rulemaking, announcing as follows:

1. Access to CHRI [Criminal History Record Information] and Related Information, Subject to Appropriate Controls, by a Private Contractor Pursuant to a Specific Agreement with an Authorized Governmental Agency To Perform an Administration of Criminal Justice Function (Privatization). Section 534 of title 28 of the United States Code authorizes the Attorney General to exchange identification, criminal identification, crime, and other records for the official use of authorized officials of the federal government, the states, cities, and penal and other institutions. This statute also provides, however, that such exchanges are subject to cancellation if dissemination is made outside the receiving departments or related agencies. Agencies authorized access to CHRI traditionally have been hesitant to disclose that information, even in furtherance of authorized criminal justice functions, to anyone other than actual agency employees lest such disclosure be viewed as unauthorized.

In recent years, however, governmental agencies seeking greater efficiency and economy have become increasingly interested in obtaining support services for the administration of criminal justice from the private sector. With the concurrence of the FBI's Criminal Justice Information Services (CJIS) Advisory Policy Board, the DOJ has concluded that disclosures to private persons and entities providing support services for criminal justice agencies may, when subject to appropriate controls, properly be viewed as permissible disclosures for purposes of compliance with 28 U.S.C. 534.

We are therefore proposing to revise 28 CFR 20.33(a)(7) to provide express authority for such arrangements. The proposed authority is similar to the authority that already exists in 28 CFR 20.21(b)(3) for state and local CHRI systems. Provision of CHRI under this authority would only be permitted pursuant to a specific agreement with an authorized governmental agency for the purpose of providing services for the administration of criminal justice. The agreement would be required to incorporate a security addendum approved by the Director of the FBI (acting for the Attorney General). The security addendum would specifically authorize access to CHRI, limit the use of the information to the specific purposes for which it is being provided, ensure the security and confidentiality of the information consistent with applicable laws and regulations, provide for sanctions, and contain such other provisions as the Director of the FBI (acting for the Attorney General) may require. The security addendum, buttressed by ongoing audit programs of both the FBI and the sponsoring governmental agency, will provide an appropriate balance between the benefits of privatization, protection of individual privacy interests, and preservation of the security of the FBI's CHRI systems.

The FBI will develop a security addendum to be made available to interested governmental agencies. We anticipate that the security addendum will include physical and personnel security constraints historically required by NCIC security practices and other programmatic requirements, together with personal integrity and electronic security provisions comparable to those in NCIC User Agreements between the FBI and criminal justice agencies, and in existing Management Control Agreements

between criminal justice agencies and noncriminal justice governmental entities. The security addendum will make clear that access to CHRI will be limited to those officers and employees of the private contractor or its subcontractor who require the information to properly perform services for the sponsoring governmental agency, and that the service provider may not access, modify, use, or disseminate

such information for inconsistent or unauthorized purposes.

Consistent with such intent, Title 28 of the Code of Federal Regulations (C.F.R.) was amended to read:

§ 20.33 Dissemination of criminal history record information.

(a) Criminal history record information contained in the Interstate Identification Index (III) System and the Fingerprint Identification Records System (FIRS) may be made available:

(1) To criminal justice agencies for criminal justice purposes, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies....

(6) To noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and

(7) To private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) of this section and for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement must incorporate a security addendum approved by the Attorney General of the United States, which shall specifically authorize access to criminal history record information, limit the use of the information to the purposes for which it is provided, ensure the security and confidentiality of the information consistent with these regulations, provide for sanctions, and contain such other provisions as the Attorney General may require. The power and authority of the Attorney General hereunder shall be exercised by the FBI Director (or the Director's designee).

This Security Addendum, appended to and incorporated by reference in a government-private sector contract entered into for such purpose, is intended to insure that the benefits of privatization are not attained with any accompanying degradation in the security of the national system of criminal records accessed by the contracting private party. This Security Addendum addresses both

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concerns for personal integrity and electronic security which have been addressed in previously executed user agreements and management control agreements.

A government agency may privatize functions traditionally performed by criminal justice agencies (or noncriminal justice agencies acting under a management control agreement), subject to the terms of this Security Addendum. If privatized, access by a private contractor's personnel to NCIC data and other CJIS information is restricted to only that necessary to perform the privatized tasks consistent with the government agency's function and the focus of the contract. If privatized, the contractor may not access, modify, use or disseminate such data in any manner not expressly authorized by the government agency in consultation with the FBI.

Note to the 3/2003 edition of Security Addendum:

Upon its creation in 10/1999, the Security Addendum obligated the contracting parties (and most particularly, the private entity) to abide by numerous federal laws, regulations, and (formal and informal) CJIS Division and CJIS Advisory Policy Board policies. Subsequently, the CJIS Security Policy, which contains many of the relevant portions of those sources, was developed. This compendium resulted in a new Certification being drafted, effective 1/10/2001, which replaced the citation to many of these authorities with the CJIS Security Policy, thereby providing a contracting party with a short and finite list of authorities with which to comply.

Although the Certification was updated, the body of the Security Addendum still contained the old authorities. Additionally, the CJIS Security Policy, which was formerly part of the Policy and Reference Manual, became a separate document. The 3/2003 edition coalesces the body of the Security Addendum (principally in Sections 5.06 and 9.02) with the Certification; it makes no substantive changes.

Note to the 5/2006 edition of the Security Addendum:

With the evolution of policies and procedures relevant to CJIS Systems, certain policy documentation must also periodically be updated. These modifications include an update in basic terminology as recently approved by the Advisory Policy Board to reflect references to "CJIS Systems" (replacing "NCIC"), and the "CJIS Systems Agency (CSA)" and "CJIS Systems Officer (CSO)", replacing Control Terminal Agency (CTA) and Control Terminal Officer (CTO), respectively. "Technical security" has been added to elements of a

security program to be administered within the contractual relationship between the contracting governmental agency and the contractor. Clarifying language has been added: in Section 2.03 with regard to initial training, testing and certification of CJIS Systems operators; in Section 2.05 to reflect current policy regarding maintenance of dissemination logs; in Sections 5.06, 9.02, and the Certification Page to delete references to the now obsolete Policy and Reference Manual; and in Section 603(d) to establish that in extenuating circumstances, the CSO may be requested by the contracting government agency to review adverse employment decisions. The Certification Page has also been modified to be consistent with the language in the CJIS Systems User Agreement, in that it now simply requires the signatory to "be familiar with" the contents of the listed authorities. This 5/2006 version should be used henceforth (until superceded) for outsourcing contracts.

**FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES**

SECURITY ADDENDUM

The goal of this document is to provide adequate security for criminal justice systems while under the control or management of a private entity, the Contractor. Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Administration of criminal justice - the detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment.

1.02 Agency Coordinator (AC) - a staff member of the Contracting Government Agency, who manages the agreement between the Contractor and agency.

1.03 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.04 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

1.05 CJIS Systems Agency (CSA) - a duly authorized state, federal, international, tribal, or territorial criminal justice agency on the CJIS network providing statewide (or equivalent) service to its criminal justice users with respect to the CJIS data from various systems managed by the FBI CJIS Division. There shall be only one CSA per state or territory. In federal agencies, the CSA may be the interface or switch to other federal agencies connecting to the FBI CJIS systems.

1.06 CJIS Systems Officer (CSO) - an individual located within the CJIS Systems Agency responsible for the administration of the CJIS network for the CJIS Systems Agency.

1.07 Criminal Justice Agency (CJA)- The courts, a governmental agency, or any subunit of a governmental agency which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice. State and federal Inspectors General Offices are included.

1.08 Noncriminal Justice Agency (NCJA) - a governmental agency or any subunit thereof that provides services primarily for purposes other than the administration of criminal justice.

1.09 Noncriminal justice purpose - the uses of criminal history records for purposes authorized by federal or state law other than purposes relating to the administration of criminal justice, including employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.

1.10 Security Addendum - a uniform addendum to an agreement between the government agency and a private contractor, approved by the Attorney General of the United States, which specifically authorizes access to criminal history record information, limits the use of the information to the purposes for which it is provided, ensures the

security and confidentiality of the information consistent with existing regulations and the CJIS Security Policy, provides for sanctions, and contains such other provisions as the Attorney General may require.

2.00 Responsibilities of the Contracting Government Agency

2.01 The CGA entering into an agreement with a Contractor is to appoint an AC.

2.02 In instances in which responsibility for a criminal justice system has been delegated by a CJA to a NCJA, which has in turn entered into an agreement with a Contractor, the CJA is to appoint an Agency Liaison to coordinate activities between the CJA and the NCJA and Contractor. The Agency Liaison shall, inter alia, monitor compliance with system security requirements. In instances in which the NCJA's authority is directly from the CSA, there is no requirement for the appointment of an Agency Liaison.

2.03 The AC will be responsible for the supervision and integrity of the system, training and continuing education of employees and operators, scheduling of initial training and testing, and certification testing and all required reports by NCIC.

2.04 The AC has the following responsibilities:

- a. Understand the communications and records capabilities and needs of the Contractor which is accessing federal and state records through or because of its relationship with the CGA;
- b. Participate in related meetings and provide input and comments for system improvement;
- c. Receive information from the CGA (e.g., system updates) and disseminate it to appropriate Contractor employees;
- d. Maintain and update manuals applicable to the effectuation of the agreement, and provide them to the Contractor;
- e. Maintain up-to-date records of employees of the Contractor who access the system, including name, date of birth, social security number, date fingerprint card(s) submitted, date security clearance issued, and date initially trained, tested, certified or recertified (if

applicable);

- f. Train or ensure the training of Contractor personnel. If Contractor personnel access NCIC, schedule the operators for testing or a certification exam with the CSA staff, or AC staff with permission from the CSA staff. Schedule new operators for the certification exam within six (6) months of employment. Schedule certified operators for re-certification testing within thirty (30) days prior to the expiration of certification. Schedule operators for any other mandated class;
- g. The AC will not permit an untrained/untested or non-certified employee of the Contractor to access a CJIS System;
- h. Where appropriate, ensure compliance by the Contractor with NCIC validation requirements;
- i. Provide completed Applicant Fingerprint Cards on each person within the Contractor who accesses the System to the CJA (or, where appropriate, CSA) for criminal background investigation prior to such employee accessing the system; and
- j. Any other responsibility for the AC promulgated by the FBI.

2.05 The CSA shall ensure that all NCIC hot file transactions be maintained on an automated log for a minimum of six months and Interstate Identification Index (III) transactions be maintained on an automated log for a minimum of one year. This automated log must clearly identify the operator on III transactions, the authorized receiving agency, the requester, and any secondary recipient. This information can be captured at log on and can be a name, badge number, serial number, or other unique number.

3.00 Responsibilities of the Contractor

3.01 The Contractor shall maintain a security program which complies with this Security Addendum.

3.02 The Contractor shall assign a Security Officer accountable for the management of this security program. This person shall coordinate with the CGA to establish the security program.

3.03 The Contractor shall document the security program in a Security Plan. The Security Plan shall describe the implementation of the security requirements described in this Security Addendum, the associated training program, and the reporting guidelines for documenting and communicating security violations to the CGA. The Security Plan shall be subject to the approval of the CJA, even in instances in which the CGA is the NCJA.

3.04 The Contractor shall provide for a Security Training Program for all Contractor personnel engaged in the management, development, operation, and/or maintenance of criminal justice systems and facilities. Annual refresher training shall also be provided.

3.05 The Contractor shall establish a security violation response and reporting procedure to discover, investigate, document, and report on all security violations. Violations which endanger the security or integrity of the criminal justice system or records located therein must be communicated to the CGA immediately. Minor violations shall be reported to the CGA on a periodic basis, but in no instance less than quarterly. See Section 8.01.

3.06 The Contractor's facilities will be subject to unannounced security inspections performed by the CGA. These facilities are also subject to periodic FBI and state audits.

3.07 The security plan is subject to annual review by the CJA and the Contractor. During this review, efforts will be made to update the program in response to security violations, changes in policies and standards, and/or changes in federal and state law and technology.

3.08 The Contractor and its employees will comply with all federal and state laws, rules, procedures and policies (including the CJIS Security Policy in effect when the contract is executed) formally adopted by the FBI and the CJIS APB, including those governing criminal history record information.

4.00 Site Security

4.01 The Contractor shall dedicate and maintain control of the facilities, or areas of facilities, that support the CGA.

4.02 All terminals physically or logically connected to the computer system accessing NCIC and the criminal justice files must be segregated and screened against unauthorized use or observation.

5.00 System Integrity

5.01 Only employees of the Contractor, employees of CGA, the Agency Liaison, and such other persons as may be granted authorization by the CGA shall be permitted access to the system.

5.02 The Contractor shall maintain appropriate and reasonable quality assurance procedures.

5.03 Access to the system shall be available only for official purposes consistent with the appended Agreement. Any dissemination of NCIC data to authorized employees of the Contractor is to be for their official purposes.

5.04 Information contained in or about the system will not be provided to agencies other than the CGA or another entity which is specifically designated in the contract.

5.05 All criminal history record information requests must be authorized by the appended Agreement. A current up-to-date log concerning access and dissemination of criminal history record information shall be maintained at all times by the Contractor.

5.06 The Contractor will ensure that its inquiries of CJIS Systems and any subsequent dissemination conforms with applicable FBI/CJIS policies and regulations, as set forth in (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. All disseminations will be considered as "Unclassified, For Official Use Only."

5.07 The Contractor shall protect against any unauthorized persons gaining access to the equipment, any of the data, or the operational documentation for the criminal justice information system. In no event shall copies of messages or criminal history record information be disseminated other than as envisioned and governed by the appended Agreement.

6.00 Personnel Security

6.01 Appropriate background investigations must be conducted on all Contractor employees and the Contractor's vendors which provide system maintenance support.

6.02 Thorough background screening by the CGA is required. This investigation includes submission of a completed applicant

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fingerprint card to the FBI through the state identification bureau. State and national record checks by fingerprint identification must be conducted for all personnel who manage, operate, develop, access and maintain criminal justice systems and facilities. Record checks must be completed prior to employment.

6.03 When a request is received by the CSA before system access is granted:

- a. The CGA on whose behalf the Contractor is retained must check state and national arrest and fugitive files. These checks are to be no less stringent than those performed on CJA personnel with access to NCIC.
- b. If a record of any kind is found, the CGA will be formally notified, and system access will be delayed pending review of the criminal history record information. The CGA will in turn notify the Contractor-appointed Security Officer.
- c. When identification of the applicant with a criminal history has been established by fingerprint comparison, the CGA's designee will review the matter. A Contractor employee found to have a criminal record consisting of any felony convictions or of misdemeanor offenses which constitute a general disregard for the law is disqualified. Applicants shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants.
- d. If an adverse employment determination is made, access will be denied and the Contractor-appointed Security Officer will be notified in writing of the access denial. This applicant will not be permitted to work on the contract with the CGA. Disqualified employees and applicants for employment shall be notified of the adverse decisions and the impact that such records had on such decisions. The CGA may request the CSO to review an adverse employment decision in extenuating circumstances.

6.04 The investigation of the applicant's background shall also include contacting of employers (past or present) and personal references.

6.05 The Security Officer shall maintain a list of personnel who

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successfully completed the background investigation.

6.06 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes.

6.07 The CGA shall ensure that each Contractor employee authorized to access CJIS network terminals or information provided therefrom is specially trained in the state and federal laws and rules governing the security and integrity of criminal justice information.

6.08 All visitors to sensitive areas of Contractor facilities must be escorted at all times by a Contractor employee with clearance. Names of all visitors shall be recorded in a visitor log, to include date and time of visit, name of visitor, purpose of visit, name of person visiting, and date and time of departure. The visitor logs shall be maintained for five years following the termination of the contract.

7.00 System Security

7.01 Transmission, processing, and storage of CJA information shall be conducted on dedicated systems. Increased reliance should be placed on technical measures to support the ability to identify and account for all activities on a system and to preserve system integrity.

7.02 The system shall include the following technical security measures:

- a. unique identification and authentication for all interactive sessions;
- b. if warranted by the nature of the contract, advanced authentication techniques in the form of digital signatures and certificates, biometric or encryption for remote communications;
- c. security audit capability for interactive sessions and transaction based logging for message-based sessions; this audit shall be enabled at the system and application level;
- d. access control mechanisms to enable access to be

restricted by object (e.g., data set, volumes, files, records) to include the ability to read, write, or delete the objects;

- e. ORI identification and access control restrictions for message based access;
- f. system and data integrity controls;
- g. access controls on communications devices;
- h. confidentiality controls (e.g., partitioned drives, encryption, and object reuse).

7.03 Data encryption shall be required throughout the network passing through a shared public carrier network.

7.04 The Contractor shall provide for the secure storage and disposal of all hard copy and media associated with the system to prevent access by unauthorized personnel.

7.05 The Contractor shall establish a procedure for sanitizing all fixed storage media (e.g., disks, drives) at the completion of the contract and/or before it is returned for maintenance, disposal or reuse. Sanitization procedures include overwriting the media and/or degaussing the media. If media cannot be successfully sanitized it must be returned to the CGA or destroyed.

8.00 Security violations

8.01 Consistent with Section 3.05, the Contractor agrees to inform the CGA of system violations. The Contractor further agrees to immediately remove any employee from assignments covered by this contract for security violations pending investigation. Any violation of system discipline or operational policies related to system discipline are grounds for termination, which shall be immediately reported to the AC in writing.

8.02 The CGA must report security violations to the CSO and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

8.03 Security violations can justify termination of the appended agreement.

8.04 Upon notification, the FBI reserves the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend or terminate access and services, including the actual NCIC telecommunications link. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CJA and Contractor. Upon termination, the Contractor's records containing criminal history record information must be deleted or returned to the

CGA.

8.05 The FBI reserves the right to audit the Contractor's operations and procedures at scheduled or unscheduled times. The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

9.00 Miscellaneous provisions

9.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

9.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they provide a minimum basis for the security of the system and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

9.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

9.05 All notices and correspondence shall be forwarded by First Class mail to :

[FBI SA 8/2006]

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Assistant Director
Criminal Justice Information Services Division, FBI
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

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FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or redisseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or redisseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Signature of Contractor Employee

Date

Signature of Contractor Representative

Date

Organization and Title

[FBI SA 8/2006]



MEMORANDUM OF UNDERSTANDING (MOU)

TO: Morris Young, Sheriff – Gadsden County Sheriff’s Office
FROM: Jerry Buscher, Acting Warden – MTC Gadsden Correctional Facility
DATE: March 2, 2018
RE: **Local Support Agency Memorandum of Understanding**

Management and Training Corporation (MTC/Gadsden Correctional Facility) serves Florida citizens by ensuring effective supervision of the adult female offenders in environments that are safe, humane, and appropriately secure. Subsequently, there may be a critical incident which disrupts the routine operations or services of this correctional facility; creating a state of disorder, a threat of security, or an inability to maintain orderly control of inmates. During the course of our response and recovery from a critical incident it may be necessary to utilize resources beyond that of which the MTC/Gadsden Correctional Facility is able to directly provide.

STATEMENT OF PURPOSE

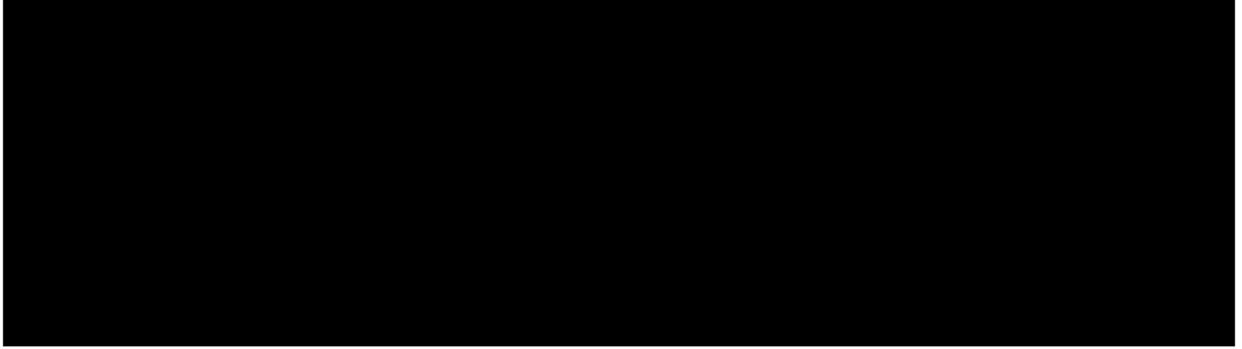
The Purpose of the *Memorandum of Understanding* is to identify resources that can be made available by the GADSDEN COUNTY SHERIFF OFFICE (GCSO) to GADSDEN CORRECTIONAL FACILITY (GCF) to assist in response and recovery of a critical incident occurring at Gadsden Correctional Facility. This memorandum has been developed to provide a planning guide for GCF to recognize those agencies capable and willing to respond to a critical incident. This memorandum does not guarantee any or all services, personnel, or equipment will be available at all times.

REQUEST FOR ASSISTANCE

In the event of a critical incident at GCF, a person employed in the ICS Logistic Section will contact GADSDEN COUNTY SHERIFF OFFICE. Request for the agency will be made by contacting Sheriff Morris Young at (850) 627-9533 or (850) 875-8642 (Emergency Management Division) and for routine assistance contact (850) 627-6890. At the time of the request for critical assistance, GCF will provide the agency with the following information:

1. The nature of the critical incident.
2. Assistance needed (type, kind, quantity, and time to report).
3. The location to where they are to respond.
4. The person to whom they are to report to upon arrival.

SCOPE OF ASSISTANCE

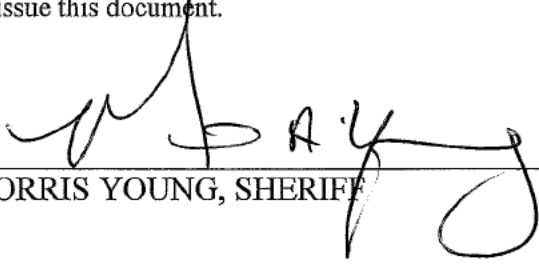


Facility/Agency Responsibility:



ANNUAL REVIEW OF MEMORANDUM OF UNDERSTANDING

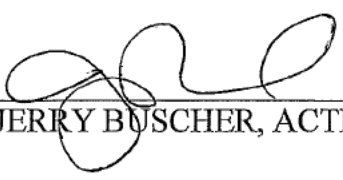
The GADSDEN CORRECTIONAL FACILITY and the GADSDEN COUNTY SHERIFF OFFICE will conduct an annual review of details of this Memorandum of Understanding. Once updated, the Facility will re-issue this document.



MORRIS YOUNG, SHERIFF

3/14/18

DATE:



JERRY BUSCHER, ACTING WARDEN

3/2/18

DATE:



Sherrill F. Norman, CPA
Auditor General

AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74
111 West Madison Street
Tallahassee, Florida 32399-1450



Phone: (850) 412-2722
Fax: (850) 488-6975

August 3, 2017

The Honorable Joe Negrón
President of the Senate
409 The Capitol
404 South Monroe Street
Tallahassee, Florida 32399-1100

The Honorable Richard Corcoran
Speaker of the House of Representatives
420 The Capitol
402 South Monroe Street
Tallahassee, Florida 32399-1300

Dear President Negrón and Speaker Corcoran:

The current contract maintained by the Department of Management Services for the operation of the Gadsden Correctional Facility will expire on January 31, 2018. Pursuant to Section 957.07(1), Florida Statutes, in a letter dated April 21, 2017, the Department of Corrections (Department) provided the 2015-16 fiscal year operating per diem for a similar correctional facility operated by the Department and requested a certification of the operating per diem amounts. In response to that request, we provide the following information.

The Auditor General performed selected procedures to evaluate the 2015-16 fiscal year operating costs provided by the Department for the State-operated Lowell Correctional Institution that was identified by the Department as substantially similar to the Gadsden Correctional Facility. Operating per diem is primarily a function of costs and inmate population. The operating cost data provided by the Department was primarily derived from Florida Accounting Information Resource Subsystem (FLAIR) Departmental accounting records and Offender Based Information System (OBIS) daily population counts. The Auditor General reviewed the completeness of the FLAIR expenditure data and evaluated the applicability of FLAIR expenditure data to the prescribed activities and inmate populations. We also evaluated the reasonableness of the reported inmate populations by performing a multi-year trend analysis and comparing the average daily population, type of facility, and geographic location of the State-operated correctional institution to that of the privately operated correctional facility.

Lowell Correctional Institution

The Department selected Lowell Correctional Institution, located in Ocala, Florida, as a State-operated correctional facility substantially similar in size, type, and location to the Gadsden Correctional Facility located in Quincy, Florida. Based on the procedures performed, we concluded, pursuant to Section 957.07(1), Florida Statutes, that the 2015-16 fiscal year Lowell Correctional Institution operating per diem of \$57.76 calculated by the Department was reasonably consistent with the State's accounting and budgeting records and OBIS data. The operating per diem was calculated utilizing the 2015-16 fiscal year Lowell Correctional Institution

President Negron and Speaker Corcoran
Page 2
August 3, 2017

total operating costs of \$55.57 million and average daily population of 2,628 adult and youth female inmates (1,362 housed at the Lowell Annex, 940 housed at the Lowell Correctional Institution, and 326 housed at the Lowell Work Camp). The Lowell Correctional Institution operating per diem of \$57.76 is an appropriate amount to which necessary adjustment may be made for variations in Gadsden Correctional Facility operations.

The Auditor General work performed regarding the operating per diem was conducted in accordance with applicable generally accepted government auditing standards. Those standards require that we plan and perform procedures to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusions based on our objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our objectives.

Please address inquiries regarding this letter to David R. Vick, CPA, Audit Manager, by e-mail at davidvick@aud.state.fl.us or by telephone at (850) 412-2817.

Respectfully submitted,



Sherrill F. Norman, CPA
Tallahassee, Florida
August 3, 2017

SFN/drv

- c: The Honorable Rick Scott, Governor
Julie L. Jones, Secretary, Department of Corrections
Lester Fernandez, Inspector General, Department of Corrections
Kimberly Banks, Chief Financial Officer, Department of Corrections
Mark Tallent, Chief, Budget and Management Evaluation, Department of Corrections
Steven Fielder, Chief of Staff, Department of Corrections
Erin Rock, Secretary, Department of Management Services
Dawn Case, Inspector General, Department of Management Services
Michael Weber, Director, Specialized Services, Department of Management Services
Eric Miller, Chief Inspector General, Executive Office of the Governor
Senator Aaron Bean, Chair, Senate Criminal and Civil Justice Appropriations Subcommittee
Representative Bill Hager, Chair, House Justice Appropriations Subcommittee
Senator Randolph Bracy, Chair, Senate Committee on Criminal Justice
Representative Chris Sprowls, Chair, House Judiciary Committee
Tim Sadberry, Staff Director, Senate Criminal and Civil Justice Appropriations Subcommittee
Kristin Gusky, Budget Chief, House Justice Appropriations Subcommittee
Jennifer Hrdlicka, Staff Director, Senate Committee on Criminal Justice
Michael Poche, Staff Director, House Judiciary Committee
Philip Twogood, Coordinator, OPPAGA
Matthew Tracy, Deputy Auditor General, Auditor General's Office
David R. Vick, Audit Manager, Auditor General's Office

