



**INVITATION TO NEGOTIATE
FOR
NATIONAL EMERGENCY GRANT SERVICES AGREEMENT**

Issued: April 7, 2023

Question & Answer Period: Ends April 28, 2023

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

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

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 “NATIONAL EMERGENCY GRANT SERVICES” in the subject line. The answers will be posted on CareerSource Chipola’s website at: www.careersourcechipola.com/about-us/itns-and-rfps/

I. Introduction

Purpose

The purpose of this CareerSource Chipola (CSC) Invitation to Negotiate (ITN) is to secure a Contractor to provide future goods/or services for a broad range of staffing services on an as-needed basis following a national emergency specific to the CSC area.

Funds Available and Payment

The executed contract will be an Indefinite Delivery/Indefinite Quantity Contract and is subject to available funding. The Federal awarding agencies and grant sources are U.S. Department of Labor (USDOL) Employment and Training Administration for the National Dislocated Worker Grant (NDWG).

Payment made by CSC to Contractor will be cost reimbursement for actual costs expended during the contract period not to exceed the values identified in the Temporary Disaster Recovery Work Job Description(s) plus Contractor burden, administration, and profit. Payment during the contract period may be adjusted at the sole and absolute discretion of the CSC.

It is expected that 100% of funds provided will come from federal government sources.

Standards

Proposers must be licensed to conduct business in Florida and Liberty, Calhoun, Jackson, Washington, and Holmes Counties in Florida as required by state or local governments.

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.

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, the type or amount of work required by the disaster recovery efforts, 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 possess the availability of financial resources sufficient to sustain payrolls and the associated time lag between payment and reimbursement.

Proposers must be able to provide Employer of Record (EOR) services including having a payroll and reporting system in place that meets the needs of CSC requirements.

Proposal Review and Grading

CSC staffs and/or Board members will be tasked with review of all responses and shall do so independently. Grading of proposals by Rating Criteria Scores will be completed and submitted to the CSC Executive Committee for review and recommendation to the Board. Final grades are public information and shall be available to the public.

Negotiations

Upon Contractor selection by the Board, the Executive Director shall negotiate a contract with respondent.

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, welfare reform, and national disaster recovery programs as part of the State of Florida and the Federal Government's initiatives.

CSC and its three career 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. CSC also works 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 represented in the region, or the CSC Consortium which is made up of either the county commission chair or their representative from each of the five counties represented.

III. Scope of Services to be Provided

The successful proposal will cost effectively meet the requirements of CSC as outlined in this section. During the negotiation process CSC reserves the right to negotiate services to be provided as determined necessary to provide the best use of taxpayer funds in recovery efforts. In the event of a disaster for which recovery funds are awarded to CSC services may be required in any or all counties served by CSC.

1. The Contractor shall provide employer of record temporary staffing services for clean-up, restoration, and humanitarian assistance to National Emergency Grant (NEG) or other funds provided to CSC for disaster recovery as designated in Calhoun, Holmes, Jackson, Liberty, and Washington Counties affected by an emergency or major disaster, such as a hurricane.

2. The Contractor has the ability to keep and submit to workers' time and attendance records, itemized payroll registers, and weekly invoices in a format required by CSC.
3. The Contractor will utilize an electronic daily log-in system for disaster recovery workers
4. The Contractor will conduct a state level background check covering criminal; driving history where both parties agree it is applicable to the position; social security number verification, and sexual offender. Additionally, and as requested, provide for a minimum of a 5 Panel drug test on individuals employed under the contract. Additional Panels may be requested by CSC.
5. The Contractor will designate a primary point of contact that will be responsible for day-to-day management of the contract, supervising delivery of services, coordinating with CSC staff, responding to CSC requirements, and contract reporting.
6. The Contractor has the proven ability to maintain accurate auditable records, including, but not limited to, records, timesheets, activity logs, invoices, or other expense records, which are the basis of charges for any fees, expenses or other charges to CSC.
7. Upon worker referral from the CSC, the Contractor will complete EOR requirements and place them with the CSC identified disaster-relief employer.
8. The Contractor will provide required safety equipment, i.e., safety vests, helmets, goggles, gloves, etc., and training on equipment utilized by the disaster recovery worker(s).
9. The Contractor will provide orientation to the disaster recovery worker and disaster-relief supervisor prior to the placement at a worksite.
10. The Contractor will provide appropriate Worker's Compensation for each disaster recovery worker placed at a worksite.
11. The Contractor will provide on-site staffing services at one or more of the CSC Career Centers.
12. The Contractor will secure necessary rental and communication equipment needed by employees to do their recovery work. The actual cost of the required equipment will be reimbursed by the CSC.
13. The Contractor may provide additional EOR benefits at no cost to CSC. These benefits may include safety bonuses, vacation pay, insurance, skills training,

and/or placement services for employment independent of the disaster grant, and other assistance of value to the disaster recovery employee.

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 Ends | 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 |
| Deadline to confirm proposals are responsive | To Be Determined |
| CSC Board Award Decisions | To be Determined |
| Expected Contract Start Date | July 1, 2023 |

V. General Conditions

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 in PDF format.

- 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 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.

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 by CSC. **All responses are to be submitted on or before May 8, 2023, by 4:00 PM (CST) by email to: ITN@careersourcechipola.com**

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.

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.

Cost of Preparing Response

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

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.

Appeals

All appeals of decisions related to this ITN made by the CSC in a public meeting must be made within ten workdays of the end of the meeting at which the Board of Directors votes to enter negotiations with any vendor. All appeals of other decisions made by CSC must be made within ten workdays of the decision being posted on the CSC website. The day information is posted to the website shall count as day one.

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

VI. Criteria for Selection

Selection Process

Proposals deemed responsive shall be graded by a grading team determined by the CSC. 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 Executive Committee.

The Executive Committee shall consider scores of proposals when determining final awards and rankings. In addition to scores the Committee may also consider other factors deemed necessary to provide the highest quality services to the dislocated workers in the region. The Committee may also consider previous experience with providers providing grant funded services to CSC when determining final awards.

Selection and Negotiation

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

1. Experience of the organization in staffing services to disaster recovery and/or dislocated workers.
2. The quality of the services to be provided.
3. Proposed Outcomes
4. Overall Costs
5. Overall perception of the response.

Proposal Grading

All responses will be graded using the attached grading sheets. Grading will be accomplished by the Grading 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 Basford at CSC who shall be responsible for compiling the scores which will be released to the Executive Committee.

Graders will score each area to be graded giving no more than the maximum points allowed per section. Graders shall not discuss scoring with any respondent or other graders unless directed by the Executive Director, the CSC Executive Committee, or the CSC Board of Directors.

RESPONDENT: _____

RATER: _____ DATE: _____

RATING CRITERIA & FORM

1. Does the Proposal conform to the ITN 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 |
|--|---|----------------------|
| Experience of the Respondent in the area of services to disaster recovery or dislocated workers. | How many years of experience are represented? Does the Respondent have experience at the regional level? Has the Respondent previously successfully provided EOR services to the targeted population? | 20 points |
| Quality of Services to be Provided. | Does the narrative support the provision of services to disaster-relief workers as outlined in the Scope of Services? In addition to payroll services, does the proposer provide other valuable benefits to disaster recovery workers? | 50 points |
| Proposed Outcomes | What outcomes are being proposed as a result of the services provided? | 10 points |
| Cost of Services for Dislocated Workers Served | Value provided for anticipated cost? | 10 points |
| Overall perception of the response | When considered as a whole what is the quality of the response? | 10 points |
| Total Points: | | 100 |

Appendix A

Section I – Organization Information

Name of Organization: _____

Contact Person: _____

Business Address: _____

City, State, Zip: _____

Business Phone: _____

Business E-Mail: _____

Business Website: _____

Years in Business: _____

Printed Signatory Name

Title

Signature

Date

Section II - Capability and Services Provided

- A.** Provide a brief description of the respondent's experience providing services to Dislocated Workers and/or disaster recovery workers.
- Include experience of the organization.
 - Include experience of the lead person(s) that are expected to provide services in the event of a disaster.
- B.** Describe your ability to provide services across multiple worksites with a variety of disaster recovery jobs required across the region.
- C.** 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. Include any additional benefits.
- D.** Unsubsidized employment is the performance goal of national emergency grants. Explain how the services being offered will help dislocated workers obtain unsubsidized employment at the completion of the disaster recovery work.
- E.** Describe your payroll accounting system and how disaster recovery employee records will be maintained.
- F.** Provide a list of any known restrictions on types of work or equipment that may be utilized. Respondents only need to list those restrictions not otherwise found in law or local ordinance. For example, current rules prevent workers under certain ages from operating power equipment so there is no need to list this as a restriction. CSC is specifically interested in the following:
- a. Are there height restrictions above which workers may not be employed regardless of safety equipment utilized?
 - b. Can participants employed by the respondent utilize chainsaws, stump grinders, power tools, operate front end loaders, forklifts, or drive utility vehicles such as all-terrain vehicles?
 - c. Are there restrictions related to demolition of buildings or structures?
 - d. Could workers approved by CSC serve in a supervisory role for other workers employed by the resulting contract from this ITN?

Section III – Cost for Service

The contractor billable hourly rate for disaster recovery services shall not exceed \$50 plus Contractor Administration and Profit of 23%. Note: CSC disaster worker wages are a minimum of \$15 and \$18 for supervisors.

Provide your total current billable cost for the following disaster-relief workers. Utilize an hourly wage of \$15 per hour unless otherwise noted:

1. General Labor/Clean Up with Comp Code 5613
2. General Labor/Clean Up Supervisor with Comp Code 5613 \$18 per hour
3. Humanitarian Worker with Comp Code 5510
4. Humanitarian Worker with Comp Code 8810
5. General Office/Clerical with Comp Code 8810
6. General Office Supervisor with Comp Code 8810 \$18 per hour

Provide a description of any additional fees that may be charged to CSC.

Please state if you are able to provide heavy equipment and utility vehicles for disaster workers and bill for the actual cost of the rental.

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.

Electronic Signature: _____

Name:

Title:

Email Address: