



## **INVITATION TO NEGOTIATE**

**FOR**

**YOUTH SERVICES**

**Issued March 18, 2022**

**Question & Answer Period: Open Until April 15, 2022**

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**Deadline for Submittal of Responses: April 28, 2022**

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Each Respondent must submit a completed Appendix A – Submittal Form by electronic means in PDF format containing an electronic signature.

All responses are to be submitted to the email address [ITN@careersourcechipola.com](mailto:ITN@careersourcechipola.com).

Questions can be submitted by emailing [ITN@careersourcechipola.com](mailto:ITN@careersourcechipola.com) during the Q&A period. Please reference “SERVICES TO IN-SCHOOL YOUTH” in the subject line.

The answers will be posted on CareerSource Chipola’s website at [www.careersourcechipola.com/about-us/itns-and-rfps/](http://www.careersourcechipola.com/about-us/itns-and-rfps/).

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## **I. Introduction**

### **Purpose**

Teenage pregnancy is an issue impacting all five counties served by CareerSource Chipola (CSC). Information from the Florida Department of Health indicates all counties in the region are among the highest by percentage of teen pregnancies in the state.

Negative impacts upon teenage parents are well documented. Data from federal agencies show that by age 22 only around 50% of teen mothers have earned a high school diploma and only 30% have earned a General Education Development (GED). This compares to a 90% high school diploma rate of women from the same age group that did not give birth. Teen Fathers have a 25 to 30 percent lower probability of graduating from high school than teenage boys who are not fathers.

Studies funded by the federal government also show there are significant negative impacts upon the children of teen parents. Children born to teen parents are more likely to have fewer skills and be less prepared to learn when they enter kindergarten, have more behavioral problems and chronic medical problems, rely more heavily on publicly funded health care, more likely to be incarcerated at some time during adolescence, have lower school achievement, and drop out of high school at a higher rate. In addition, children of teen parents are more likely to parent a child as a teen themselves which starts the cycle again.

CSC receives funding from the Temporary Assistance for Needy Families (TANF). As is allowable by law, CSC intends to utilize TANF dollars to fund programs throughout the region designed to provide activities for youth in an effort to help prevent out-of-wedlock pregnancies. Rather than focus on areas of sex education the efforts of CSC will be focused on helping teens learn skills that will provide them tools needed to find self-sustaining future careers through engaging programs, goal setting, and a focus on a positive future.

Programs may start upon execution of an agreement between CSC and funded programs. Programs must end no later than July 31, 2022. Providers serving youth in Calhoun, Holmes, Jackson, Liberty, and Washington counties will be eligible for funding. Youth served must be under the age of twenty years old at time of entry into the program. Youth must also be twelve and older to participate.

Potential respondents should note that all payments will be for reimbursement only and no up-front payments will be provided.

### **Funds Available**

A total of \$170,000 of TANF funds will be used for this project. It is expected that 100% of the funds utilized will be from those passed by the federal government through the Florida Department of Economic Opportunity to CareerSource Chipola. It is expected that

no single location will be awarded more than \$20,000 and that multiple locations will be funded across the region.

Any press releases, outreach materials, or other types of advertising or outreach must be approved by CareerSource Chipola and must include the statement, "Sponsored by CareerSource Chipola and the State of Florida, Department of Economic Opportunity."

### **How to Respond**

No notice prior to the deadline for submission is required. Only responses submitted electronically on the forms provided by CSC will be accepted.

### **Standards**

Proposers may be schools, civic groups, private entities, or other entities with experience providing services to youth.

All entities must be able to provide proof of sufficient insurance prior to receiving funds. The amount of insurance required may vary dependent upon the type of activities proposed by the respondent or the legal status of an entity as a unit of government.

Entities must attest they are able to provide services without advanced payment by CSC and that they understand all payment will be after performance is complete. Billing must be submitted twice. Once for services through June 30, 2022, and once for the remainder of services. A final bill must be submitted by close of business July 11, 2022.

No parties debarred or suspended from doing business with the State of Florida or the Federal government will be eligible to do business with CSC.

### **Initial Review and Grading**

The CSC Director of Programs and Centers and the CSC Executive Director will be tasked with initial review of all responses and shall do so independently. After completion of the review the two will share their findings. In the event both individuals find a proposal fails to meet the minimum requirements the proposal shall be deemed non-responsive and shall not be forwarded to the graders for further review. Any proposal deemed by either of the two responsible individuals to be nonresponsive will be subject to further discussions. If the two individuals are unable to agree the proposal will be sent to an executive director from another workforce region in Northwest Florida for a final decision on the responsiveness.

Grading of proposals by Rating Criteria Scores will be completed by graders selected by CSC. Grades will be submitted to the CSC Youth Committee for funding decisions. All CSC Youth Committee funding decisions are subject to approval of the full board.

Final grades are public information and shall be available to the public.

## **Negotiations**

Upon funding decisions by the CSC Youth Committee, the Executive Director shall negotiate a contract with selected respondents. Unless the Youth Committee has given the Executive Director the authority to declare an impasse, in the event the Executive Director is unable to successfully negotiate a contract with a selected respondent the matter will be referred to the CSC Youth Committee for a decision to either sign the last contract offer from the respondent, move to negotiations with a different respondent, or end negotiations with no award. Any funds not awarded may be added to contracts signed by selected respondents upon successful negotiations as directed by the Youth Committee.

## **Contracts**

Contracts will be performance based and reimbursement will require documentation of costs.

## **II. Description of CareerSource Chipola**

### **General Information**

CareerSource Chipola is a private, not-for-profit corporation governed by an independent board of directors serving as the administrative entity and fiscal agent for Calhoun, Holmes, Jackson, Liberty and Washington counties. CSC administers local workforce development and welfare reform programs as part of the State of Florida and the Federal Government's initiatives.

CSC and its three centers are dedicated to helping the employers and citizens of Calhoun, Holmes, Jackson, Liberty and Washington Counties looking for employment. We work to connect local businesses with qualified employees, provide access to a statewide database of job openings, offer quick links to the most up-to-date job market research, assist with resume writing and interviewing techniques and offer educational workshops to sharpen job search skills. We also work with local economic development organizations, local leaders in education, private industry and community-based organizations.

### **CareerSource Chipola Board**

The CSC Board of Directors is comprised of representatives of business, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners and other individuals deemed appropriate. All members are either appointed by the county commissioners of the five counties we represent or the CSC Consortium which is made up of either the county commission chair or their representative from each of the five counties we represent.

### III. Scope of Services to be Provided

Respondents may propose to provide any or all the allowable activities required to youth participants from any of the five counties served by CSC.

CSC seeks proposals that provide activities from the following list.

1. Activities that must be combined with stand-alone activities listed in item III. 2. below.
  - a. Tutoring for basic skills remediation
  - b. Mentoring
  - c. Financial literacy
  - d. Ready To Work Soft Skills Certification
  
2. Activities that can stand alone or be combined with any other activities sought by CSC in this ITN.
  - a. Service learning
  - b. Career exploration
  - c. Technology or trade-based learning projects

As this is a relatively short program, it is not the intent, nor does CSC expect any provider to submit a proposal covering all areas of eligible activities. All proposals must include at least one activity from III. 2. above. Except as provided on the scoring sheet, Graders will not give extra credit for proposals covering more than one area. Proposals that agree to utilize the Ready to Work Soft Skills certification process provided by CareerSource Chipola will receive additional points on the grading sheet. The committee will consider the overall value of the activities proposed for final ranking. Respondents will be graded upon the quality of services to be provided instead of the number of types of services. Cost per individual served will be considered.

If a respondent will have multiple locations a response will be required for each location and each location will be graded upon the merits of the individual response. Selection will be based upon the merits of the location and other factors such as geographic distribution within the region, special populations targeted in proposals, or other factors deemed necessary to provide the highest quality services to the youth of the region.

All funds to be reimbursed are subject to state and federal restrictions. Funds may be used to purchase materials or supplies, fund staff, provide incentives to youth, pay for trips or access to approved events or locations, provide transportation to and from service location(s), and other activities or expenses allowable by law or regulation as approved by CSC.

