



JEFFERSON PARISH

OFFICE OF THE PARISH ATTORNEY

CYNTHIA LEE SHENG
PARISH PRESIDENT

PEGGY O. BARTON
PARISH ATTORNEY

DAVID I. COURCELLE
DEPUTY PARISH
ATTORNEY

TONI G. HURLEY
DEPUTY PARISH
ATTORNEY

CERTIFICATION

In compliance with Jefferson Parish Code of Ordinances § 2-890, I certify that the proposed contract described below has been reviewed by the Parish Attorney's Office and it is my legal opinion that the proposed contract complies with all current legal requirements for such contract under federal, state and parish law. However, compliance with Jefferson Parish Code of Ordinances § 2-895.1, 2-925.2 and 2-933.5 cannot be determined due to the lack of an enforcement procedure in the ordinances. This Office has not reviewed any technical specifications of any contract and this certification applies only to the legal terms of the contract. This certification is made in reliance upon the certification of the requesting Department's Director that the Parish is in compliance with all grant requirements, as well as certification of the Department of Finance regarding the availability of funds, and the legality of all financial transactions pursuant to Jefferson Parish Charter § 4.02(A)(5).

Contract Description: Second Amendment with Closing the Gap Consulting, LLC extending the term of an agreement for one additional year to provide coordination of the service delivery of core and required partners and other community partners working with comprehensive and affiliate American Job Centers for a total contract amount of \$60,000.00.

Parish Council Approval: Resolution No. 142127 adopted on the 14th day of June 2023

A handwritten signature in cursive script that reads "Peggy O. Barton".

Peggy O. Barton
Parish Attorney, Jefferson Parish



**PARISH OF JEFFERSON
COVER SHEET FOR ALL PARISH CONTRACTUAL AGREEMENTS
AND/OR AMENDMENTS**

Contractor's Name: Closing the Gap Consulting, LLC
 Contact Person: President - CEO Darrel Lewis
 Street Address: 15560 Riverdale Avenue E
 City: Baton Rouge State: LA Zip: 70816
 Contact Phone: 2255052663
 Contact Email: dlewis@ctgconsults.com
 Department: WORKFORCE INVESTMENT ACT
 Type of Service: _____

AUTHORIZATION OF:

Resolution No.: 142127 Adopted on: 6/14/2023
 Ordinance No.: 000000000 RFP/Bid No.: 00-00000000
 Payment Bond Required?: No Bond Amount: .00
 Fidelity Bond Required?: No Bond Amount: .00
 Performance Bond Required?: No Bond Amount: .00
 Amendment to Contract: No
 Previous Resolution/Ordinance No.: 138202
 Contract Amendment Amount: .00
 Previous Contract Amount: .00
 Total Contract Amount: 60,000.00

Description of Services to be Provided:

A resolution approving this second amendment to the Agreement between the Parish of Jefferson and Closing the Gap Consulting, LLC to extend the term of the agreement for one (1) additional year at no cost to the Parish, through June 30, 2024.

Special Instructions:

CONTRACT ADMINISTRATOR:

Name: Nedra McKinney
 Address: 1221 Elmwood Park Blvd. Suite 304
 City: Jefferson State: La Zip: 70123
 Phone Number: 5047366542
 Email Address: nmckinney@jeffparish.net

APPROVED BY:

Department Head: Frances Turner Date: 06/23/2023
 Finance Director: Kerry Schrieffer Date: 06/27/2023
 Parish Attorney: Peggy Barton Date: 07/12/2023

*Assistant Parish Attorney

*Review as to Form. Document Complies with Authorizing Ord/Res

On motion of Mr. Templet, seconded by Mr. Walker, the following resolution was offered:

RESOLUTION NO. 142127

A resolution approving this second amendment to the Agreement between the Parish of Jefferson and Closing the Gap Consulting, LLC to extend the term of the agreement for one (1) additional year at no cost to the Parish, through June 30, 2024. (Parishwide)

WHEREAS, pursuant to Resolution No. 138202, adopted on the 25th day of August, 2021, the Parish and Closing the Gap Consulting, LLC entered into a one year Agreement dated 28th day of September, 2021, to provide coordination of the service delivery of core and required partners and other community partners working with the comprehensive and affiliate American Job Centers utilizing Workforce Innovation and Opportunity Act funds as authorized by the Jefferson Parish Workforce Development Board in an amount not to exceed \$60,000.00; and

WHEREAS, the term of the one-year Agreement was from July 1, 2021, through June 30, 2022, with an option to renew the Agreement for up to three (3) additional one-year periods contingent upon successful performance and with Board approval; and