Public Per Diem with Adjustments for Gadsden

Facility to be used as comparison	<u>Lowell</u>	
2015-16 Operations Per Diem	\$	39.16
Education Per Diem		1.33
Substance Abuse Per Diem		0.97
Health Svc Per Diem		12.98
2015-16 Indirect Cost		3.32
Total FY 2015-16 Per Diem	\$	57.76
<hr/>		
2015-16 Population (ADP)		2,628
<hr/>		
Contract Population		950
Total Operational Costs (less education, substance abuse and health services based on current population of 1,544.	\$	14,770,296
		\$ 42.48
		Per Diem Adjusted to Contract Population
Adjustments to operating costs	Cost	Population
<hr/>		
Health Services		
Population Served	950	
Department Per Diem Based on Population Served	<u>9.24</u>	
Health Services Costs	\$ 3,211,802	\$ 9.24
* Adjustment based on Department Projected Cost for providing healthcare to contracted population		
Total Operational Cost Based on Current Population	\$ 17,982,098	\$ 51.72
<hr/>		
Programming		
Education		
Program Slots	355	
Department Per Diem Based on Population Served	<u>\$5.95</u>	
Education Costs	\$772,460	\$ 2.22
Substance Abuse		
Program Slots	255	
Department Per Diem Based on Population Served	<u>\$5.99</u>	
Substance Abuse Costs	\$559,047	\$ 1.61
Behavioral/Transition		
Program Slots	228	
Department Per Diem Based on Population Served	<u>\$5.87</u>	
Behavioral/Transition Costs	\$489,723	\$ 1.41
* Adjustments based on Department Projected Cost for providing programming services to contracted population		
Total Programming Cost based on Current Population	\$ 1,821,230	\$ 5.24
<hr/>		
	Cost /	Per Diem Adjusted to Contract Population
	Reduction	
<hr/>		
OTHER ADJUSTMENTS		
DC Security Lapse Rate		
Remaining Vacancies minus 3% naturally occurring lapse	18	
Average Slaary CO	\$ 52,463	
Total Salary and Benefits	\$ 944,334	\$ 2.72
Lowell Overtime	\$ (1,335,766)	\$ (3.84)
Lowell Maintenance	\$ (143,920)	\$ (0.41)
Lowell Classification (28 FTE)	(\$1,299,184)	\$ (3.74)
WORK SQUADS		
LOWELL MAIN/ANNEX UNIT		
SERGEANT (1)	\$ (57,749)	
CORRECTIONAL OFFICER (11)	\$ (608,095)	
LOWELL WORK CAMP		
LIEUTENANT (1)	\$ (56,789)	
SERGEANT (1)	\$ (57,310)	
CORRECTIONAL OFFICER (11)	\$ (601,189)	
	\$ (1,381,132)	\$ (3.97)
WORK CREW OFFICER (1)	\$ 52,463	\$ 0.15
WORK CAMP STAFFING		
LOWELL WORK CAMP		
MAJOR (1)	\$ (83,075)	
LIEUTENANT (5)	\$ (326,414)	
CORRECTIONAL OFFICER - PERIMETER (5)	\$ (253,028)	
	\$ (662,517)	\$ (1.91)
Total Adjustments Based on Current Population	\$ (3,825,722)	\$ (11.00)
Total Adjusted FY 2015-16 Per Diem	\$ 15,977,606	\$ 45.95
Chapter 957.07, Florida Statute Cost Savings Requirement, 7% per diem		\$ 42.73
Payment in Lieu of Ad Valorem Taxation	\$ 100,000	\$ 0.29
Adjusted 7% per diem for Payment in Lieu of Ad Valorem Taxation		\$ 43.02