The funds utilized for this ITN are federally provided funds. Funds may not be used to purchase alcohol, tobacco, travel out of state without prior approval from CSC, used to support or promote a political agenda, candidate, or party. Funds may not be used to

promote religious activity, or activities deemed beyond the risk acceptance level of CSC such as firearms training, mountain climbing, or scuba diving.

2CFR part 225 provides that, “costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.” If the respondent has questions related to allowability of proposed expenditures those questions should be submitted in writing during the Question and Answer period.

**Proposed Schedule:**

This schedule may be altered at any time at the discretion of CSC.

Description	Dates
Projected Release of Invitation to Negotiate	March 21, 2022
In Person ITN Review and Open Questions Meeting	4 PM CT, April 7, 2022
Question and Answer Period	Ends April 15
Last Date Response to Q&A will be Posted	April 22, 2022
Proposals from Respondents Due	4 PM CT April 28, 2022
Deadline to Confirm Proposals are Responsive	April 29, 2022
Final Award Decisions	May 12, 2022
Service Start Date	To be Determined by time to negotiate and sign agreement.

**V. General Conditions**

**A. Response Format**

Respondent should follow the instructions in this ITN document to be considered fully responsive. Submissions should be concise and easily understood.

- a) Responses must be submitted on the electronic forms provided with an electronic signature.
- b) Respondents will provide an email address, name, and title of the individual signing for the respondent.
- c) Proposals must be emailed to [ITN@careersourcechipola.com](mailto:ITN@careersourcechipola.com) and received by the provided deadline. Respondents should request a return receipt when sending the email. Upon opening the email by CSC a notification will be sent to the same email address sending the proposal confirming the email was received.

## **B. Delivery of Proposals**

The delivery of the Proposal prior to the deadline is solely and strictly the responsibility of the Respondent. Any Proposal, or portion thereof, received after the submittal deadline will be rejected.

All responses are to be submitted on or before 4 pm Central Time April 28, 2022 by email to: [ITN@careersourcechipola.com](mailto:ITN@careersourcechipola.com)

## **C. Assignment of Contract**

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this ITN without the written consent of CareerSource Chipola.

## **D. Rejection of Responses**

CSC reserves the right to reject any or all responses, to re-advertise this ITN, to postpone or cancel this process, to waive irregularities in the process or in responses thereto, and to change or modify the project schedule at any time.

## **E. Cost of Preparing Response**

The cost of preparing a response to this ITN shall be borne entirely by the Respondent.

## **F. Requests for Interpretation of ITN**

All requests for interpretation or clarification of the ITN document must be submitted in writing and received by CSC within the dates listed in the ITN. Any follow-up interpretation or clarification responses, if answered, will be added to our website for review.

## **G. Appeals**

Due to the tight schedule for program implementation all appeals of decisions made by the CSC Youth Committee in a public meeting must be made within 48 hours of the end of the meeting. All appeals of other decisions related to this ITN made by CSC must be made within 48 hours of the decision being posted on the CSC website or within 48 hours of notification to the respondent or service provider. Appeals must be sent by electronic means to [ITN@careersourcechipola.com](mailto:ITN@careersourcechipola.com) or received at the Board Office of CareerSource Chipola, 4636 Hwy 90, Marianna, FL 32446 by the deadline.

The Agreement between CSC and selected respondents will provide directions for appeals related to decisions related to the agreement.

## **VI. Criteria for Selection**

### **A. Selection Process**

Proposals deemed responsive shall be graded by a grading team determined by the CSC Youth Committee. All grading of proposals will be completed independently. Final grades will be collected by the CSC staff at the direction of the Executive Director and presented to the Youth Committee.

The Youth Committee shall consider scores of proposals when determining final awards and ranking by the Youth Committee. In addition to scores the Youth Committee may also considered geographic distribution within the region, special youth populations targeted in proposals, or other factors as deemed necessary to provide the highest quality services to the youth of the region.

The Youth Committee will determine final rankings of projects and the amount of funds available to award to each project for all projects to be funded. It is possible projects will be ranked but have no funding allocated if the Youth Committee determines a responsive proposal should not be funded. The Youth Committee may include alternates to selected proposals that would be funded only if negotiations with a higher ranked proposal were unsuccessful.

