



**INVITATION TO NEGOTIATE
FOR
YOUTH EMPLOYMENT SERVICES**

Issued: April 7, 2023

Question & Answer Period: Ends April 28, 2023

**Deadline for Submittal of Responses: May 8, 2023, by 4PM
(Central)**

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 listed below:

ITN@careersourcechipola.com

Questions can be submitted by emailing ITN@careersourcechipola.com during the Q&A period. Please reference “YOUTH EMPLOYMENT SERVICES” in the subject line. The answers will be posted on CareerSource Chipola’s website at: www.careersourcechipola.com/AboutUs/CurrentRFPSandBids.

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I. Introduction

Purpose

CareerSource Chipola (CSC) is seeking to enhance employment and training opportunities for out-of-school youth ages 16-24 with barriers to employment. As part of this effort CSC is seeking a firm to provide certain employment-related services as normally offered by a staffing agency/firm.

CSC seeks to utilize a firm to serve as the employer of record for qualified youth. Youth will only be placed in appropriate jobs as determined by skill level, age, maturity, and other factors as determined by CSC. Youth participating in a Workforce Innovation and Opportunity Act (WIOA) work experience activity will be covered by workers' compensation insurance (WC) provided through state programs and as such the selected staffing organization will not charge, nor be reimbursed for, workers' compensation. CSC will work with the selected vendor to provide all required documentation and assurances regarding WC insurance.

Youth participating in the program will be entered into subsidized employment through the selected staffing organization for a time to be determined by CSC as appropriate for the training purposes. No youth will be assigned to work-based training for less than four weeks or longer than six months.

Pay rates for youth will vary based upon the type and place of employment, but in all cases pay rates will be linked directly to normal pay rates for duties performed and must be at least minimal wage.

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

Funds Available

Actual funds expended will depend upon the number of youth enrolled in the work experience program. The initial contract shall end on June 30, 2024, and is expected to be awarded with a not to exceed amount of \$150,000. It is expected that 100% of the funds utilized will be from those WIOA funds passed by the federal government through the Florida Department of Economic Opportunity to CareerSource Chipola.

How to Respond

Organizations seeking to negotiate with CSC regarding the services to be provided must complete the provided forms. CSC will determine which staffing organization(s) to proceed with negotiations.

Responses will be submitted in PDF form with an electronic signature. Respondents may utilize the Microsoft Word version of the required attachment to enable easier editing of responses prior to converting the final submission to PDF. Document may be scanned and attached to the required submission form.

Standards

Entities must be registered/licensed to do business in the State of Florida and must have a proven track record of providing employment/staffing services.

Entities must have the ability to provide detailed billing sufficient for the requirement of the federal funding source.

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 individuals responsible 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.

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 will provide services normally associated with use of an employment organization except coverage by workers' compensation insurance for youth participating in work experience activities as part of the grant activities. Workers' compensation insurance is provided through the State of Florida for all participants in those activities.

Proposed Schedule:

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

Description	Dates
Release of Invitation to Negotiate	April 7, 2023
Question and Answer Period	April 28, 2023
Post Responses to Questions and Answers	As Received – Last response no later than May 5, 2023
Proposals from Respondents Due	May 8, 2023 - 4PM CST
Deadline to confirm proposals are responsive	TBD
Youth Committee award decisions	TBD
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.
- 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.
- e) Responses must be delivered electronically to ITN@careersourcechipola.com. Include the subject line Youth Work Experience ITN.

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 **May 8, 2023, by 4:00 PM (Central)** to the email address listed below:

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

All appeals of decisions made by CSC must be made within ten business days of the decision being posted on the CSC website. The first day the decision is posted shall count as day one.

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

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 other factors as deemed necessary to provide the highest quality services to the youth of the region with the best value for taxpayers funds being utilized.

The Youth Committee will determine final rankings of respondents.

B. Selection and Negotiation

CSC will review responses based upon the score sheet provided as part of the ITN.

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 Basford 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 and II 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 as it Relates to the Requested Services	How many years of experience are represented? Does the respondent have previous experience with grant funded employment?	10 points	
Cost of Services	Cost related to the value of services provided.	40 points	
Ability to provide detailed billing	Can the organization provide detailed billing sufficient for the requirements of the federal funding source?	20 points	
Employment limitations	How limited are the possible areas of employment for participating youth?	10 points	
Assistance with unsubsidized employment opportunities	Will the agency assist CSC in finding meaningful employment for qualified youth?	20 points	
Total Points:		100	

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APPENDIX A - SUBMITTAL FORMS

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, Cost, and Services Provided

- 1. Provide a brief description of the respondent’s experience providing employment services.**
- 2. Provide a fee cost for services as a percentage of pay rate.**
- 3. Provide an example of billing detail available to CSC for participants served by the employment organization.**
- 4. Describe limitations on employment activities except those required by law due to age of the individual. For example, the agency would be unable to serve an individual less than 22 years old in a position that requires the use of basic handheld power tools, or individuals are not allowed to work more than “X” feet above ground level.**
- 5. Can the agency provide assistance in placing qualified youth into meaningful employment either as part of the grant funded work experience or as post grant participation employment? If so, describe the type of assistance.**

The responding agency can provide additional information about services provided for consideration.



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.

Signature: _____

Name:

Title:

Email Address: