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**REQUEST FOR PROPOSAL
ONE-STOP OPERATOR
RFP 25-0247**

Serving Local Workforce Development Area 28
(Hillsborough and Pinellas Counties)

Release Date: March 5, 2025

SUBMISSION DEADLINE: April 4, 2025, 10:00 AM EST

Any proposals received after the above date/time will not be accepted.

**ALL PROPOSALS MUST BE SUBMITTED ELECTRONICALLY TO
rfp@careersourcehp.com**

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INTRODUCTION

RFP Purpose

Tampa Bay Workforce Alliance, Inc. dba CareerSource Hillsborough Pinellas (“CSHP”) is seeking proposals from eligible respondents to serve as the One-Stop Operator in accordance with the Workforce Innovation and Opportunity Act of 2014.

The purpose of this Request for Proposal (RFP) is to procure a service provider to serve as the One-Stop Operator (“OSO”). OSO’s primary role entails coordinating the delivery of services by required one-stop partners and service providers in the career centers and local area workforce system as identified under WIOA. Refer to the Scope of Work for specific roles and responsibilities of the One-Stop Operator.

Eligible Respondents

Proposals may be submitted by qualified individuals, organizations, or entities (public, nonprofit, or private) or a consortium of entities (including a consortium of entities that, at a minimum, includes three or more of the one-stop system partners with demonstrated effectiveness), located in the local area, which may include:

- An institution of higher education;
- An employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) on behalf of the local office of the agency;
- A community-based organization, nonprofit organization or intermediary;
- A private for-profit entity;
- A government agency; and
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

If an entity has been disbarred, suspended or otherwise determined to be ineligible to receive funds by an action of any governmental agency; or the entity has not complied with an official order of any agency of the State of Florida or the United States Department of Labor to repay disallowed costs incurred during its conducted projects or services; or the entity’s previous contract(s) with CSHP have been terminated for cause; or the entity’s name appears on the State’s convicted vendors list; or for any other good and just cause, the entity will not be considered and should not submit a proposal.

Minimum Qualifications

Respondents shall meet all the minimum qualifications outlined below.

- Knowledge of workforce development, the Workforce Innovation and Opportunity Act, FloridaCommerce One Stop requirements.
- Strong, demonstrated experience (3-5 years) facilitating large, diverse stakeholder groups to a

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common goal or outcome is expected. The ability to remain a neutral facilitator will be critical.

- Possesses a strong business acumen and professional presence
- Proven mediation or negotiation experience.
- Be licensed to conduct business in the State of Florida.

Small Businesses, Minority Owned and Women’s Business Enterprise

Small businesses, Minority and female-owned businesses are encouraged to apply. No individual shall be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any services provided under the RFP because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

WIOA

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and went into effect on July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. The general description of the One-Stop Delivery System by the federal regulations is a “seamless customer-focused service delivery network.”

In passing WIOA, the first legislative reform of the public workforce system in more than 15 years, this bipartisan piece of legislation reaffirms the roles of the Workforce Development Boards and the One-Stop career center system. WIOA will help jobseekers and workers access employment, education, training, and supportive services to succeed in the labor market and match employers with the skilled workers they need to compete in the global economy. WIOA funding, which is distributed to states, and subsequently, local workforce development boards, is used to serve two primary customers – businesses and jobseekers.

At the State level, WIOA establishes a unified strategic planning process across core programs such as Wagner-Peyser Employment Service and Title I of the Rehabilitation Act programs. WIOA also streamlines the membership of business-led, state and local workforce development boards, and emphasizes the role of boards in coordinating and aligning workforce programs to meet the needs of both jobseekers and employers. At the local level, WIOA provides flexibility in providing incumbent worker training and transitional jobs as allowable activities and promotes work-based training such as apprenticeships and on-the-job training with reimbursement. The idea is that by promoting work-based training activities, jobseekers will earn industry recognized credentials and be aligned onto a career pathway.

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CareerSource Hillsborough Pinellas

CSHP has been designated by the Hillsborough/Pinellas Workforce Development Consortium (Chief Elected Officials) as the administrative entity, grant recipient and fiscal agent for local workforce development area 28 encompassing Hillsborough and Pinellas Counties. CSHP is one of twenty-one workforce boards in Florida working to implement the strategic vision outlined within WIOA, which is focused on developing an intentional and coordinated workforce development system that is inclusive of community and mandatory partners. For more information about the organization, visit CSHP’s website [Home - CareerSource Hillsborough Pinellas](#)

CSHP is the direct service provider for various workforce programs which are supported by the U.S. Department of Labor, Health and Human Services, Agriculture, and other agencies as part of awards totaling \$39,085,000 with 96% federally funded (Updated annually, as of August 2024).

The regulations define the one-stop delivery system as consisting of one or more comprehensive, physical One-Stop Centers in a local area that provides the core services specified in WIOA. Services of the One-Stop services delivery system are currently carried out by three comprehensive centers. In addition, four satellite offices provide access to services to job seekers and employers.

Comprehensive Center Location and Hours of Operation

<p>Tampa Center 9215 N. Florida Avenue Tampa, FL 33612 Monday – Friday 8 am – 5 pm</p>	<p>Gulf to Bay Center 2312 Gulf to Bay Blvd. Clearwater, FL 33765 Monday – Friday 8 am – 5 pm</p>	<p>St. Petersburg Center 3420 8th Avenue South St. Petersburg, FL 33711 Monday – Friday 8 am – 5 pm</p>
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Satellite Office Location and Hours of Operation

<p>Brandon Center 6302 E. Dr Martin Luther King Jr. Blvd Tampa, FL 33619 Monday – Friday 8 am – 5 pm</p>	<p>Ruskin Center 201 14th Avenue Southeast Ruskin, FL 33570 Monday – Friday 8 am – 5 pm (Closed for lunch daily 12 pm – 1 pm)</p>
<p>Plant City Center 307 N Michigan Avenue Plant City, FL 33563 Monday – Friday 8 am – 5 pm (Closed for lunch daily 12 pm – 1 pm)</p>	<p>Tarpon Springs 682 E. Klosterman Road Tarpon Springs, FL 34689 Monday – Friday 8 am – 5 pm (Closed for lunch daily 12 pm – 1 pm)</p>

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Contract Term

The expected contract term under this solicitation will be from July 1, 2025, through June 30, 2026. CSHP will have the option to renew for up to three (3) additional one-year periods, as follows:

- Option Renewal One: July 1, 2026 through June 30, 2027
- Option Renewal Two: July 1, 2027 through June 30, 2028
- Option Renewal Three: July 1, 2028 through June 30, 2029

Renewal will be at the sole discretion of CSHP and its Board of Directors.

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.

PROCUREMENT PROCESS AND TIMETABLE

Procurement Action	Date/Time
RFP Issued	03/05/2025, 8:00 AM EST
Deadline for RFP Inquiries for Clarification	03/17/2025, 12:00 PM EST
Posting Answers to RFP	03/21/2025, 2:00 PM EST
Intent to Propose	03/28/2025, 2:00 PM EST
RFP Due	04/04/2025, 10:00 AM EST
Evaluation of Proposals (Reference check, evaluation, request additional information)	Weeks of 4/7, 4/14, 4/21 (tentatively scheduled)
Board Approval of One-Stop Operator	05/15/2025, 10:00 AM EST

SCOPE OF WORK

One-Stop Operator Roles and Responsibilities

The Workforce Innovation and Opportunity Act (WIOA) requires each local workforce board to select, through a competitive procurement process, a One-Stop Operator (“OSO”). WIOA, Section 121 (d), The required role “Operator” is defined in federal law as “coordinating service delivery of the required one-stop partners and service providers.” Code of Federal Regulations, Section 678.620, Additional duties may be assigned by the local board, but boards are not required to do so.

The OSO plays a critical role in supporting the local workforce system by coordinating with diverse partners to achieve its service delivery vision and performance goals. The OSO will be responsible for ensuring a seamless delivery of services from all partners. The OSO’s job description has been defined as:

- Attend Committee meetings as directed by CSHP
- Coordination of service delivery among partners and service providers

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- Market the One-Stop and its services
- Ensure each partner abides by their MOU
- Recruit additional partners
- Facilitate the sharing and maintenance of data
- Create continuous improvements methods reflective of the One-Stop delivery system as envisioned in ETA's Training and Employment Guidance Letter (TEGL) 4-15.
- Serve as a liaison to the community, partner agencies and employers for the Workforce System

Duties/Specific Tasks

1. Community/Partner Relations

- Manage LWDA 28's universal referral process and platform to improve efficiency and customer experience of referrals, including standardization of format, follow-up requirements, and reporting. The OSO shall:
 - Manage the referral software platform, currently UniteUs, and provide support and technical assistance to One-Stop Partners;
 - Monitor referral process in real time to ensure timely follow-up with customers;
 - Track and report referral data to CSHP and One-Stop Partners
- Identify and recruit additional partners into the One-Stop System through networking and advocating the value and opportunities of joining the One-Stop System to advance an inclusive, integrated service delivery system.
- Under CSHP's guidance, liaise with local government agencies and other relevant partners to coordinate services for job seekers and employers.
- Conduct meetings with representatives of the service providers in the One-Stop System based on the frequency as designated by CSHP.
- Facilitate and support partnership teams to build competence and capacity for partners.
- Assure partners understand their roles in accordance with local protocols.

2. Collaboration and Compliance

- Ensure system partners are achieving and upholding their responsibilities as defined in the Memorandum of Understanding.
- Support the integration of services of the partners in the One-Stop System and Center(s).
- Emphasize and prioritize equity in service delivery strategies.
- Encourage partner collaboration including continuously striving to achieve shared ownership for success of the customer and the system.
- Promote and maintain a culture of customer focus and high performance.
- Be knowledgeable of the mission and performance standards of all partners.
- Facilitate cross training of frontline staff of WIOA One-Stop Partners to ensure that the staff of each Partner program learns the key program goals and eligibility criteria of other Partner programs.
- Serve as a liaison to the community, partner agencies and employers for the Workforce System Community/Partner Relations.

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- Ensure compliance with all State and local policies and procedures relative to the One-Stop System.
- Evaluate customer needs and satisfaction data to continually refine and improve service strategies.
- Provide reports of OSO activities, accomplishments, challenges, and opportunities based on the frequency as designated by CSHP.
- Submit written reports to designated CareerSource staff. The reports should include: 1. A detail of the duties performed by the One-Stop Operator 2. Observations made regarding the collaboration between the required One-Stop System Partners 3. Recommendations to improve the One-Stop partner's integrated service delivery to customers 4. The identification of best practices.

Further, it is the OSO's responsibility to ensure non-discrimination and to assure customers have an equal opportunity to access programs and services administered by CSHP. No individual shall be excluded from participation in, denied the benefits or, subjected to discrimination under, or denied employment in the administration of or in connection with programs on the basis of race, color, religion, sex, national origin, disability, age, political affiliation, marital status, and/or sexual orientation, and each customer shall have such rights as we are available under any Federal, State, or local law prohibiting discrimination.

Excluded from OSO Responsibilities

1. CSHP has been approved to provide and will continue to provide direct career services as defined by the WIOA. As a result, the scope of services does not include the One-Stop Operator providing any of the following career services or information:
 - Policy or operational direction at the One-Stop Centers
 - Assistance in establishing eligibility for WIOA-funded or other workforce-funded programs
 - Outreach, intake, orientation
 - Initial assessment of skills and support service needs
 - Labor exchange services and services to business
 - Labor Market Information, performance information, program cost information, or performance/accountability measures
 - Services to obtain and retain employment
 - Training services (ie, Training Provider to jobseekers)
2. Monitor career center facility needs and implement improvements. CSHP Facility Manager handles this function.
3. According to WIOA, the One-Stop Operator may not perform any of the following duties:
 - Convening system stakeholders to assist in the development of the Local Plan;
 - Preparing and submitting Local Plans;
 - Being responsible for oversight of itself;
 - Managing or significantly participating in the competitive selection process for one-stop operators;
 - Selecting or terminating one-stop operators, career services, and youth providers;
 - Negotiating local performance accountability measures; and
 - Developing and submitting the budget for activities of LWDB.

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INSTRUCTION TO PROPOSERS

Questions and Answers

All questions regarding this RFP must be submitted in writing to rfp@careersourcehp.com by March 17, 2025, 12:00 PM EST. The subject line shall read “**RFP #25-0247: One Stop Operator – Q&A**”. No questions will be accepted after this date/time. Verbal questions and/or requests for clarification will not be accepted. Further, CSHP reserves the right to reject any or all requests for clarification in whole or in part.

A good-faith effort will be made to provide a written response by March 21, 2025, 2:00 PM EST. The responses will be posted on the CSHP website at [Requests for Proposals - CareerSource Hillsborough Pinellas](#). *CSHP reserves the right to reject any or all questions and/or requests for clarification, in whole or in part.*

To avoid actual or perceived conflict, or undue influence over the process, all Respondents are prohibited from contacting any CSHP Board member, committee member, or staff (other than the contact listed above) regarding this RFP. Contact with anyone on any matters related to this RFP are grounds for disqualification of the prospective Respondent.

Intent to Propose

Respondents who are interested in submitting a proposal **are required** to submit a Notice of Intent to propose via email by **2:00 PM EST on March 28, 2025** to RFP@careersourcehp.com. The subject line shall read “**RFP #25-0247: One Stop Operator – Notice of Intent.**” The Notice of Intent shall include the following:

- o Respondent entity name, entity website and physical address
- o Respondent contact name, phone number and email address
- o Respondent DUNs #

CSHP reserves the right to reject any proposals whereby the Respondent has not submitted a Notice of Intent.

Proposals

To be considered, respondents must submit one (1) proposal no later than April 4, 2025, 10:00 AM EST to rfp@careersourcehp.com. The subject line shall read “**RFP #25-0247: One Stop Operator – Proposal**”. Proposals received after the above date and time will be declared non-responsive and will not be considered.

The proposal must be signed by a duly authorized individual or official of an organization. For proposals from organizations, the proposal shall also provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the Proposer, and the name of the person who may be contacted during the period of proposal evaluation if different from the signatory official.

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Outline and Format

All proposals must be completed and signed using the application documents provided. CSHP will not return proposals to proposers. All proposals become the property of CSHP and will be a matter of public record subject to the provisions of chapter 119, Florida Statutes. CSHP shall have the right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP without the necessity of paying a fee, license, or royalty. Selection or rejection of the proposal will not affect this right.

Proposal must be organized and assembled as described in this section, and in the following order:

1. Cover Page

- Complete the requested information on the Cover Page Form (Appendix A) and include it as page number 1 on the proposal.

2. Abstract/Executive Summary (2 pages maximum)

- Provide a description of your organization.
- Demonstrate an understanding of the workforce development system in Florida.
- Briefly describe why your organization is seeking award of this RFP and any unique or innovative aspects that may set your response apart from others.

3. Narrative (15 pages maximum, excluding appendix and resume(s))

A. Experience and Qualifications including Organizational Capacity

- Describe your organization's experience and qualifications to serve as the One-Stop Operator as outlined in the Scope of Work.
- Describe all experiences you have related to WIOA or other Federal or State programs and legislation.
- Describe your past experience in managing similar coordination/collaboration projects with multiple agencies. Complete References (Appendix B)
- Describe the staffing plan and qualifications
 - Include job description for each position
 - Include resume for designated staff to fill proposed position
 - Identify the annual staff turnover rate for the last five years.
 - Describe the organizational structure where the above position(s) would be located in the organization (independent or reporting organizational chain of command and should there be a vacancy, the assumption of duties and personnel).

B. Service Strategy for Community/Partner Relations

- Outline strategies for how you intend to carry out the task described under Community/Partner Relations in the Scope of Work. For each strategy, include the objective and how it will be measured.
- Explain how you will connect with partner agencies (including the WIOA Core Partners) to ensure appropriate coordination of services.
- Discuss how you will convene partners and ensure cross-agency training and integration of program and services into a seamless delivery system.

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C. Service Strategy for Collaboration and Compliance

- Outline strategies for how you intend to carry out the tasks described under Collaboration and Compliance in the Scope of Work. For each strategy, include the objective and how it will be measured.
- Describe strategies to increase outreach efforts to businesses and community stakeholders. For each strategy, include the objective and how it will be measured.

4. Budget/Fiscal (3 pages maximum, excluding appendix)

- Budget Form and Staffing Schedule: Complete the requested information in Appendix C - Budget Form and Staffing Schedule. The budget should be presented for the period presented in this RFP.
 - In preparing the budget, Respondents should take into consideration that CSHP will directly pay for facility costs (rent, utilities, phones), equipment (copiers, desks, chairs, tables) and information technology (data lines, network development and maintenance, hardware, software, technical support), and the majority of marketing costs (name recognition media buys, resource room supplies and information pieces, signage, assistance with other brochure development). Therefore, Respondents should not include costs for such expenses in the budget submitted. Costs included in the proposed budget cannot already be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the Respondent.
- Fiscal Narrative: Following the Budget Form, provide a Fiscal narrative that addresses each of the following:
 - Accounting software: Describe the type of accounting software being utilized by either the Respondent or by the contracted 3rd party.
 - Payroll:
 - Describe the Respondents payroll system.
 - What is the method for documenting employee time charged to contract?
 - Allowable costs: Describe how the agency will ensure that costs charged to the programs are reasonable, allocable, allowable, and necessary as required by the 2 CFR 200 (OMB Circular).
 - Allocated costs: If staff or other costs charged to this budget will be shared between more than one funding source, please detail the overall cost allocation plan for sharing costs, including the method of allocating shared costs.
 - Profit: If the entity is for-profit, identify the profit percentage built into the proposed budget, and describe the risk and other factors taken into consideration to arrive at this percentage. **Profit must be a separate item from the proposed budget and negotiated separately.**
 - Describe how you will financially support the costs of doing business until an invoice can be submitted and paid by CSHP.
 - No advance payment will be made.
 - **Indirect costs can only be charged to the contract if an indirect cost plan is included with the budget.**

4. Mandatory Additional Appendices

- Certification Regarding Conflict of Interest (Appendix D)
- Contractor Provisions, Certifications and Assurances (Appendix E)

EVALUATION CRITERIA

All complete proposals will be evaluated according to the guidelines set forth in this RFP. All bids will be evaluated based on responsiveness to this RFP. The maximum number of points for any proposal can receive is 100. All proposals will be evaluated based on cost-effectiveness in relation to high quality service delivery. Respondents are therefore encouraged to thoroughly describe and justify the proposed costs. An analysis will be conducted to ensure the proposed costs are necessary, fair, and reasonable to determine if the proposed costs are allowable and allocable.

Negotiations will start with the bidder(s) whose proposal(s) has been judged most appropriate with regard to all factors, including product quality, and cost. The lowest-priced proposal will not necessarily be selected, as cost is only one of the factors that will be considered.

The following criteria will form the basis upon which CSHP will evaluate proposals. Proposals that meet the mandatory (complete and compliant) requirements, as stated above, will be evaluated with the following:

Proposal Component	Points
Experience/Qualifications of the Proposed One-Stop Operator	25
Service Strategy for Community Partner Relations	30
Service Strategy for Collaboration and Compliance	30
Budget/Fiscal	15
Total Points	100

GENERAL PROVISIONS

Improper Business Relationships / Conflict of Interest

In connection with this RFP, each respondent shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist between or among the respondent, CSHP, and any other party(ies) to this RFP. The respondent is responsible for disclosing at the point of response submission any such relationships. CSHP reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not, and to decide whether or not respondent disqualification and/or cancellation of contract shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to CSHP. CSHP and respondent shall comply with WIOA sec. 121 (d)(4)(A) and (C), 20 CFR 678.610(c), 20 CFR 200.318(c)(1), and 20 CFR 679.430, as applicable.

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Contract Term and Conditions

This RFP and the evaluation and selection process shall in no way be deemed to create a binding contract or agreement of any kind between CSHP and any respondent. All legal rights and obligations between the successful respondent, if any, and CSHP will come into existence only when a contract is fully executed by both parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the contract and any other document specifically referenced in that contract.

- CSHP will issue a cost-reimbursement contract. Cost Reimbursement Contract is one that establishes an estimate total of costs for the purpose of obligating funds and a ceiling that the contractor may not exceed (except at a contractor's risk) unless CSHP agrees to amend the contract and provide additional funds. The contractor will be reimbursed for allowable actual service delivery costs monthly after submittal and approval of the payment invoice as described in the contract. Payment invoices will be due by the 15th of each month for the previous month.
- To respond to this RFP, respondents should develop a line-item budget showing all expected costs associated with delivering the proposed services.
- Due to the nature of the CSHP's funding sources, potential changes in legislation and policies, and performance achieved, respondents are advised that any contract awarded under this RFP may be modified to incorporate changes, adjustments in the delivery system, or any activities proposed.

Subrecipient vs Contractor

In accordance with USDOL TEGL 15-16 issued January 17, 2017, an entity selected to provide the requested workforce services, including for-profits, nonprofits, educational organizations, and State or Local governments shall be considered a subrecipient and shall comply with 2 CFR 200 including the contractual provisions in 2 CFR 200.326 and any requirements identified by the USDOL under 2 CFR part 2900. A summary of the Uniform Administrative Guidance requirements along with links to the above referenced Code of Federal Regulations (CFRs) can be found on the USDOL website at this [link](#).

APPEAL PROCEDURE

From the date and time of selection/notice of intent to award, any Respondent has three (3) business days in which to file a written appeal/protest with the CSHP CEO at the address included within this RFP. The Notice of Intent to Award will be posted on the CSHP webpage: [Requests for Proposals - CareerSource Hillsborough Pinellas](#) Any appeal(s)/protest(s) will be heard by individuals selected by the Executive Committee of CSHP. The decision of this Executive Committee is final.

CONDITIONS OF THIS RFP – RESERVED RIGHTS

The issuance of this RFP constitutes only an invitation to present a response. All information provided by CSHP in this RFP is offered in good faith; CSHP makes no certification that any item is without error. CSHP is not responsible for or liable for any use of the information or for any claims attempted to be asserted there from.

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The rights reserved by CSHP, which shall be exercised in its sole and absolute discretion, and shall be at no fault, cost or liability whatsoever to CSHP, include, without limitation, the right to:

- Supplement, amend or otherwise modify or cancel any provisions set forth in this solicitation at any time.
- To accept or reject any or all responses, to re-advertise this RFP, to postpone or cancel this process and to change or modify the timeline at any time.
- Disqualify any respondent that submits an incomplete or inadequate response or is not responsive to the requirements of this RFP.
- Disqualify any respondent who demonstrates less than full understanding of this RFP in its entirety.
- Waive any defect, technicality or irregularity in any response received.
- Require additional information and/or oral presentation from one or more respondents to supplement or to clarify the response submitted.
- Determine whether the respondent's written or oral representations are true, accurate and complete.
- Determine whether the respondent has the necessary experience, including seeking and evaluating independent information on any respondent.
- Consider any information submitted that is not requested by CSHP in a response as supplemental information and not subject to evaluation by the proposal review team or Board.
- Accept or reject in part or entirely the contractor's pricing. CSHP prohibits the changing of pricing and/or revenue responses after the RFP closing date and time except through the negotiation process.
- End contract negotiations if acceptable progress, as determined by the Board, is not being made within a reasonable time frame.
- Change specifications and modify contracts as necessary to (a) facilitate compliance with the legislation, regulations and policy directives, and (b) to manage funding.
- Request additional services. If the respondent is to be engaged to perform any additional services, the scope and fee will be negotiated in a separate contract to be awarded as a result of this solicitation. Such contracts, including provisions for additional fees, are valid only if approved in writing by both the respondent and CSHP.