### **B. Selection and Negotiation**

CSC will review responses based upon a score sheet that ranks:

1. Experience of the organization/individual in services to youth.
2. The quality of the services to be provided.
3. Proposed Documented Outcomes
4. Overall Costs and Cost Per Youth Served
5. Overall perception of the response.

### **C. Proposal Grading**

All responses will be grading using the attached grading sheets. Grading will be accomplished by the Review Team in the following manner.

Points may be earned from scoring from the responses submitted using grading sheet. All individuals chosen to score proposals shall grade the responses independently and submit their information to Tabettha Smith at CSC who shall be responsible for compiling the scores which will be released to the Youth Committee.

RESPONDENT: \_\_\_\_\_

RATER: \_\_\_\_\_ DATE: \_\_\_\_\_

### RATING CRITERIA & FORM

- 1. Does the ITN conform to the Proposal Outline? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. Are the Submittal Forms, Sections I, II and III completed as requested? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3. Is the ITN deemed responsive for further consideration? Yes \_\_\_\_\_ No \_\_\_\_\_

Criteria		Weight Factor	Points Awarded
Experience of the Respondent in the area of services to youth.	How many years of experience are represented? Does the Respondent have experience at the regional level? Has the Respondent previously successfully developed and implemented programs for target populations of in-school youth?	10 points	
Quality of Services to be Provided	Does the narrative support the provision of services to youth that will help youth foresee a better future? Are the services to be provided engaging to the youth?	30 points	
Proposed Documented Outcomes	What outcomes are being proposed as a result of the services provided?	20 points	
Overall Cost and Cost Per Youth Served	Value provided for anticipated cost?	20 points	
Overall perception of the response	When considered as a whole what is the quality of the response?	10 points	
Ready To Work	Does the proposal include certifications for Ready to Work Soft Skills	10 points	
<b>Total Points:</b>		<b>100</b>	



## **APPENDIX A - SUBMITTAL FORMS**

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## Section I – Organization Information

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Business Website: \_\_\_\_\_

# Years in Business: \_\_\_\_\_

\_\_\_\_\_  
*Signatory Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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## **Section II - Capability and Services Provided**

1. Provide a brief description of the respondent's experience providing services to youth.

2. Provide the address for the location at which services will be provided.

Location Name:

Location Address:

Location County:

3. Provide a description of the services to be provided from those services listed in Section III. of the ITN and how the services will be provided.

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4. Briefly explain how the services being offered will help prevent out of wedlock pregnancy.

5. What are the days of the week and how many hours will the youth be engaged in services provided by the respondent?

6. What measurable outcome(s) will result from the services provided. Examples could include, but are not limited to any of the following:
- a. Number of non-duplicated youth to be served.
  - b. Number of certifications to be earned.
  - c. Gains demonstrated using pre and post testing.
  - d. Number of bank accounts established by youth.
  - e. Number of documented mentoring hours.
  - f. Service project outcomes. (Example: painting of X number of fire hydrants)

7. Describe how measurable outcomes will be documented.

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### Section III – Cost for Service

Provide a program budget including any overhead or related costs proposed as part of any agreement. Provide a description of each expense line.

Section III must include a total cost and an average cost per youth served. Provide a cost per youth served regardless of the number of services received. Each youth will only count once for this calculation regardless of the total services provided to the youth.

Item	Funds Requested	Brief Description
Supplies/Materials	\$	
Incentive or Payments to Youth	\$	
Travel/Transportation	\$	
Payments to Staff	\$	
Overhead Expenses	\$	
Other	\$	
Total	\$	

Number of youths to be served: \_\_\_\_\_

Average cost per youth: \$ \_\_\_\_\_

Any additional budget explanation to be provided here if necessary:

## Submission Signature Page

By my electronic signature on this page I certify that I have the authority to submit the proposal submitted on behalf of \_\_\_\_\_. I understand this submission is subject to public record and all information submitted shall be made available for public review.

By my signature on this page I also certify that I understand no funds will be made available in advance of performance.

Electronic Signature: \_\_\_\_\_

Name:

Title:

Organization:

Email Address: