

**CAREERSOURCE NORTH CENTRAL FLORIDA
(CSNCFL)**

REQUEST FOR QUOTES

FOR

BUSINESS INTERMEDIARY SERVICES

FOR

WORKFORCE INNOVATION AND OPPORTUNITY ACT

TITLE I

ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS

AND

RELATED DISCRETIONARY GRANTS

In accordance with the Steven's Amendment section 505 of division H of Public Law 116-260

- (1) The percentage of the total costs of the program or project which will be financed with Federal money is 100%
- (2) The dollar amount of Federal funds for the project or program is estimated to be \$200,000.00.0 percent and 0 dollars of the total costs of the project or program will be financed by non-governmental sources

CAREERSOURCE NORTH CENTRAL FLORIDA (CSNCFL)

CareerSource North Central Florida (CSNCFL) is the sub-grant recipient and the administrative entity for the CareerSource North Central Florida Council of Elected Officials, (Council). The Council is an inter-local unit of government formed pursuant to the Florida Statutes §163.01 and consists of a Commissioner from each of the six member counties, Alachua, Bradford, Columbia, Dixie, Gilchrist and Union. The Council appoints the members of the North Central Florida Workforce Development Board (NCFWDB). The Council created CSNCFL in accordance with the Florida Statutes to serve as its administrative entity while Alachua County serves as the fiscal agent. CSNCFL is a governmental agency. Together the Council and the NCFWDB form the CSNCFL governing boards. CSNCFL administers workforce development and welfare programs in the North Central Florida Workforce Development Area.

PURPOSE

This Request for Quotes (RFQ) is to engage employer associations such as Chambers of Commerce, Economic Development Associations, and other Business Organizations with employer memberships of 25 – 50 or more employers who can provide the following services:

- A. Become knowledgeable regarding the CSNCFL work-based training and employer services.
- B. Market CSNCFL to their members.
- C. Provide a live link on contractor's web site to the CSNCFL web site.
- D. Introduce a minimum of 3-10 new businesses, each quarter of the contract term to CSNCFL and the CSNCFL One-Stop. Inform the employer regarding the employer services available through the one-stop and complete referral paperwork with employer.
- E. Sell a minimum of \$25,000 of On the Job Training contracts; \$10,000 of Incumbent Worker Training contracts, and \$60,000 of Work Experience slots to employer members.
- F. Bi-annually during the contract term, with the dates and occupational sector to be approved by the CSNCFL CEO, in a demand occupational sector for LWDB 26, conduct an Employer Forum, with a guest speaker who will identify topics of interest to the employers for a minimum of 10 employers, and include education, economic development and workforce representatives. CSNCFL will also address the Forum on workforce services available for employers.

- G. Invite a representative from CSNCFL to the association's membership events and provide opportunities for CSNCFL to present at these events.
- H. Coordinate with CSNCFL on monthly Outreach, Recruitment Events and Job Fairs as the CSNCFL representative.
- I. Assist with and attend quarterly Education and Industry Consortium meetings on behalf of the NCFWDB.
- J. Conduct 1 employer survey annually with the topics and questions to be coordinated with CSNCFL.
- K. Include an ad for CSNCFL in their directory and other publications distributed to the association membership during the year.
- L. Include CSNCFL in economic development projects which include workforce development training in the employer engagement package.
- M. Include CSNCFL in economic development meetings if and when vision and approach is discussed to stakeholders outside of chamber staff to give CSNCFL an understanding of potential customers moving into North Central Florida (Region 26)

WHO MAY APPLY

Employer associations such as Chambers of Commerce, Economic Development Associations, and other Business Organizations with employer memberships of 25 – 50 or more employers.

TIME AND METHOD FOR QUOTE SUBMISSION

Quotes are to be submitted electronically via e-mail to pmarty@careersourcencfl.com no later than close of business May 2, 2025.

FUNDS AVAILABLE

CSNCFL wants to fund multiple associations, one located in Alachua and familiar with Alachua County employers and others located in Bradford, Columbia, Dixie, Gilchrist or Union County and familiar with the employers in that county. Funds available for this entire project is \$200,000.

CONTRACT PERIOD

Contracts will be written for one year followed by three (3) one year renewal periods. Renewal will be at the option of the CSNCFL governing boards. Performance will be measured each year.

APPLICATION CRITERIA AND INSTRUCTIONS

1. Who May Apply

Employer associations such as Chambers of Commerce, Economic Development Associations, and other Business Organizations with employer memberships of 25 – 50 or more employers.

2. Accessing the RFP Document and Attachments

The RFQ must be downloaded from the CSNCFL website at:

<https://careersourcencfl.com/agreements-audits-contracts-policies/rfp-or-rfq/>

3. Questions, Modifications and Responses

Interested parties are responsible for checking the CSNCFL website for additions, modifications, questions and answers concerning this RFQ. CSNCFL will not contact applicants individually or respond to questions on an individual basis. All questions received will be posted on the website along with the answers.