WHEREAS, pursuant to Resolution No. 139965 adopted on the 29th day of June, 2022 amending the agreement between the Parish and Closing the Gap Consulting, LLC to extend the term of the agreement for one (1) additional year at no cost to the Parish through June 30, 2023; and

WHEREAS, in the partnership with the Chief Elected Official ("CEO"), the Jefferson Parish Workforce Development Board develops the local plan, sets policy and conducts oversight of the Jefferson Parish Local Workforce Area Workforce Development activities; and

WHEREAS, the Operations Committee of the Jefferson Workforce Development Board met on April 13, 2023 and recommended approval that this second amendment to the Agreement to extend the term for a period of one (1) year, through, June 30, 2024; and

WHEREAS, the Executive Committee of the Jefferson Workforce Development Board met on April 13, 2023 and accepted the recommendation of approval from the Operations Committee that this second amendment to the Agreement to extend the term for a period of one (1) year through, June 30, 2024.; and

WHEREAS, the Jefferson Workforce Development Board met on April 27, 2023 and approved the recommendation to extend the term for a period of one (1) year, through June 30, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Parish Council of Jefferson Parish, Louisiana, acting as governing authority of said Parish:

SECTION 1. That this Second Amendment to the Agreement between Jefferson Parish and Closing the Gap Consulting LLC to extend the term of the Agreement for an additional one (1) year expiring on June 30, 2024 is hereby approved.

SECTION 2. The term of this agreement shall commence on July 1, 2021 and terminate at midnight on June 30, 2024.

SECTION 3. That all costs associated with this agreement shall be charged to Account No. 21600-1280-229-7011 16020- 001, 002, 003, 004, 103,104.

SECTION 4. That the Chairman of the Jefferson Parish Council, or in his absence the Vice-Chairmen, is hereby authorized to execute any and all documents necessary to give full force and effect to this resolution.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 7

NAYS: None

ABSENT: None

The resolution was declared to be adopted on this the 14th day of June, 2023.

THE FOREGOING IS CERTIFIED
TO BE A TRUE & CORRECT COPY



EULA A. LOPEZ
PARISH CLERK
JEFFERSON PARISH COUNCIL

SECOND AMENDED AGREEMENT
BETWEEN
THE PARISH OF JEFFERSON
AND
CLOSING THE GAP CONSULTING, LLC

THIS SECOND AMENDMENT TO THE AGREEMENT (the "Agreement") is made and entered into as of the date of full execution by the parties, as evidenced by the electronic signatures, by and between the Parish of Jefferson, State of Louisiana, herein represented by Scott A. Walker, Chairman of the Jefferson Parish Council (hereinafter referred to as PARISH), duly authorized to act by Resolution No., 142127, adopted on the 14th day of June, 2023 and Closing the Gap Consulting LLC, (hereinafter referred to as FIRM), duly authorized to do and doing business in the State of Louisiana, represented herein by Darrel Lewis, its President-CEO. PARISH and FIRM may be referred to herein as "PARTY," individually, and "PARTIES," collectively.

WHEREAS, pursuant to Resolution No. 138202, adopted on the 25th day of August, 2021, the Parish and Closing the Gap Consulting, LLC entered into a one year Agreement dated 28th day of September, 2021, to provide coordination of the service delivery of core and required partners and other community partners working with the comprehensive and affiliate American Job Centers utilizing Workforce Innovation and Opportunity Act funds as authorized by the Jefferson Parish Workforce Development Board in an amount not to exceed \$60,000.00; and

WHEREAS, the term of the one-year Agreement was from July 1, 2021, through June 30, 2022, with an option to renew the Agreement for up to three (3) additional one-year periods contingent upon successful performance and with Board approval; and

WHEREAS, pursuant to Resolution No. 139965 adopted on the 29th day of June, 2022 amending the agreement between the Parish and Closing the Gap Consulting, LLC to extend the term of the agreement for one (1) additional year at no cost to the Parish through June 30, 2023; and

WHEREAS, in the partnership with the Chief Elected Official ("CEO"), the Jefferson Parish Workforce Development Board develops the local plan, sets policy and conducts oversight of the Jefferson Parish Local Workforce Area Workforce Development activities; and

WHEREAS, the Operations Committee of the Jefferson Workforce Development Board met on April 13, 2023 and recommended approval that this second amendment to the Agreement to extend the term for a period of one (1) year, through June 30, 2024; and

WHEREAS, the Executive Committee of the Jefferson Workforce Development Board met on April 13, 2023 and accepted the recommendation of approval from the Operations Committee that this second amendment to the Agreement to extend the term for a period of one (1) year through, June 30, 2024.; and

WHEREAS, the Jefferson Workforce Development Board met on April 27, 2023 and approved the recommendation to extend the term for a period of one (1) year, through June 30, 2024.

In consideration of and reliance upon the respective representations, promises, concessions, terms and conditions contained herein, PARISH and FIRM agree to amend the

original agreement in accordance with this Second Amended Agreement as follows:

Section 1. Operations.

The term of this Agreement shall commence on the July 1, 2021 hereof, and shall expire at midnight on June 30, 2024 provided measurable outcomes are successfully achieved and sufficient funds for the contract term remain available. Jefferson Parish Workforce Development Board (JPWDB) will have the option to renew the contract for one (1) additional year contingent upon successful performance and with Board approval as follows:

- Optional Renewal One Year – July 1, 2024 through June 30, 2025.

Note: The option to renew is not guaranteed and the initial award of the contract does not imply an exercise of the option to renew.

FIRM shall maintain such hours as necessary to meet the requirements of this Agreement. FIRM shall maintain an operation which is efficient and of a level of quality equal to or greater than industry standards. FIRM shall furnish all working capital, services, inventory, personnel, materials, tools, machinery, equipment and other items necessary to perform FIRM's obligations under this Agreement. FIRM shall not advertise its services rendered for Jefferson Parish without prior written consent of PARISH.

FIRM shall obtain and keep at its own expense all federal, state and local licenses and permits required to be in its name in connection with this Agreement. FIRM shall comply with all applicable laws, rules and regulations. FIRM owes to MANAGER a duty to perform FIRM's obligation under this agreement with integrity and good faith and in a manner that is in the best interests of the MANAGER and FIRM and consistent with the terms of this Agreement.

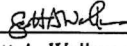
Section 2. Miscellaneous. Except where specifically modified herein, the remainder of the Agreement is intact, valid, and fully enforceable. For conflicts between the Agreement, the First Amended Agreement and the Second Amended Agreement, the Second Amended Agreement shall control.

This Agreement is fully executed on the latest date indicated below.

DATE:

PARISH OF JEFFERSON


7/13/2023

By: 
Scott A. Walker, Chairman
Jefferson Parish Council

DATE:

CLOSING THE GAP CONSULTING, LLC

7/13/2023

By: 
Darrel Lewis
President-CEO

ATTACHMENT A

PRICING SCHEDULE/FEE SCHEDULE

BUDGET

Summary of Line-Item Costs	WIOA Funds	Proposer Contribution (Not required)	Total Cost
Personnel- Salaries (list positions) \$60,000.00	\$60,000.00		
a) One-Stop Operator			
b)			
Personnel - Fringe (list each fringe benefit separately)			
a)			
b)			
c)			
d)			
e)			
Travel			
Telephone			
Supplies			
Other (Please list)			
a)			
b)			
c)			
Administrative, if applicable (Please list)			
a)			
b)			
c)			
TOTAL COSTS			\$60,000.00

ATTACHMENT B

PRICING SCHEDULE/FEE SCHEDULE NARRATIVE

Budget Narrative

Personnel-Salaries (Professional Services Fee)-Closing the Gap Consulting, LLC is solely owned and operated by Darrel Lewis. This budget line item, in the amount of Sixty Thousand (\$60,000.00) Dollars, reflects the total amount, per annum, to be paid directly to Closing the Gap Consulting, LLC for Professional Consulting Services to be provided in the performance of the Scope of Work as described in the Request for Proposal for One-Stop Operator Services on behalf of Local Workforce Development Board 11.

Closing the Gap Consulting, LLC shall submit monthly invoices, along with the required support documentation, at a flat rate of Five Thousand (\$5,000.00) Dollars each month for services rendered. Monthly invoices shall be submitted in accordance with the specifications as set forth in the executed Agreement between Closing the Gap Consulting, LLC, and Local Workforce Development Board 11.

Total costs charged by Closing the Gap Consulting, LLC monthly for the provision of Professional Consulting Services pursuant to an executed Agreement include covered costs contemplated in Attachment B of the Request for Proposal, including costs associated with travel, telephone, supplies, insurance, equipment, and contract management.

12



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 04-16-2018

Employer Identification Number:
82-5192039

Form: SS-4

Number of this notice: CP 575 G

CLOSING THE GAP CONSULTING LLC
DARREL C LEWIS JR SOLE MBR
15560 RIVERDALE AVE E
BATON ROUGE, LA 70816

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 82-5192039. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is CLOS. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

(IRS USE ONLY) 575G

04-16-2018 CLOS O 9999999999 SS-4

Keep this part for your records.

CP 575 G (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 G

9999999999

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 04-16-2018
EMPLOYER IDENTIFICATION NUMBER: 82-5192039
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

CLOSING THE GAP CONSULTING LLC
DARREL C LEWIS JR SOLE MBR
15560 RIVERDALE AVE E
BATON ROUGE, LA 70816