



REQUEST FOR PROPOSAL

STEM (Science, Technology, Engineering and Mathematics) Services

ISSUED January 17, 2020

RFP No. 20-0225

Tampa Bay WorkForce Alliance, Inc. d.b.a. CareerSource Tampa Bay (CSTB) is requesting proposals for the provision of STEM services. Parties interested in submitting a proposal shall review this entire document.

Proposals are due by 3:00 p.m. EDT on February, 14, 2020 to:

CareerSource Tampa Bay
Attention: Anna Munro
4902 Eisenhower Blvd., Suite 250
Tampa, FL 33634

The official opening will be held at the CareerSource Tampa Bay conference room at 4902 Eisenhower Blvd. Ste 250, Tampa, FL 33634 on February 14, 2020 at 3 p.m. EDT. Submitted RFPs will be recorded. Any RFP or portion thereof, received after the submittal deadline will not be considered.

Questions may be submitted by email to Anna Munro at munroa@careersourcetampabay.com until 2:00 p.m. EDT, January 24, 2020. Please reference **RFP No. 20-0225 STEM Services** in the subject line. Answers will be posted on the CareerSource Tampa Bay website at <https://www.careersourcetampabay.com/pages/rfps>. A good-faith effort will be made to provide a written response to each question by 5 p.m. EDT, January 31, 2020.

Action	Date
Issue RFP	January 17, 2020
Question and Answer period	January 17– January 24, 2020 2:00 p.m. EDT
Notice of Intent to Propose	February 3, 2020 1 pm EDT
Proposal Due Date	February 14, 2020 3 pm EDT
Official Opening	February 14, 2020 3 pm EDT
Evaluation and Selection Begins	February 17, 2020
Award Date*	March 19, 2020

* Tentative date subject to the identification of a qualified respondent.



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I. INTRODUCTION

CareerSource Tampa Bay (CSTB) appreciates your interest in providing services. This Request for Proposal incorporates the information necessary for the eligible proposers to submit a responsive proposal. CSTB is requesting proposals to provide a comprehensive STEM based, summer youth program for Temporary Assistance for Needy Families (TANF) and Workforce Innovation and/or Opportunity Act (WIOA) eligible youth between the ages of 14-16 (“the Program”). CSTB has \$250,000 available for the Program with the potential for additional funding. CSTB anticipates the Program will last between 4-6 weeks with periodic events held throughout the year as follow-up to the summer component.

The words “proposer” and “respondent” used interchangeably throughout this document refers to the individual and/or company submitting a proposal in response to this RFP.

II. BACKGROUND

Organization

Tampa Bay Workforce Alliance, Inc. d.b.a. CareerSource Tampa Bay is a 501(c)(3) non-profit, tax-exempt organization, that is one (1) of twenty-four (24) local workforce development boards (LWDB) in the State of Florida. CareerSource Tampa Bay works to implement the strategic vision outlined within the Workforce Innovation and Opportunity Act (WIOA) which is focused on developing a business-first, intentional, and coordinated workforce development system that is inclusive of community and mandatory partners.

The Board of CareerSource Tampa Bay is comprised of representatives of businesses in Hillsborough County, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners, and other individuals deemed appropriate. Membership composition requirements are reviewed and certified by the Governor of the State of Florida once every two years. Criteria for composition of the Board are set forth in Section 107, Title I of the Federal Workforce Innovation and Opportunity Act (WIOA) of 2014 and the State of Florida’s policies.

CareerSource Tampa Bay is appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Local Area Workforce Board under the provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CareerSource Tampa Bay has requested and received certification as the Local Workforce Development Board by CareerSource Florida, Florida’s State Workforce Development Board. In addition, CareerSource Tampa Bay serves as both the Administrative Entity and Fiscal Agent for the local area. CareerSource Tampa Bay is responsible for the planning, oversight, fiscal accountability and evaluation of workforce development services for Hillsborough County. CSTB is supported by CSTB staff, led by the Chief Executive Officer.



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Core Value Statements

Accountability

We hold ourselves accountable for the quality and lasting results of our work and for the commitment we make to our participants, employers, partners, stakeholders and each other.

Customer Focused

We have a passion to serve. Our team is committed to understanding the needs of our customers through a results oriented approach known as concierge customer service.

Collaboration

We value and celebrate teamwork evident through our strong emphasis on partnership, engagement and community development.

Innovation

We go beyond conventional ideas and approached so new possibilities and creativity can flourish to ensure real and lasting positive changes.

Integrity

We maintain the highest standards of professional and ethical behavior, and value transparency and honesty in our communications, relationships and actions.

Funding

As a non-profit organization, CSTB relies on external funding to support day-to-day operations. The majority of CSTB's resources are provided through the Workforce Innovation and Opportunity Act (WIOA) under the Employment and Training Administration of the United States Department of Labor (USDOL) and through the Florida Department of Economic Opportunity (DEO). Additional funding is provided by the USDOL through Wagner Peyser and the State of Florida as we support programs such as Welfare Transition, SNAP, and TANF. CSTB also pursues additional funding by applying for grants.

CareerSource Tampa Bay programs and initiatives are fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling \$10,086,235.

III. SCOPE OF WORK

CSTB is requesting proposals to provide a comprehensive STEM based, summer youth and career exploration program for TANF and/or WIOA eligible youth between the ages of 14-16 ("the Program"). We anticipate the Program will last between 4-6 weeks with periodic events held throughout the year as follow-up to the summer component. CSTB is seeking a provider or consortium of providers that will bring a track record of success with proven techniques to meet the needs for TANF eligible youth



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between the ages of 14-16 with a minimum GPA of 2.5 in Hillsborough County in the following areas: Success Skills, Career Exploration, Employability Skills, and Career Counseling utilizing STEM based curriculums and activities.

IV. RFP TERMS & CONDITIONS

Response

Each Respondent is required to submit their response to this RFP no later than 3:00 p.m. EDT on February 14, 2020 (due date and time). The delivery of the RFP is solely and strictly the responsibility of the Respondent. A Proposal received after the due date and time will not be considered fully responsive and will be returned to the responding party unopened.

Only a fully responsive RFP may be considered. All required conditions set forth in the Proposal section below must be followed to be considered fully responsive. Do not respond to any questions by referencing material presented elsewhere. The response provided immediately after the restatement of the requirement shall not be considered complete and stands on its own merits. A response of "*will comply*" or "*see above*" or similar statement shall be considered unresponsive. [**Failure to respond** to any required section of this RFP may result in disqualification of the proposal.] Do not include the full RFP document in your proposal.

Proposal Content

To simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

Cover Statement

States the RFP number and title; contains Respondent's name, email address, mailing and location address, telephone number, facsimile number; the name of Respondent's contact person; and, if different from that of Respondent, the contact person's mailing and location address, telephone number, email address and facsimile number.

Table of Contents

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

Executive Summary

State your company's mission, vision, and overall operation including company structure, office locations, types of services provided, geographic information, years of operation, and company



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requirements for criminal background checks, if any, for employees.

Technical Proposal – 90 points

Narrative and format: The proposal should address specifically each of the following elements:

Experience - 10 points

1. *Consortium Description, Previous Experience and Organization Background:* The selection and funding of a proposal will be based on each provider or consortium's combined track record of demonstrated effectiveness in providing similar services. Organizations should demonstrate the ability to successfully design and deliver services, programs and activities for the customers that are cost effective and customer sensitive. Indicate for each service, which organization has the primary responsibility for delivery. Provide the addresses where services will be provided and describe how the location(s) will be accessible to participants, and logical for STEM curriculum and related activities. Access to computer labs is highly recommended. (2 points)
2. *Past Experience:* Discuss in detail the proposing organization(s) relevant, current (within the last five years), successful experience in delivering similar services as those being proposed, experience with employers and participants, and experience in the service locale(s) being proposed. Describe your organization's strengths, and weaknesses. Provide statistical data on success including program completion rate. (6 points)
3. *References:* Provide three (3) references (See Attachment B. Organization References) for current or past projects that are similar to scope and size to the services that your organization is applying for under this RFP. Include the organization's name; location; key representative's name, title, and contact information (email and phone); and a brief description of the services provided. (2 points)

Administration and Fiscal Capabilities - 10 points

Describe the administrative and financial management capabilities of the proposing organization(s) as it relates to the requirements for the component requested. Explain how program funds will be accounted for, tracked separately and how financial records will be made available for monitoring and auditing.

Program - 55 points

1. *Outreach:* Describe your outreach, marketing, and recruiting efforts to include identify eligible TANF and/or WIOA eligible youth. (4 points)
2. *Eligibility:* How many participants do you plan to serve? Describe the procedures you will use to determine if a youth is eligible for WIOA and/or TANF services, and maintains a GPA of 2.5 or higher. Respondents should include the assessment process. If a customer is not eligible or not appropriate for services, what types of



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- services will be provided? (4 points)
3. *Assessment*: Describe the assessment tool that will be used. (2 points)
 4. *Case Management/Career Counseling*: How will your staff or the consortium handle case management, and the data entry requirements? (3 points)
 5. *Instructors*: Describe how instructors will be recruited. What is your proposed ratio of instructors and/or instructor aides to students? (3 points)
 6. *Curriculum*: Describe the STEM curriculum that will be developed and utilized for the program. (5 points)
 7. *Success Skills*: What curriculum will be used, and how you will ensure participants achieve a measurable completion and how the completion will be measured? (9 points)
 8. *Career Exploration*: How will career exploration be incorporated into the program? Explain how your program will provide exposure to Science, Technology, Engineering and Mathematics (STEM) fields. (9 points)
 9. *Employability Skills*: What curriculum will be used and how will the success be measured? (8 points)
 10. *Mentoring & Follow up*: Describe the mentoring plan and follow up activities that will be in place for participants. (5 points)
 11. *Teen Parent/Pregnancy Prevention*: Describe how this mandatory component will be delivered to all participants. (3 points)

Implementation Timeline - 5 points

Describe a timetable for transition and key benchmarks for the program.

Staff Qualifications - 5 points

Please list key staff and their qualifications for administration of proposed activities (See Attachment D - Key Staff Resumes and Job Descriptions). Include resumes and job descriptions for key personnel. Respondent is to stress knowledge, skills, and experience of staff related to the delivery of services and proposed percentage of time they will spend on the project.

Goals, Performance and Expected outcome - 5 points

Include the expected goals based on the numbers anticipated to be served, including proposed performance measures and outcomes by component.

Cost Proposal –Budget - 10 points

Complete the required Budget Forms (see Attachment M - Budget Forms). A detailed line item budget must be submitted on the required budget forms. Costs included in the proposed budget cannot already be paid by another funding source; they must be cost actually incurred in delivered proposed services, and these funds cannot supplant funds already received by the Respondent.



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All proposals will be evaluated on the basis of cost-effectiveness in relation to high quality service delivery. To accomplish this, CSTB staff shall conduct an analysis of proposed costs during the proposal review process. Respondents are therefore encouraged to submit their best offer for providing the services solicited in this RFP and to thoroughly describe and justify the proposed costs. This analysis shall be conducted to ensure that the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; and to ensure that the proposed costs will benefit the STEM Services.

- a. Provide a budget narrative that justifies each proposed expense included on the required budget forms in terms of it being necessary, allowable and reasonable. Describe the method of computation.
- b. Describe how the respondent will financially support the costs of doing business until an invoice can be submitted and paid by CSTB.
- c. Give details of the organization's cost allocation plan.
- d. State what contingency plans are in place to repay CSTB in the event that there are any disallowed costs as a result of an audit or monitoring review. State how the Respondent will repay (i.e., performance bond, etc.) such costs.
- e. Describe how the Respondent will budget and spend the total cost of the contract on direct program costs.
- f. Describe any indirect, overhead and allocated costs that are proposed, how the indirect was determined, and what general costs are included in the rate. If indirect costs are included in the budget, the Respondent must have an approved indirect cost rate.

Required Attachments

- A – Organization Information
- B – Organization References
- C - General Assurances
- D - Key Staff Resumes and Job Descriptions
- E - Certification of Respondent
- F - Certification Regarding Debarment and Suspension
- G - Certification Regarding Conflict of Interest
- H - Certification Regarding Drug-Free Workplace
- I - Certification Regarding Lobbying
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- K - Administrative Management Survey
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Proposal Format and Quantity:

1. Response must be typed, using a minimum of 12-point font size and submitted on 8½" X 11" letter size and the following page limitations:
 - o Technical proposal -15 pages
 - o Cost Proposal - 5 pages
 - o Attachments - Unlimited
2. Respondent must submit one (1) signed original and one digital (flash drive) version.

All documents become the property of CareerSource Tampa Bay and will be a matter of public record subject to the provisions of Chapter 119, Florida Statutes. Each Respondent agrees that the preparation of all materials are at the Respondent's sole cost and expense, and CareerSource Tampa Bay shall not, under any circumstances, be responsible for any costs or expenses incurred by a Respondent.

Question and Answer Period

All requests for clarification of this RFP should be emailed to munroa@careersourcetampabay.com by 2 p.m. EDT, January 24, 2020. Please reference **RFP No. 20-0225 STEM Services**. A good-faith effort will be made to provide a written response to each question by 5 p.m. EDT, January 31, 2020. Any resultant response will be posted to the CareerSource Tampa Bay website:

<https://www.careersourcetampabay.com/about-us/requests-for-proposals/>

Notice of Intent

It is Mandatory for a Respondent to submit a Notice of Intent to Propose via email by 1:00PM EST on February 3, 2020 to RFP@careersourcetampabay.com. The subject line shall read "RFP #20-0225: STEM Services – Notice of Intent." The Notice of Intent to Propose must include the following:

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

Evaluation and Selection

All complete proposals will be evaluated according to the guidelines set forth in this RFP. All proposals will be evaluated based on responsiveness to this RFP. Proposals must receive a minimum score of 65 out of a maximum of 100 to be considered. The evaluator(s) shall review the responsive proposals that are submitted and award points pertaining to the evaluation criteria.



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Required Information

- | | |
|---|------------------|
| 1. Notice of Intent | Mandatory |
| 2. Response received by required due date and time | Mandatory |
| 3. Response presented in correct format and all items were addressed/answered | Mandatory |
| 4. Response adhered to page limitations | Mandatory |
| 5. Response included signed original and complete. Electronic copy on a flash drive | Mandatory |
| 6. Response included all required attachments | Mandatory |
| 7. Cover Statement | Mandatory |
| 8. Table of Contents | Mandatory |
| 9. Executive Summary | Mandatory |

Technical Proposal – 90 points

- | | |
|---|-----------|
| 1. Experience | 10 points |
| 2. Administration and Fiscal Capabilities | 10 points |
| 3. Program | 55 points |
| 4. Implementation Timeline | 5 points |
| 5. Staff Qualifications | 5 points |
| 6. Goals, Performance, and Expected Outcome | 5 points |

Cost Proposal - Budget

10 points

Proposed Budget & Review of Audited Financial Statements.

Proposals will be evaluated by a selection committee established by CSTB. The Selection Committee will review and score each proposal and present the results along with their recommendation to the Executive Committee for final approval by the Board of Directors of CSTB. After approval by the Organization’s Board, contract negotiations will commence. Should CSTB be unable to negotiate a final contract, negotiations with that firm will be formally ended and negotiations will be undertaken with the next ranked Respondent. These negotiations could include all aspects of services and fees. The contents of this RFP and the proposal submitted by the successful respondent may become part of any contract.

V. GENERAL CONDITIONS

Respondent

All private-for-profit corporations, not-for-profit corporations, local education agencies,



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governmental units, or public agencies properly organized in accordance with State and Federal law and in business for at least 3 years may submit a RFP. Minority and women-owned and operated businesses are encouraged to submit. Proposer must not be presently nor previously within a three-year period preceding the effective date of the award, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

Contract Type

CSTB contemplates payment under a cost-reimbursement, performance-based contract that will be based upon actual costs and performance delivery outcomes. For the purposes of responding 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 CSTB's funding sources, potential changes in legislation and policies, Respondents are advised that any contract awarded under this RFP may be modified to incorporate such changes, adjustments in the delivery system, or any activities provided.

Assignment of Contract

No third party contracts or subcontracts will be allowed, unless specifically approved, in writing by CareerSource Tampa Bay.

Reserved Rights

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

- Supplement, amend or otherwise modify or cancel any provisions set forth in his 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 project schedule at any time.
- Disqualify any respondent that submits an incomplete or inadequate response or is not responsive to the requirements of this RFP.
- 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 RFP submitted.
- Determine whether the respondent's written or oral representations are true, accurate and complete or whether the respondent has adequately responded and has the necessary experience, including seeking and evaluating independent information on



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any respondent.

- Consider any information submitted that is not requested by CareerSource Tampa Bay in a proposal response as supplemental information and not subject to evaluation by the selection committee or the CEO.
- Unless otherwise specifically proposed by the respondent, CareerSource Tampa Bay reserves the right to hold such pricing as effective for the entire intended contract term.
- End contract negotiations if acceptable progress, as determined by the CEO, 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.

Applicability of Sunshine Laws

Pursuant to Section 445.007, Florida Statutes, regional workforce boards (including CareerSource Tampa Bay) are subject to Florida Sunshine Laws (chapters 119 and 286 and s. 24, Art. I of the Florida State Constitution). The respondents acknowledge that CareerSource Tampa Bay is subject to Florida's Public Records and Sunshine Laws. Accordingly, materials produced by the respondents under this RFP/RFQ, as well as certain meetings and other communications, are subject to such laws.

Appeal Procedure

All proposers have the right to appeal the process. Parties wishing to challenge the process may submit their objections in writing to the Executive Director within three business days after the date of notification of intent to award to selected vendors of CareerSource Tampa Bay Tampa Bay. Appeals must state the specific reason for appeal, and must be based on one or more of the following criteria:

- A clear and substantial error or misstated facts by the rating team upon which the decision was made.
- Unfair competition or conflict of interest in the decision-making process.
- Any illegal or improper act or omission in connection with the solicitation or selection of the proposer.
- Other grounds that may substantially alter CareerSource Tampa Bay's award decision.

The CareerSource Tampa Bay CEO will review the appeal and respond within ten days after receipt of the letter from the aggrieved proposer. Failure to file a protest within three business days after the date of notification of intent to award the contract will constitute a waiver of the proposer's right to appeal.



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VI. Attachments

A – Organization Information

Company Name:			
Street/Mailing Address:			
City:	ZIP:	County:	
Company Contact Person:			Title:
Phone:	Ext.:	Fax:	
Email Address:		Website Address:	
Date of Inception:	Years in Business:	Total # Full-time Employees at this location:	
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Leased	<input type="checkbox"/> Other(please indicate)
Employer's Federal ID #:		Unemployment Comp ID #:	
Dunn and Bradstreet. #:		Primary NAICS and or (SIC) Code:	
Is your company current on all State of Florida tax obligations?		YES	NO
Description of your business, product(s) and/or service(s):			
<p>Authorized Signature(1): _____</p> <p>(1) Signature required by an individual who has the authority to bind the Company to the RFP</p>			

"Execution hereof is certification that the undersigned has read and understands the terms and conditions herein, and that the undersigned's principal is fully bound and committed."



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B – Organization References

Name of Proposer: _____

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



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C – General Assurances

We understand and agree that this proposal is not a contract and does not obligate CSTB to pay for costs incurred in the preparation of this proposal or costs incurred prior to the execution of a written contract or prior.

We understand and agree that the contract provisions may vary from the provisions set forth in this request, when deemed necessary by CSTB, however, we agree to abide by the contract provisions contained in the proposed contract.

We understand and agree that CSTB may utilize information provided outside of this request in evaluating this proposal.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the proposal at the request of CSTB prior to execution of a contract.

We understand and agree that CSTB has the right to reject any and all proposals and negotiate outside of the terms of this proposal.

We understand and agree that CSTB is not required to select the lowest cost proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

We understand and agree to abide by all federal, State and local laws, policies and regulations governing TANF and WIOA, as amended, and those additional rules which may be promulgated subsequent to the execution of a contract.

We understand and agree that we may be subject to a monitoring review or audit by the U.S. Department of Labor, Department of Economic Opportunity, Office of Inspector General, or CSTB. We also understand that we may be required to provide a copy of the most recent audit as part of the contracting process.

We understand and agree to submit this proposal in a good faith effort to provide services as outlined in this "RFP" issued by CSTB.

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____



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D – Key Staff Resumes and Job Descriptions

Name of Proposer: _____

Include resumes and job descriptions for key personnel. Respondent is to stress knowledge, skills, and experience of staff related to the delivery of services.



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E – Certification of Respondent

I hereby certify that the information contained in this proposal and all attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member or agent of CSTB has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the request for proposal and that this organization will comply with all pertinent regulations, board policies, and other applicable local, state and federal regulations and directives in the implementation of these programs. I certify that I have read and understand the terms and conditions of this RFP and will comply.

I, _____, certify that I am the _____
 (Typed name) (Title)

of the corporation, partnership, or sole proprietorship, or other eligible entity named as a proposer and Respondent herein and that I am legally authorized to sign this proposal and submit it to the Workforce Board on behalf of said organization by authority of its governing body.

Person Authorized to sign for the organization: Signature:	Board member signature of authorizing Board: Signature:
Typed Name	Typed Name
Typed Title	Typed Title
Date:	Date:

Subscribed and sworn to before me on this _____ day of _____, 2019 in

(State) _____ (city), _____, (county),

_____. Notary Public in and for _____ County,

State of _____. Commission expires: _____

[SEAL]



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F - Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participants will attach an explanation to this proposal.

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____



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G - Certification Regarding Conflict of Interest

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.

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Date: _____



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H- Certification Regarding Drug-Free Workplace

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement and Government-wide Requirements for Drug-Free Workplace (Grants))." The certifications will be treated as a material representation of fact upon which reliance will be placed when the Workforce board determines to award the covered transaction, grant or cooperative agreement.

DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an on-going drug-free awareness program to inform employees to include:
- (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs;
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
 - (5) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (A);
- C. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal



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drug statute occurring in the workplace no later than five calendar days after such a conviction;

- D. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (C)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title to the Chief Executive Officer of CareerSource Tampa Bay. Notice will include the identification number(s) of each affected grant.
- E. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee(s) to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposed by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D) (E) and (F).
- G. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

Check here , if there are work places on file that are not identified in this certification.

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____



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I - Certification Regarding Lobbying

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement and Government-wide Requirements for Drug-Free Workplace (Grants))." The certifications will be treated as a material representation of fact upon which reliance will be placed when CareerSource Tampa Bay determines to award the covered transaction, grant, or cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:

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 any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.;

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 grant or cooperative agreement, the undersigned Will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned will require that the language of this certification be included in the award documents for all sub-awards at all times (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all Sub-recipients will certify and disclose accordingly.

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____



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J - Certification of Non-Discrimination and Equal Opportunity

If awarded funding, Contractors must conduct all programs and services in accordance with provisions of the following laws:

- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Titles VIII of the Civil Rights Act of 1968, the Fair Housing Act as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as related to Minimum wage and maximum work hours;
- The Age Discrimination Act of 1975, as amended;
- Drug Abuse Office & Treatment Act of 1972, as amended
- Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended
- Public Health Service Act of 1912, Section 523 & 527, as amended
- Americans with Disabilities Act, as amended;
- The Women in Apprenticeship and Non-Traditional Occupations Act, as amended;
- § 29 CFR 37.4 - Implementation of the Nondiscrimination And Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act (WIOA)
- § 29 CFR 37.20 - Implementation of the Nondiscrimination And Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act (WIOA)
- Public Law 105-220, Workforce Innovation and Opportunity Act (WIOA)
- 20 CFR Part 652 et al (Workforce Innovation and Opportunity Act, Final Rules)
- Section 188 of the Workforce Innovation and Opportunity Act (WIOA); and
- Contractors may not deny services under any grant to any person and are prohibited from discrimination against any employee, applicant for employment, or beneficiary because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief, citizenship or his or her participation in any WIOA or other financially assisted program and/or activity.

Applicant's signature below indicates organization is agreeing to comply fully with the assurance and certifications as part of its responsibilities as a successful contractor.

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____



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K - Administrative Management Survey

Please answer the following questions regarding your administrative management system. Additional information may be requested at the time of a pre-award survey, including copies of documents specifically named.

Question	Yes	No	N/A
1. Does your organization have current Articles of Incorporation?			
2. Does your organization have written personnel policies?			
3. Do your written personnel policies contain procedures for: a. Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills; b. Providing equitable and adequate compensation; c. Training of employees to assure high-quality performance; d. Retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance; e. Assuring fair treatment of applicants and employers in all aspects of personnel without regard of political affiliation, race, color, national origin, sex, age, disability, religion, or creed, with proper regard for their privacy and constitutional rights as a citizen; and f. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office?			
4. If your organization does not have the procedures noted above, could your personnel policies be revised expeditiously to include these procedures?			
5. Do your written personnel policies contain a prohibition against nepotism?			
6. Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties?			



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Question	Yes	No	N/A
7. Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and/or per diem at a specified rate?			
8. Does your organization have a written employee grievance procedure used to resolve complaints?			
9. Does your organization have the capacity or staff to produce and maintain records on project participants and/or other customers as well as other management information that may be needed?			
10. If certain costs are determined to be disallowed, does your organization have a procedure or source for reimbursing such costs to the Workforce Board?			
11. Does your organization have a State Comptroller Vendor Number?			
12. Is your organization governed by a Board of Directors, an elected body or Council?			
13. Does your organization operate under local rules or by- laws?			
14. Has your Board/Council reviewed and approved this proposal for submission?			
15. Does your organization have a current approved fidelity bond?			
16. Does your organization have an EEO/affirmative action plan?			
17. Does your organization have a complaint or grievance process for customers?			

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____



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L - Financial Systems Survey

Please answer the following questions regarding your fiscal management system. Additional information may be requested at the time of a pre-award survey, including copies of the documents specifically named.

Question	Yes	No	N/A
Does your organization follow GAAP?			
1. Does your accounting system: <ul style="list-style-type: none"> a. Provide control and accountability for funds received, property, and other assets; b. Provide identification of receipt and expenditures of funds separately for each funding source; c. Provide adequate information to prepare monthly financial reports on an accrual basis; d. Have the capability to track and allocate costs in accordance with requirements for federal grant programs; 			
2. Are state and federal funds which may be advanced to you deposited in a bank with federal insurance oversight?			
3. Has the bank in which you deposit state and federal funds insure the account(s) or put up collateral or both equal to the largest sum of money which would be in such account(s) at any one point in time during the contract period?			
4. Do you reconcile your bank accounts monthly?			
5. Are the bank reconciliations made by the same person who performs recordkeeping for receipts, deposits and disbursement transactions?			
6. Do you record daily cash receipts and disbursement transactions?			
7. Are individuals or positions in your organization, which handle the receipt or distribution of money covered by bond? <ul style="list-style-type: none"> a. Is there a person who is responsible for the receipt of all purchased goods? b. Does this person assign, upon receipt, an inventory number for items? c. Does this person perform an inventory audit at least once a year? 			



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8. Do you maintain records on all property acquisition, disposition, and transfer?			
Question	Yes	NO	N/A
9. Do you have written procedures and internal controls established for the procurement of goods and services?			
10. Is a competitive bidding process incorporated into your purchasing procedures for acquisition of subcontractors, major goods and services, equipment, and office space?			
11. Are timesheets kept to support payroll disbursement? If not, describe how employee time is documented and payroll supported:			
12. Are records maintained to support authorized employee leave (vacation, sick, etc.)?			
13. Are complete records kept to support travel payments?			
14. Has a formal audit by an outside auditing firm been conducted of your organization's financial record in the past year?			
15. Do you have an indirect cost plan with current approval by a cognizant agency?			
16. Is your organization funded by more than one source?			

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____



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M – Budget Forms

Budget Summary - Cost Category	Amount	Budget Narrative
Total General	0.00	
Indirect Cost		
Total Other	0.00	
Grand Total	0.00	



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Salaries and Fringes Detail

Position Title	# Staff	Annual Salary	Total	Budget Narrative
			0.00	
			0.00	
			0.00	
			0.00	
Total Staff	0		0.00	A

Fringe Benefits

Cost Category	Total	Budget Narrative
Total Fringes	0.00	B
Total Percentage of Salaries	A/B	



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N – Audited Financial Statements

Name of Proposer: _____

The respondent is to provide the most recent two years' Audited financial statements.