4. Number of Providers

CSNCFL is seeking multiple vendors.

Joint, partner, consortium applications or applications which subcontract elements of the RFQ services will be deemed non responsive.

5. Due Dates– All dates are subject to change by CSNCFL

EVENT	DATE/TIME
RFQ Issued to the Public	4/04/2025
Deadline for Submitting Written Questions	4/18/2025
Deadline for Quote Submission	5/02/2025

6. Quote Submission

- a. Quotes must be submitted electronically to pmarty@careersourcencfl.com. Hard copy quotes, hand delivered or mailed will **not** be accepted. Responses to the RFQ should be marked RFQ for Business Intermediary Services in the subject line of the transmittal e-mail.
- b. The email submission must come from the email of the designated agent officially authorized to act as the signatory for the organization.
- c. Applicants must email 2 versions of their Quote, one copy in PDF and the other copy in MS Word.
- d. CSNCFL shall not be responsible for applicant's failure to meet responsiveness, date, time and delivery deadlines.

7. The RFP Response Package

- a. The RFQ Response package consists of the completion of a cover letter, and completion of sections A and B below and required attachments and forms.
- b. All response packages must be single-spaced using Arial pitch, 12 point type. Maintain 1 inch margins.
- c. Number each page of the quote sequentially beginning with the Cover Sheet as page one. The page number should be in a footer with the name of the organization submitting the response, and the name of the program. Footers should be printed in an 8 pitch. Tabbed dividers inserted electronically should not be numbered. Page numbers should be consecutive from beginning to end.
- d. In responding:
 - i. Please respond to every question asked. Do not omit any questions.
 - ii. All questions and responses should follow the numbers assigned in the RFQ.
 - iii. Do not respond to questions by cross referencing to another response.
 - iv. Please respond to the questions by placing the response under the question.

8. References

- a. Applicants who have not contracted with CSNCFL in the past 2 years must submit two (2) references from organizations, not individuals, familiar with applicant's organization and able to comment on applicant's ability to deliver the services proposed.

- b. References must have done business with Applicant within the immediate past five (5) years.
- c. Applicants must submit two (2) credit references. Public/governmental entities and Applicants that have contracted with Alachua County in the past 2 years are not required to submit credit references.

9. Cure Process

CSNCFL has established a discretionary cure process to cure minor omissions in submitted quotes within forty eight (48) hours of notification by CSNCFL via email to Applicant's contact named in the application. Failure to provide the requested information within the allotted time shall result in a "fatal flaw." This process is provided as a courtesy, and as such, CSNCFL is not responsible for failure of Applicant to receive the notification and failure to receive a notification from CSNCFL of cure issues is not subject to appeal.

Minor inconsistencies or revisions may be addressed during the negotiation process, at the sole and complete discretion of CSNCFL.

10. Selection Criteria

- a. All quotes submitted will be evaluated against all other quotes using the rating criteria, which is a part of this RFQ package. CSNCFL governing board members as appointed by the NCFWDB Chair will serve as Review Committee tasked with the review of all Quotes. Quotes will be rated and then ranked.
- b. Proposals may not be funded at the levels requested.
- c. The highest-ranking numerical score does not assure a funding recommendation. Other factors that may be considered include, but are not limited to: a risk assessment, cost, the likelihood of services resulting in the desired results. **Applicants must score a minimum of 70 to be considered.**
- d. CSNCFL reserves the right, at its sole and complete discretion, to invite applicant(s) to make a presentation to the RFQ Review Committee virtually or in person as a step in the selection process.
- e. Quotes will be reviewed by staff for responsiveness.
- f. Applicants are advised not to contact CSNCFL employees, board members or elected officials charged with oversight of CSNCFL during the review process to avoid conflicts, the appearance of conflicts, or undue influence over the process. This could result in the disqualification of the quote submitted.

11. Administrative Requirements

- a. Contracts written during the renewal periods as a result of this RFQ will be subject to approval of the CSNCFL governing boards.
- b. All media advertisements, collateral and printed material used in the promotion of the services sought, and published reports must name CSNCFL as the funder and must be approved in advance of publication by the CSNCFL CEO. **All collaterals must comply with the Steven's Amendment referenced on the RFQ cover.**
- c. Insurance Requirements – CSNCFL reserves the right to request Applicant to provide the details of its insurance coverage and to review the insurance with its Risk Management Department.

The policy or policies of insurance must be issued by an insurer licensed to do business in the State of Florida.

Applicant must agree to add CSNCFL as an additional insured to its policies as appropriate.

CSNCFL reserves the right to review the amount of the Applicant's insurance. If, in the opinion of CSNCFL, the insurance provisions in this section do not provide adequate protection CSNCFL may require Applicant to obtain insurance sufficient in coverage, form, and amount to provide adequate protection

- d. This RFQ does not commit or obligate CSNCFL to pay for any costs incurred in the preparation of a response or in advance of the execution of a contract.
- e. Applicant(s) will assure that all records pertaining to any contract entered into as a result of this quote, shall be retained for a period of six (6) years from the date of: 1) final payment of under this agreement, and 2) when any audits and litigation are complete and resolved.

12. Progress Reports

Applicant(s) will be required to evaluate their progress, and report to the CSNCFL on a monthly and annual basis in accordance with a report format to be provided by CSNCFL.

13. The Contract Type and Budget

- a. All contracts negotiated will be fee based.

- b. Initial contracts will be written for the year beginning July 1, 2025, and subsequent renewals may be written for three (3) one (1) year periods beginning July 1st following the first year.

14. Cost Parameters

- a. It is a policy of CSNCFL not to provide advance payments.
- b. Invoices are paid once a month.

14. Subcontracts

This RFQ does not allow for subcontracts or assignment.

15. Grievance and Procedures

In the event an applicant(s) wishes to file a grievance in connection with the process, a grievance procedure is available and may be obtained from the CSNCFL Administrative Offices. Grievances related to this RFQ must be filed in writing within the time frames stated in the CSNCFL grievance policy.

16. Conflict of Interest

All applicants must disclose the name of any officer, director or employee who is a member of the CSNCFL governing boards or an employee of CSNCFL. All applicants must disclose the name of any CSNCFL employee who owns, directly or indirectly, any interest in the applicant's business or any of its subsidiaries. Such disclosure must be submitted in a separate letter included with the quote response.

17. Interference with the Procurement Process

Applicants are hereby advised that, CSNCFL will not award funding to an organization, person, or entity which has hired a person, whether directly or indirectly, or consented to or acquiesced in the employment of a person, whose principal responsibility is to lobby a member of the NCFWDB or the Council of Elected Officials on behalf of the organization, person, or entity seeking funding.

Any applicant or lobbyist for an applicant, paid or unpaid, is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any CSNCFL staff or rating committee members after the issuance of a funding opportunity and until completion of a contract.

18. CSNCFL Right to Reject or Accept

CSNCFL retains the right to accept, modify, reject entirely, or partially reject any and all applications if, in its judgment, the work or product quoted will not accomplish the objectives of this project or does not meet all of the requirements of this RFQ.

THE APPLICATION

Quotes should be on letterhead and should include a cover letter and the following information:

A.

Organization's Legal Name:			
Contact Person			
Address			
Telephone		FAX	
e-mail		Cell	
UEI #			
Number of years applicant has been in business			
Type of Entity			
Number of Business members			
Number of association annual publications			
Number of annual association member events			
Calendar of association events			

B.

1. What is Applicant's experience in working with employer members and introducing new workforce services?

2. Association is willing to include a live link to the CSNCFL website.

Yes ____ No ____

Time needed to add the link to the website _____

3. Describe the number and type of your association's monthly/annual employer events.

4. What strategies will applicant association employ to sell CSNCFL work based training to their employer members?

5. How many new members a year join your association that might need CSNCFL employer services?

6. How will Applicant incorporate CSNCFL services into their social media messaging?

7. Will Applicant cross train multiple staff or will they assign a single staff to engage employers and promote CSNCFL work based training services? How will staff assist with the contract deliverables.
8. Provide a schedule or calendar for employer outreach events.
9. Provide 2 references – for applicants not required to provide references please insert N/A.

	Organization	Contact Name	Address & Phone	Services provided
1				
2				

10. Applicant's cost for the requested deliverables: \$ _____

REQUEST FOR QUOTES RATING AND EVALUATION FORM FOR BUSINESS INTERMEDIARY

Applicant	
Rater's Name	Date Rated

POINTS SUMMARY

Application Sections / Questions	1	2	3	4	5	6	7	8	9	10	TOTAL
Rating											
Possible Points	10	10	10	10	10	10	10	10	10	10	100

TOTAL RFP POINTS: ____

RATER SIGN IN APPROPRIATE BOX

RATER PRINTED NAME	
RATER SIGNATURE	

	RFP Rating Questions	Available Points	Points Awarded	Staff Comments
1	Organizational information, and vendor's experience in providing the requested services Application Question: Cover letter, organizational information, References Q 9 (if required)	10		
2	Vendor has the experience to be able to "sell" work based training to their employer members. Application Question: 1	10		
3	Vendor's will place a live link on their website to CSNCF within 30 days of contract execution Application Question: 2	10		
4	Vendor's association events will be conducive to introducing the membership to CSNCF employer services Application Question: 3	10		
5	The advantages to working with CSNCF. Application Question:	10		

	RFP Rating Questions	Available Points	Points Awarded	Staff Comments
6	Vendor's strategies appear that they will be effective. See Application Question: 4	10		
7	The proposed schedule is reasonable See Application Question: 8	10		
8	The number of new members who may provide opportunities to market CSNCF services. Application Question: 5	10		
9	Applicant's plan to incorporate CSNCF into their social media will provide broad outreach to employers Application Question: 6	10		
10	The cost is reasonable sufficient staff will be deployed Application Question: 7, 10	10		
	Total Points	100		