Cover Sheet – Appendix A

Legal Name of Entity		Business Address:	
Legal status (check one): <input type="checkbox"/> Nonprofit <input type="checkbox"/> For Profit <input type="checkbox"/> Other			
Federal Employer ID:	Unique Entity Identification Number:	Years in Business:	
Total Budget Request:			
Name, title, and contact information of person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the respondent			
Name and Title:			
Phone:		Email:	
<p>I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined, that this firm, acknowledges and accepts the terms and conditions of this RFP by tendering an offer to CareerSource Hillsborough Pinellas; that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other bidder or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the bidder to induce any other person or organization to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this organization can and will provide and make available, at a minimum, all services described in the proposal.</p>			

Signature of Authorized Representative

Date

Printed Name and Title

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References - Appendix B

Respondent shall include a list of three references that can speak to the respondent's current or past projects that are similar to the scope and size that your organization is applying for under this RFP. CareerSource Tampa Bay reserves the right to contact any person(s) or organization(s) who is familiar with the work of respondent to document the qualifications and successful experiences of respondent, as well as to solicit character references. Reference checks will be conducted and responses will be factored into scoring.

Reference No. 1	Reference No. 2	Reference No. 3
Organization Name:	Organization Name:	Organization Name:
Address:	Address:	Address:
Key Representative: Name Title Phone # Email	Key Representative: Name Title Phone # Email	Key Representative: Name Title Phone # Email
Description of Services Provided:	Description of Services Provided:	Description of Services Provided:

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Budget Form and Staffing Schedule - Appendix C

Budget Form

Cost Category	Amount	Budget Narrative
Personnel (Wages)		
Fringe Benefits		
a)		
b)		
Other: Describe		
a)		
b)		
Travel		
Profit		
Grand Total		

- Provide a budget narrative that justifies each proposed expense in terms of it being necessary, allowable and reasonable. Describe the method of computation. A Response of "based on historical" or similar will be considered non-responsive.
- Travel: CSHP will not reimburse for travel not related to job relevance or in excess of state approved rate per Florida Statutes.
- Fringe Benefits. List each fringe separately, ie, health insurance, retirement, leave, etc.
- Indirect Cost. Please be cognizant of cost items that are indirect costs. These costs should be included in the Respondent's determination of Indirect costs and not presented as a separate cost category.

Staffing Schedule

Complete the following chart listing all personnel/positions involved in the delivery of the proposed services included in the personnel line item above to be allocated to the contract.

Title/Position	Staff Name	Years in Position	Degrees	Position (FTE)	Annual Salary	Total

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Certification Regarding Conflict of Interest – Appendix D

By signature of this proposal, Proposer affirms that:

- 1) No manager, employee or paid consultant of the Proposer is a member of the Workforce Board;
- 2) No manager or paid consultant of the Proposer is a spouse to a member of the Workforce Board or Staff of the Workforce Board;
- 3) No member of Workforce Board or employee of the Workforce Board owns or controls more than a 10 percent interest in the Proposer’s business
- 4) No spouse of a member of the Workforce Board or employee of the Workforce Board is a manager or paid consultant of the Proposer;
- 5) No member of the Workforce Board, or employee of the Workforce Board receives compensation from Proposer for lobbying activities;
- 6) Proposer has disclosed within the Proposal any interest, fact or circumstance that does or may present a potential conflict of interest;
- 7) Should proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer Will not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the Workforce Board and Will immediately refund to the Workforce Board any fees or expenses that may have been paid under the contract and will further be liable for any other costs incurred or damages sustained by Workforce Board relating to that contract.
- 8) Proposer will comply with the standards of conduct stated in WIOA Public Law 113-128 Section 101(f) - State Board Conflict of Interest & Section 107(h) - Local Board Conflict of Interest.

Signature of Authorized Representative

Date

Printed Name and Title

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Contractor Provisions, Certifications and Assurances – Appendix E

In accordance with USDOL TEGL 15-16 issued January 17, 2017, an entity selected to provide the requested workforce services, including for-profits, nonprofits, educational organizations, and State or Local governments shall be considered a subrecipient.

In the event there is a discrepancy between Contractor and CSHP’s terms and conditions, this document shall prevail.

CSHP will not award a contract where Contractor has failed to accept the CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this Attachment.

In performing its responsibilities under this Contract, Contractor hereby certifies and assures that it will fully comply with the following:

I. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTION (29 CFR Part 95 and 98)

Contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph above; and/or
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

II. CERTIFICATION REGARDING LOBBYING (29 CFR PART 93)

Contractor certifies to the best of its knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- c. Contractor shall require that the language of this certification be included in the documents for all subawards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub- recipients and contractors shall certify and disclose accordingly.
- d. This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

III. **NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37)**

Contractor will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

IV. **ACCESS TO RECORDS; PUBLIC RECORDS**

- a. Access by CareerSource Hillsborough Pinellas, the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of Contractor which are directly pertinent to charges to the services, in order to conduct audits and examinations and to make excerpts, transcripts and

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photocopies; this right also includes timely and reasonable access to Contractor's personnel for the purpose of interviews and discussions related to such documents.

- b. Public Records. To the extent required by Section 119.0701 of the Florida Statutes, Contractor shall: (i) Keep and maintain public records required by CareerSource Hillsborough Pinellas to perform the Services under this Agreement. (ii) Upon request from CareerSource Hillsborough Pinellas' custodian of public records, provide CareerSource Hillsborough Pinellas 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 Chapter 119 of the Florida Statutes or otherwise provided by law. (iii) 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 Agreement term and following completion of the Agreement if the Contractor does not transfer the records to CareerSource Hillsborough Pinellas. (iv) Upon completion of the Agreement, transfer, at no cost to CareerSource Hillsborough Pinellas, all public records in possession of the Contractor or keep and maintain public records required by CareerSource Hillsborough Pinellas to perform the service. If the Contractor transfers all public records to CareerSource Hillsborough Pinellas upon completion of the Agreement, 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 Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CareerSource Hillsborough Pinellas, upon request from CareerSource Hillsborough Pinellas' custodian of public records, in a format that is compatible with the information technology systems of CareerSource Hillsborough Pinellas.

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 agreement, contact CareerSource Hillsborough Pinellas' Custodian of Public Records, Anna Munro, VP of Fiscal and Administrative Compliance at 4350 West Cypress Street, Suite 875, Tampa, FL 33607, or Munroa@careersourcehp.com.

V. AMERICAN WITH DISABILITIES ACT

Contractor will comply with the Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

Executive Order 11246, as amended by Executive Order 11375, requires that Federal Contractor and Subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/Subcontractor to take

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affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.

VI. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Contractor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

VII. DAVIS-BACON ACT

Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29 CFR part 3), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

VIII. EXECUTIVE ORDER 11246

Executive Order 11246, as amended by Executive Order 11375, requires that Federal Contractor and Subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/Subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.

IX. PROCUREMENT OF RECOVERED MATERIALS

Contractor agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

X. DOMESTIC PREFERENCES FOR PROCUREMENTS

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

XI. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See Public Law 115-232, section 889 for additional information and 2 CFR part 200.471.

XII. PROMOTING FREE SPEECH AND RELIGIOUS LIBERTY & IMPROVING FREE INQUIRY, TRANSPARENCY AND ACCOUNTABILITY AT COLLEGES AND UNIVERSITIES

Contractor agrees to follow the statutory and national policy requirements, as applicable, stated in 2 CFR § 200.300 and Executive Order 13798 Promoting Free Speech and Religious Liberty and Executive Order 13864 Improving Free Inquiry, Transparency and Accountability at College and Universities.

XIII. E-VERIFY

Contractor warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify system (E-Verify.gov), and beginning January 1, 2021, uses the E-Verify system to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Contractor's subcontractors performing the duties and obligations of the Agreement are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.