



**INVITATION TO NEGOTIATE
FOR
YOUTH SERVICES**

Issued: January 13, 2023

Question & Answer Period: Ends February 17, 2023

Question & Answer Meeting: February 10, 2023 at 3 PM

Deadline for Submittal of Responses: March 2, 2023

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:
CareerSource Chipola
ATTN: YOUTH ITN
4636 Highway 90, Suite K
Marianna, Fl. 32446

Questions can be submitted by emailing 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/itn-qa

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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 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 June 30, 2023. If possible, an extension allowable time to expend funds will be provided through July 31, 2023; however, providers should plan as if the extension will not be available. Providers serving youth in Calhoun, Holmes, Jackson, Liberty, and Washington counties will be eligible for funding. Youth served must be at least twelve years old but not yet nineteen years old at time of enrollment into the program. All youth above aged eighteen (18) at time of program enrollment must be currently enrolled in high school and not have graduated high school or completed a GED.

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

How to Respond

Responses must be submitted prior to the deadline and must utilize the template provided as part of this ITN. No submissions after the deadline will be accepted. Submissions not utilizing the required template will be deemed non-responsive.

Responses will include one original, with required signatures, and five copies.

Standards

Proposers may be schools, civic groups, private entities, non-profits, 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 monthly by the tenth of the month. The final bill must be submitted by July 10, 2023. The final billing date may be adjusted if an extension is granted.

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 decision(s) by the CSC Youth Committee, the Executive Director shall negotiate a contract with selected respondent(s). 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. Youth must be no younger than twelve (12) years old and no older than eighteen (18) years old at the time of enrollment. All youth must not have graduated high school or received their GED in order to be enrolled in the program.

CSC seeks proposals that provide activities for youth that will encourage them to consider the impact of actions on their future ability to be self-sufficient and can be helpful in giving youth knowledge about the impact of becoming a teen parent on their ability to be economically self-sufficient.

CSC is looking for programs that are focused on quality of service and is not requiring proposals to cover all possible areas of service.

To be considered an applicant must provide services from at least one of these areas:

- Service learning
- Paid work experience
- Career Exploration
- Technology or Trade-based learning projects

Additional points will be awarded for programs that include at least one of these activities.

- Tutoring for basic skills remediation
- Mentoring
- Financial literacy

It is not the intent, nor does CSC expect any provider to submit a proposal covering all areas of eligible activities. CSC would prefer to fund focused projects instead of catch-all projects. 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 as will funds going to youth directly in the form of incentive payments or payments for work experience.

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. Respondents are strongly encouraged to seek additional information on any potential purchases during the question-and-answer period of the ITN. All travel to be reimbursed must receive prior approval from CSC.

Payments to non-participants, including payments to staff, speakers, presenters or other individuals, groups, or organizations, must be approved in writing by CSC prior to cost being incurred. CSC will not reimburse payment to staff, speakers, presenters or other individuals, groups, or organizations without prior approval. The amount of funding spent on staff, speakers, presenters versus supplies, materials, and/or incentives to youth will be considered in scoring proposals.

Funds may not be used to purchase alcohol, tobacco, or support or promote a political agenda, candidate, or party. Funds may not be used to travel without prior approval from CSC. 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. Work experience activities must receive prior approval from CSC.

Funds may be used to pay for meals at a rate not exceeding state meal allowances.

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
Release of Invitation to Negotiate	January 13, 2023
Question and Answer Period Ends	February 17, 2023
Post Responses to Questions and Answers	As received. Last response no later than February 24, 2023
Questions and Answers Meeting	February 10, 2023 3 PM
Proposals from Respondents Due	March 2, 2023
Youth Committee award decisions	To Be Determined
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 using the template provided in this ITN. All of Appendix A must be included in the response.
- b) Respondents will provide an email address, name, and title of the individual signing for the respondent.
- c) Proposals must be received by CSC by the deadline, or they will not be opened, and they will not be considered for funding.
- d) Responses shall be limited to no more than Twenty (20) pages not including the Appendix A title page and the signature page.
- e) Responses must be delivered in person or by mail/carrier to CSC at 4636 Highway 90, Suite K, Marianna, FL 32446. Electronic submission by email, scan, or fax will not be accepted.

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 outright.

All responses are to be submitted on or before ___**March 2, 2023 4 PM Central Time** to:

CareerSource Chipola
ATTN: YOUTH ITN
4636 Highway 90, Suite K
Marianna, FL 32446

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. All questions submitted will be answered in a public manner.

G. Appeals

All appeals of decisions made by CSC must be made within five business days of the decision being posted on the CSC website.

VI. Criteria for Selection

A. Selection Process

Proposals deemed responsive shall be graded by a grading team selected by the Executive Director. 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 consider special youth populations targeted, teen and out of wedlock statistics within the specific area or population to be served, geographic distribution if more than one proposal is funded, 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 type and quality of the services to be provided.
3. Proposed Documented Outcomes
4. Overall Costs and Cost Per Youth Served as well as how funds are allocated by the Respondent.
5. Overall perception of the response.

C. Proposal Grading

All responses will be graded 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 Tabetha 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 experienced staff providing services? 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? Does the project have a strong focus on an area of services to be provided versus being a "catch all" type project?	30 points	
Provide tutoring, mentoring, or financial literacy	Does the proposal provide meaningful tutoring, mentoring, or financial literacy training?	10 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? Value of matching funds? Value of in-kind match? High percentage of funds spent directly on youth?	20 points	
Overall perception of the response	When considered as a whole what is the quality of the response?	10 points	
Total Points:		100	

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APPENDIX A - SUBMITTAL FORMS

Limited to 20 pages

PAGE COUNT FOR SUBMISSION DOES NOT INCLUDE THIS PAGE

Section I – Organization Information

Name of Organization: _____

Contact Person: _____

Business Address: _____

City, State, Zip: _____

Business Phone: _____

Business E-Mail: _____

Business Website: _____

Years in Business: _____

Section II - Capability and Services Provided

1. Provide a brief description of the respondent's experience providing services to youth.
2. Where will services be provided? List all locations services will be provided.
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.
4. If payments will be made to staff or speakers/presenters explain the following:
 - a. Percentage of total funds going for payments to staff.
 - b. Percentage of payments to staff for direct contact/instruction to youth.
 - c. If speakers/presenters are being paid explain why payment is necessary.
5. Briefly explain how the services being offered will help prevent out of wedlock pregnancy.
6. How often will the youth be engaged in services provided by the respondent? What is the planned schedule for services?
7. 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)

Note: The above examples of measurable outcomes are for example only and are not required measurable outcomes.

8. Describe how measurable outcomes will be documented.

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. Complete the budget chart and then describe as necessary. Not all items are required to have funding requested.

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

Number of Youth to be served: _____

Total Cost Per Youth: _____

Provide a description of any matching funds. Description should include if the match is in-kind or funds from another source.

Additional description of budget items may be added here:

Submission Signature Page

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

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

Signature: _____

Name:

Title:

Email Address:

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