

“WORKFORCE EDUCATION BANNER CENTERS

Project Executive Summary

The attached Request for Proposals is seeking innovative proposals from public and private postsecondary vocational training providers or other educational institutions for the *development* of a state-of-the-art, industry-driven training center. It is important that prospective respondents understand that it is not the intent of this solicitation to purchase existing training but rather to establish a center for training based on the needs of businesses in specified industries. Respondents will select from a list of industries that have been determined by Workforce Florida and Florida’s economic development organization, Enterprise Florida, Inc., to be high value industries that promote economic growth in the State of Florida.

The Governor’s Roadmap to Florida’s Future, introduced in January 2004, is the state’s strategic plan for economic development. One of the strategic priorities in the plan is to raise the bar for excellence in education and workforce. A specific goal relating to this priority is to design a statewide system of regionally concentrated and industry-driven workforce education BANNER centers. This competitive RFP was drafted to be directly responsive to this goal. Respondents are encouraged to review this section of the Roadmap at <http://www.eflorida.com/strategicplan/>. Since that original designation of the ‘BANNER centers’ strategy, a new title designation for the development of a statewide system of industry-driven training sites has been developed. Instead of BANNER centers the new centers are being called Florida BANNER Centers - Business Assistance Now for New Economy Results.

In this RFP potential respondents will be called upon to describe the methodologies they will use to create a dynamic BANNER center to meet the current needs of business with the ability to assess the changing needs of business and respond with changes in training programs to meet those needs. Further, those organizations that receive a contract resulting from this RFP and the designation as a state-of-the-art, industry-driven career BANNER training center, will be expected to provide assistance to other training providers and/or businesses in Florida given its role as the recognized expert in the chosen industry. In reviewing proposals, one of the most pertinent questions will be,

“How is the training provider going to create a new program or modify what it is currently providing to meet the intent of the BANNER center concept, namely meeting business needs and being flexible enough to meet those needs on an ongoing basis as market conditions change?”

Training providers that offer existing programs, even if they feel those programs are ‘industry-driven’, will not be successful. Certainly they can build on existing programs but it should be understood that this initiative is about creating something that does not exist and not about putting more funds into something that does.

Workforce Florida, through previous competitive selections, has designated four ‘BANNER Centers’ – one at Florida Community College/Brevard Community College for aviation/aerospace; one at Hillsborough Community College for manufacturing; one at Miami Dade College for financial services; and one at the University of Florida for biotechnology. Those industries, therefore, have been deleted for consideration under this Request for Proposals. Potential respondents are reminded that this RFP is separate and distinct from earlier RFPs. All of the conditions relative to this RFP are contained in this document and no conditions from previous solicitations apply.

Workforce Florida, Inc.

REQUEST FOR PROPOSALS

Issue Date:	July 11, 2006		
Title:	‘Workforce Education BANNER Centers’		
Funding:	Not to exceed \$500,000 per BANNER center project	Project Term:	Contract Execution thru June 30, 2007
DUE DATE:	5:00 PM, Eastern; August 11, 2006		

1.0 Purpose. A critical component of Florida’s economic development efforts – that is the startup, expansion, retention, and recruitment of high-value businesses – is the capacity of the education and workforce systems to efficiently and effectively deliver skilled workers to valued industries as needed. The skill sets that the workforce system promotes through the training it funds must therefore be industry-driven, readily available and adaptable to ever-changing market needs. Enterprise Florida, Inc. and the Governor’s Office of Tourism Trade & Economic Development have identified key target industries that merit special focus and attention to further grow and diversify the state’s economy. The idea of “*Workforce Education BANNER Centers*” is to further solidify and strengthen partnerships between the business community, public and private education providers and the public workforce system to coordinate and focus on: a) curriculum development and curriculum standards; b) educational research; c) incubating spin-off business development opportunities; and, d) generating a pipeline of skilled workers – from entry level to advanced – including continuous skills upgrade training as needed by the industry BANNER. The BANNER Centers will utilize continuing industry involvement and input to achieve the primary goal of developing skill sets for entry level and advanced jobs and also for skills upgrades for existing workers. The BANNER Centers will function as a resource for all educational institutions in the state and will be expected to provide leadership in the on-going process of keeping Florida’s workforce competitive in the identified industries.

For purposes of this initiative, one of the following industry sectors must be the target of any proposal submitted for a workforce education BANNER center (in addition refer to ‘targeted industry sectors’ in Section 3.0 below):

- 1) Life sciences (excluding biotech) to include: healthcare and other life sciences.
- 2) Information technology to include: digital media, systems analysis and development, web software and computer design and integration, modeling simulation and training, photonics and optics, programming, data conversion, and other innovative computer products, technology and software applications.

- 3) Homeland security and defense industries to include: products and services which relate to defense and providing personal, corporate and governmental security in the post - 9/11 world.
- 4) Logistics and distribution to include: large warehousing, inventorying and distribution centers, logistics associated with overland and air distribution of products, and other services relating to the private distribution of mail or product (this does not include US postal services).

NOTE: For more information regarding these targeted industry sectors go to www.eflorida.com/keysectors

2.0 Background. The key to achieving the desired results of this initiative is ensuring that the effort is *industry-driven*, i.e., the business community must play an active role from the beginning (curriculum development stage) through the rollout of the actual education or training programs and continuing beyond this initiative with the ongoing assessment of the value and applicability of the BANNER centers. This initiative, therefore, is intended to set up a system of workforce skills training that meets current industry needs along with a mechanism to ensure it continues to meet those needs as they change in the future.

The projects that are funded as a result of this RFP **must** reflect a collaborative effort between 1) value industries represented by actual employers within the selected industry and business groups such as local economic development councils, chambers of commerce and business associations; 2) public/private workforce education providers to include 4-year public/private colleges & universities, community colleges, school district technical centers and private vocational training providers; and, 3) the workforce development system represented by regional workforce boards. This RFP requires respondents to provide a detailed description of that collaboration and further requires respondents to obtain and provide documentation of that collaboration through letters of commitment from its other partners.

The contract(s) resulting from this RFP will be ‘performance-based’ meaning that payments will be predicated upon the delivery of products and services. Although there may be renewal options contained in the contract, *the subject of this RFP will be the outcomes that will be achieved in the original term of the contract which will expire June 30, 2007.*

3.0 Definitions. For purposes of this RFP the following definitions will be used:

Deliverables – These are the services that the contractor must provide and for which the contractor will be paid; they are the “product” so to speak of the contract. In that sense, deliverables are not unlike issuing a contract for the purchase of 100 computers at \$1,000/ea. In this example, as the computers are delivered and accepted, payment can be made at the rate of \$1,000 per computer. If only 95 computers are delivered, only 95 are paid. The contract(s) resulting from this RFP will include, among others, training program **completions** as a service to be provided. [See definition for ‘performance-based’ contract below.]

Full-Time, Unsubsidized Employment (Placement) – A placement into a job with a minimum of thirty (30) hours per week. Such job must be ‘unsubsidized’ which means that the wages or salary must be paid by the employer rather than being paid or subsidized in whole or in part with federal funds.

Industry cluster – Networks of compatible or competitive interrelated companies working together to strengthen the industry market.

In-kind leveraged funds – WFI requires that leveraged funds be identified in every proposal. Leveraged funds can be cash or in-kind. In-kind leveraged funds or services are those that benefit the return on investment (make these dollars go farther) because they provide services or benefits that would normally have to be paid out of these funds. In-kind leveraged funds are therefore services or products that are provided by the contractor or some other local partner that are critical to the project but, because they are donated, they don't have to be paid by WFI. Examples of in-kind leveraged funds/services are – an employer providing space/equipment for training purposes, a training provider developing a tailored training curricula to meet a business need, a local partner willing to provide printing, phone service, equipment use so those expenses don't have to be paid with these funds, a partner providing transportation free of charge, etc. In-kind leveraged funds must be specifically described and the 'value' reasonable.

Leveraged Funds – Respondents are required to solicit cash or in-kind services from local partners and/or to make their own investment in the proposed project. WFI considers that these 'leveraged funds' accomplish several things – a) they increase the return on investment for WFI and allow more projects to be funded; b) they increase the chances of success because local partners have a financial investment in the project and, for that reason, would be more willing to ensure its success; and, c) they increase the chances that the project will be sustained, even in perhaps a reduced capacity, when these state-level funds expire.

Performance-Based Contract – Potential respondents may be familiar with grants of public funds where expenses to accomplish certain activities are reimbursed by the granting agency. The procurement instruments resulting from this RFP **will not** be 'grants' with expenses reimbursed. WFI is required by law to utilize *performance-based contracts* in which the contractor provides specified services or products for which WFI then issues a specified payment. In the context of this project those services or products may include such things as curriculum development for entry level jobs within the cluster industry, the enrollment and completion of persons in vocational training associated with the BANNER Center; customized employed worker training curriculum developed in connection with the BANNER Center; placement into full-time employment of those trained by education/training providers related to the BANNER Center; or other related performances. The contract will not reimburse the contractor for expenses. Any expenses the contractor incurs to perform under a performance-based contract will be paid by the contractor out of the income it receives from the payments for services rendered or whatever other sources of income it has, such as leveraged funds.

Targeted Industry Sectors – These are the industries identified by the state's economic development organization, Enterprise Florida, Inc. (EFI), and Workforce Florida as being industries of high growth and value to economic development efforts. This initiative is limited to the following targeted industry sectors:

- Life Sciences – EXCLUDING biotech – to include: healthcare and other life sciences.
- Information technology to include: digital media, systems analysis and development, web software and computer design and integration, modeling simulation and training, photonics

and optics, programming, data conversion, and other innovative computer products, technology and software applications.

- Homeland security and defense to include: products and services which relate to defense and providing personal, corporate and governmental security in the post - 9/11 world.
- Logistics and distribution to include: large warehousing, inventorying and distribution centers, logistics associated with overland and air distribution of products, and other services relating to the private distribution of mail or product (this does not include US postal services).

(For more information on these targeted industry sectors, respondents should go to www.eflorida.com/keysectors)

Respondents MAY NOT target any industry sectors other than those listed above. Also, only ONE of these industries can be targeted in a proposal – each workforce education BANNER center will be industry sector specific. DO NOT list more than one of these sectors. WFI retains the sole authority to determine if a proposal addresses one of these targeted industry sectors and may withhold consideration and award of any proposal it feels does not address one of these sectors.

Respondents will utilize labor market statistics to validate that the particular industry or industries they wish to support are projected for sustained growth within their regional area. There may be a tendency for an institution to target an existing program it wants to expand. However such program expansion, if it is offered to meet the intent of this RFP, must be based on the documented current and projected needs of business in the area. In other words, respondents will be required to justify to WFI, based on market projections, why they selected the particular industry that is the target of their proposals.

4.0 Qualifications of Respondents. WFI will accept proposals from Florida public or licensed private educational or vocational training providers ONLY. The following organizations are therefore eligible to submit proposals –

- Florida school districts or school district technical centers; or,
- Florida private vocational schools that have a current license issued by the Commission on Independent Education; or,
- Florida community colleges; or,
- Florida public universities; or,
- Florida private colleges and universities.

A consortium of other organizations but headed by one of the above organizations may submit a proposal. However, no other organizations may be the lead organization submitting a proposal; WFI will contract with the lead organization. WFI intends to enter into a two-party contract(s) and, therefore, will NOT consider a multi-party contract. For consortia that may form to submit a proposal, the ‘lead’ organization will be the contractor for contract and financial management purposes. Non-Florida educational or vocational providers are not eligible. In evaluating the qualifications of respondents, WFI will be looking at those organizations that have relative and significant experience in the following areas –

- 1) Developing or refining vocational training curricula;
- 2) Working with industry to develop/validate/assess curricula;

3) Partnering with a regional workforce board(s) for recruitment/referral/placement services.

5.0 Funding. Since there are four remaining targeted industries, there will not be more than four awards resulting from this RFP. Individual awards will be limited to not more than **\$500,000** per project. The maximum amount that can be requested in any proposal, therefore, is \$500,000. There is no lower dollar limit on projects so proposals under \$500,000 are acceptable. Workforce Florida retains the right to make an award or to withhold an award(s) based on what it determines to be in its best interest.

6.0 Project Scope of Services. It is the intent of this solicitation to seek innovative projects that address the goals of WFI to establish workforce education BANNER centers within the state. The services to be provided by the contractor(s) selected as a result of this RFP will be provided within the following parameters:

6.1 It is the intent of this RFP that the educational respondents demonstrate a strong **collaboration** with businesses within the targeted industry sector as well as business groups/associations and the regional workforce board in the area in which the workforce education BANNER center will be located. Economic development organizations should also be involved in the collaboration.

6.2 It is the intent of this RFP that businesses within the designated list of **targeted industry sectors** will be the target of training that is developed under this initiative. Such businesses within the list of targeted industry sectors shall be supported as sustained growth businesses through **labor market statistics** projections. Respondents will utilize job growth projections either through the Labor Market Statistics unit in the Agency for Workforce Innovation or their own labor market survey information, or both, to document that the industry being targeted has positive growth potential in their area.

6.3 It is the intent of this RFP that the BANNER centers be developed and sustained through methodologies that are **industry-driven**. The contractor(s) shall ensure that businesses in the industry and economic development groups are involved and support the activities of the project from the beginning and throughout the process.

6.4 It is the intent of this RFP that the curricula that are developed address the skills sets identified by the industry for **entry and advanced level occupations** for new hires and provide needed **skills upgrades for existing workers**.

6.5 It is the intent of this RFP that mechanisms will be established to **sustain** the workforce education BANNER centers beyond the funding provided through this initiative. The project description offered by respondents must therefore include plans for sustaining the BANNER centers, with continued business involvement, beyond this initiative.

6.6 It is the intent of this RFP that mechanisms be put in place to partner the educational provider and local businesses with **regional workforce boards**. Regional workforce boards must be involved and support the activities of the project from the beginning and throughout the process and beyond the term of the contract(s). There must be included in the project description offered by respondents a plan that anticipates a linkage between the

businesses, participants that will be served and regional workforce board(s) that can provide referrals and employment services to those businesses.

- 6.7 It is the intent of this RFP that respondents will **leverage other funds** for the project (see definition for leveraged funds in 3.0). ‘Leveraging’ funds simply means that respondents identify and commit funds from other sources to augment the funding provided by WFI. Those additional or ‘leveraged’ funds can be in the form of cash or in-kind services. They can come from regional workforce board funds, funds (cash or in-kind) from private business or business groups/associations, educational/training provider funds or any other funding sources that enhance the value of the state-level funds provided through this process. Leveraging of additional funds accomplishes three things – 1) it helps assure the success of a program because the party providing the leveraged funds has a financial stake in the success of the project; 2) it allows WFI to get more ‘bang for the buck’ meaning that the project is not totally funded by WFI but rather is a combination of WFI funding and leveraged funding and, therefore, WFI’s dollars go farther; and 3) it helps assure the sustainability of the project because funding has been identified that may continue beyond the term of the contract executed by WFI. The amount of leveraged funds offered will establish the amount of competitive advantage – the greater the amount of leveraged funds offered, the greater the competitive advantage. NOTE: The resulting contract(s) will REQUIRE the contractor to document the receipt and use of the leveraged funds that are offered in the proposal. It is suggested that respondents not offer leveraged funds in their proposals unless they have specific assurance that they can commit to obtaining and using that level of funding in the contract. Documentation of obtaining and using leveraged funds WILL be a deliverable under resulting contract(s).
- 6.8 It is the WFI’s intent that the contractor(s) selected as a result of this RFP, in conjunction with its local partners, will develop and deploy a **system for tracking the performances** of the BANNER center and for sharing information with other institutions and organizations, public and private, serving the industry elsewhere in the state. As part of the performance tracking system for program completers, the contractor shall include the use of data provided through the Florida Education and Training Placement Information Program. The contractor(s) will be required to develop a mechanism for other institutions/organizations to access for assistance in their efforts.
- 6.9 It is the intent of this RFP that the contractor(s) selected will be designated by WFI as the **recognized expert in the chosen industry** for job skills training purposes and will therefore be required to provide assistance to other training providers and/or businesses in Florida regarding methodologies for: 1) setting up curricula and delivery systems; 2) involving businesses; 3) raising funds; 4) ongoing assessment strategies for ensuring the curricula remains relevant; 5) developing articulation agreements with secondary and other postsecondary educational institutions. In addition, the contractor(s) will be required to share best practices with others and to conduct at least one on-site symposium for interested parties to observe the BANNER center.
- 6.10 It is the intent of this RFP that, in completing the proposal documents (Attach I & II), respondents will identify:
- Methodologies for **partnering** with businesses within the targeted industry sector and business groups to ensure that the project is industry-driven;

- Methodologies for *developing, validating, and sharing curricula* and assessing its ongoing usefulness to the industry;
- Methodologies for *recruiting businesses* for employed worker training (skills upgrade) and individual trainees for either entry-level or advanced-level vocational training. ‘Entry-level’ would be training for those entry jobs that may require less experience and training than ‘advanced-level’ jobs.
- Methodologies for *sustaining* the BANNER centers beyond this WFI funding.
- Methodologies for *communicating and sharing* the BANNER Center’s resources (see 7.9).

7.0 Required Performances/Deliverables. As mentioned above, the contract(s) that results from this RFP will be *performance-based*, i.e. payments will be based on the delivery of specified services. The list below shows some of the types of services that may be included in the payment schedule of the contract(s):

- 7.1 Documentation (source, amount or value and use) of the receipt of leveraged funds. Since leveraged funds are a requirement of this RFP, WFI may require documentation that those funds have been received as a pay-point in the contract.
- 7.2 Documentation of the involvement of industry (businesses and business groups) in the process. This could mean conducting focus groups; establishing advisory boards, validation/assessment groups, etc. WFI may establish focus group meetings or advisory board meetings as pay-points in the contract.
- 7.3 Documentation of the development of industry-driven curricula meeting the needs for entry and advanced occupations for new hires and skills upgrade training for existing workers as well as continuous updating to ensure relevancy to industry. Curricula development will be a pay-point in the contract.
- 7.4 Documentation of the development and deployment of a system for sharing resources, curriculum, and performance tracking information with other institutions and organizations.
- 7.5 Documentation of the enrollment/completion/placement of participants in training. Actual training (enrollments/completions) will be a contract pay-point as will job placements. Generally, the methodology WFI uses for setting up payments for training and job placements is to pay a minimal amount for enrollments, a higher amount for training completions and a premium amount for job placements. The unit amounts for these three items depends on the overall contract amount and other payable deliverables.

8.0 Letters of Support. Respondents shall attach to their proposals letters of support from the following organizations:

- The **regional workforce board** in the area where the BANNER center is to be located. This letter should confirm that the regional workforce board will cooperate by referring job seekers for training and assisting with job placements. The letter should also indicate if the regional workforce board is contributing (leveraged funds) to the project. Because regional workforce boards have limited staffs and operate under fixed budgets that don’t

include extra services like doing data input for a contractor, the regional workforce board may elect to either do such data input as an in-kind service or may choose to charge the contractor for data input.

- **Area businesses or business groups**, such as chambers of commerce. These letters should indicate that the proposed training programs are needed by area businesses and should indicate a willingness to serve in some capacity in the curriculum development. Each letter should also indicate if the organization is contributing (leveraged funds) to the project.
- **Area economic development organization**. This letter should indicate that the targeted industry sector that was selected is a long-term growth industry and of economic value to the area. The letter should also indicate if the organization is contributing (leveraged funds) to the project.

NOTE: These letters DO NOT count toward the 20-page limit on proposals.

9.0 Proposal Submittal Requirements. Respondents must utilize the proposal documents provided in this RFP – Attachments I & II – for submitting their proposals. Respondents shall also submit a one-page budget document. The proposal documents contain sections that must be completed in full. If a respondent fails to complete all sections, the proposal may be rejected.

WFI has used ‘tables’ for requesting certain information. There is adjacent to each request for information a ‘box’ for a response. Obviously these boxes as they appear in this RFP do not contain enough space for complete answers or responses but the boxes will expand as information is inserted. Respondents should use as much space as required to fully answer each question or request for information.

The proposed workforce education BANNER centers as described in this RFP are a ***comprehensive*** collaboration intended to address the workforce needs of businesses within the industry cluster identified. It is understood that, since these BANNER centers will be set up to train for entry and advanced occupations and provide skills upgrade training for existing employees, the scope of the project will necessarily be limited to one specific industry or even a subset of a single industry. In other words, WFI understands that these BANNER centers cannot address all entry level occupations in an industry nor all advanced occupations in an industry nor even all employed worker skills upgrade needs. Respondents, therefore, will need to research the industry needs in their area and limit their responses to addressing the most pervasive or urgent needs.

Respondents must include with their proposals (Attachment I & II), a one-page budget document that shows overall cost of the project and 1) where the funds are coming from (WFI and local leveraged funds) and 2) sufficient detail regarding how those funds will be spent (major cost categories) to give WFI an idea of the cost effectiveness of the project.

DO NOT create your own tables or your own format to submit your proposal. Enter the required information on the electronic form (Attachments I & II) and then print them out, sign where indicated and submit them as your proposal.

Proposals must adhere to the following:

- 1) Proposals must not exceed **twenty (20) pages**. This includes the completed Attachment I and Attachment II proposal documents and any additional information the respondent wishes to submit. This 20-page limit DOES NOT include the letters of support nor the one-page budget. Obviously, completing the proposal documents will not approach the 20-page limit so respondents may attach additional information if they wish. Respondents should avoid long, drawn out narrative in any additional materials they wish to include because such narrative is difficult for raters to read and absorb.
- 2) Respondents must submit **ten (10) copies** of the proposal, one of which must contain an original signature of an official authorized to commit the educational institution to the representations made in the proposal.
- 3) The proposal documents (Attachments I & II) are embedded with **Times New Roman font with a 11 pt font size**. Please do not use a different font, particularly a smaller one. That makes proposals very difficult to read – remember, it’s quality not quantity. Also, do not make the document ‘legal sized.’
- 4) DO NOT use **fancy covers or bindings**. Complete the proposal, print it out and submit it as a document. A transmittal letter is not needed.
- 5) Electronic copies and facsimile copies are not permitted.
- 6) Proposals are to be addressed to the Agency for Workforce Innovation, not Workforce Florida.
- 7) It is the respondent’s responsibility to ensure that proposals are received by the deadline. Proposals that are postmarked on the deadline date but not *received* on that date may be rejected.

10.0 Rating Proposals and Award. Proposals will be rated by a committee overseen by WFI’s administrative entity, the Agency for Workforce Innovation (AWI). AWI shall tabulate the scores of raters and submit its findings to Workforce Florida. After a review of the findings from AWI, Workforce Florida will make an award decision(s) and direct AWI to issue award notices via email to all respondents. There may be a single award or multiple awards. WFI may utilize factors other than ratings scores when making its award decision. WFI retains the authority to make an award it determines to be in its best interests or to reject any and all proposals. Further, WFI, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the proposal or to seek clarification on certain issues from any or all respondents. In addition to the email award notice to all respondents, the notice of award will be posted on the AWI web site <http://www2.myflorida.awi/> and will be posted on the WFI web site www.workforceflorida.com

The rights of parties that may be adversely affected by WFI’s award decision(s) are covered in Section 15.0, Disputes, below. The following items will be rated and points assigned as indicated for each item:

<p>Experience (see 4.0, Pg 5)</p> <p>Does the respondent have experience in developing vocational curricula related to the <u>identified</u> industry?</p> <p>Does the respondent have experience in working with the identified industry to develop/validate/assess curricula?</p> <p>Does the respondent have experience partnering with a regional workforce board(s)? What was the nature of that partnership – did it relate to recruitment/referral/placement assistance?</p> <p>There are three (3) types of experience listed above. Each type will receive 0 – 5 points.</p>	<p>0 – 15 Points</p>
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<p>Leveraged Funds (see 3.0 Pg 4; 6.7, Pgs 6 & 7)</p> <p>What level of additional funding is being offered? Is that additional funding sustainable after the expiration of this project? Letters of support should confirm leveraged funds.</p>	<p>0 – 10 Points</p>
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<p>Project Description (see 1.0, Pg 2; 2.0 Pg 3; 6.0, Pgs 5, 6 & 7; 7.0 Pgs 7 & 8)</p> <p>This will be the critical portion of the evaluation of the respondent’s proposal. Raters will be looking at each of the following areas:</p> <ul style="list-style-type: none"> • What is the methodology the respondent will use to involve industry in the process? • What methods did the respondent utilize to select the ‘targeted industry sector’? What are the occupations that will be trained for and what methodologies did the respondent utilize to select those occupations? • What steps has the respondent taken to ensure sustainability of the project beyond the term of this initiative? • What will be the distribution system for the training – will it be all classroom training at respondent’s site or will it include on-site (at businesses) training and web-based training? • How will the respondent determine the unique needs of the targeted businesses, such as on-site training or evening training or weekend training or internet training, and how will those needs be met? • How will the respondent share performance tracking information with other institutions/organizations serving the industry throughout the state? • Will there be some form of industry accepted certification or recognition document that will give program completers an advantage when seeking a job and employers some assurance of skill sets attainment during the hiring or promotion process – in other words, how will the <u>value</u> of program completion be determined? <p>There are seven (7) bullets listed above. Each of those bullets will receive 0 – 10 points or a total of up to 70 points for this portion of the evaluation.</p>	<p>0 – 70 Points</p>
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<p>Budget (see 9.0, Pg 9)</p> <p>Respondents will submit a one-page projected operating budget. Since the contract will NOT be a reimbursable contract (payments won’t be made for actual expenses incurred), this budget document will provide raters with an idea of how the respondent has determined its costs and whether those costs are realistic and reasonable. This budget will also define how the respondent intends to devote its resources (leveraged funds and WFI funds obtained through this RFP) to meet the intent and objectives of this initiative – i.e., is the budget heavy into ‘management’ or other costs that don’t have a direct bearing on the services to be provided?</p>	<p>0 – 10 Points</p>
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11.0 Schedule of Events. To the extent possible, WFI will adhere to the following timelines:

July 11, 2006	Release (issuance) of RFP
August 11, 2006 5:00 PM, Eastern	DEADLINE for receipt of proposals
August 23, 2006* (on or about)	Projected Date for Awards

*All respondents will receive a notice of award via email when the award decision is made. In addition, awards will be posted to the AWI & WFI web site. This award date is a *tentative* date; if a respondent has not received an email award notice, that means that the award decision has not been made – please do not call and request information regarding the timing of the award.

12.0 Point of Contact. All questions regarding this solicitation must be directed via email to the following person on or before **July 25** –

Mike Johnson
E-mail

Workforce Florida, Inc.
mjohnson@workforceflorida.com

NOTE: Email questions are requested to avoid any confusion or misunderstanding so please avoid ‘call-in’ questions regarding this RFP. Questions and answers, if necessary, will be distributed to known recipients of this RFP and will be posted on the WFI web site at -

www.workforceflorida.com/wages/wfi/rfp/index.html#requests

It is important for organizations that may have received this RFP from a third party or may have downloaded it from the WFI web site to periodically check the address above for updates regarding this solicitation.

13.0 Contract. Once an award(s) is made, WFI will negotiate a formal, two-party contract with the institution(s) selected as a result of this RFP. WFI will not be a party to any subcontracts the contractor may employ to accomplish the contract terms and the institution with which WFI contracts will be solely responsible for contract compliance and performance. The contract will be a *performance-based* contract with specific deliverables, the provision and acceptance of which must be accomplished prior to the payment of funds to the contractor. Another way of describing a performance-based contract is that payment is predicated upon the delivery of specified services or products; these types of contracts DO NOT reimburse the contractor for expenses that have been incurred but rather require that specified services have been timely accomplished and documented. WFI will develop the contract document to include, at a minimum, the terms and conditions stipulated herein along with a Schedule of Deliverables and Payments. The contractor may be required to provide a detailed scope of services which will be approved or amended by WFI and incorporated into the contract. The contractor shall have the opportunity to accept the terms and conditions as offered by executing the contract or may offer counter terms and conditions for consideration by WFI. There are terms and conditions that WFI is required by law to include in its contracts and those terms and conditions cannot be negotiated.

The contract document will, at a minimum, contain terms and conditions that address the following issues (specific contract language may expand upon these issues):

13.1 Term. The contract will expire on June 30, 2007. It will contain renewal options.

13.2 Parties. The parties to the proposed contract will be Workforce Florida, Inc. and the organization selected as a result of this RFP, to be executed by an official of the organization duly authorized to legally bind it to contractual terms and conditions. WFI shall not be a party to any subcontract or third party contract that the contractor requires to meet the contract deliverables. The contractor shall be solely responsible for satisfying the deliverables and performance standards.

13.3 Records. The contractor will be required to maintain books, records and documents that properly and sufficiently represent expenditures of funds provided by WFI under the proposed contract and shall also maintain performance records and any and all records relative to the contract. The contractor shall provide access to any and all such records, developed by or in the possession of the contractor relative to the proposed contract, to the Agency for Workforce Innovation, the Department of Financial Services of the State of Florida, to the Auditor General of the State of Florida or to the Executive Office of the Governor of the State of Florida or their duly authorized representatives.

13.4 Nondiscrimination. The contractor may not discriminate against any client, employee or applicant for employment based on race, color, religion, sex, handicap, age or national origin and the contractor will take affirmative action to preclude such discrimination.

13.5 Cancellation. WFI will retain the authority to cancel the proposed contract, in whole or in part, upon thirty (30) days notice to the contractor by certified mail. WFI may cancel the contract upon 24 hours notice if a breach of the contract occurs. For any contract that goes beyond June 30 of any year, WFI will retain authority to cancel the contract if funds become unavailable.

13.6 Governance. The proposed contract will be governed by and construed in accordance with the laws of the State of Florida within the jurisdiction of Leon County.

13.7 Indemnification. WFI will include language in the proposed contract that indemnifies and holds it harmless from all claims, suits, judgments or other actions for damages arising from the intentional acts of negligence on the part of the contractor in its performance under the contract. (required)

13.8 Reporting. The contractor will be required to collect and submit trainee activity data for each person that is enrolled, completed or placed into employment and paid under the contract. This data is needed to create a record in the State's management information system for tracking and reporting program performances and expenditures.

13.9 State Affiliate Brand. The following language regarding Workforce Florida's *Employ Florida* is the state affiliate brand that Workforce Florida, Inc. has developed to assist both employers and jobseekers in locating one-stop centers and other workforce services throughout the state. It allows for one point of access via a toll-free number and www.EmployFlorida.com

for the purpose of locating the one-stop closest to the customer without having to know the 24 different regional names and brands or the individual service brands of their one-stops. It also provides access to Florida's online labor market exchange tool, the Employ Florida Marketplace. The "*Member: Employ Florida*" affiliate brand logo is visibly displayed at all one-stops and local collateral in all twenty-four regions of the state. It must also be used as appropriate or as necessary by contractors of Workforce Florida for state-level projects. If, as determined by Workforce Florida, there is a need to incorporate the statewide affiliate brand, *Employ Florida*, as a part of this Contract, Workforce Florida will provide the Contractor with the camera ready logo and marketing instructions. In addition, to assist in the identification of the statewide effort to establish Business Assistance Now for New Economy Results (BANNER) centers, the Contractor will include the following in all its marketing and recruiting efforts: "This is a BANNER Center sponsored in part by Workforce Florida, Inc."

14.0 Submittal of Proposals. Proposals shall be submitted to the Agency for Workforce Innovation for receipt NO LATER THAN **5:00 PM, Eastern, August 11, 2006**. Clearly label the outside of the envelope with the title of this RFP and send 10 copies, one with an original signature, to –

**Agency for Workforce Innovation ATTN: Jackie Phillips
MSC G229, Caldwell Building
107 East Madison Street
Tallahassee, Florida 32399-4137**

Facsimiles and e-mail proposals are not allowed. NOTE: To make sure the proposal is received timely, persons that intend to hand-deliver their proposal to the Caldwell Building in Tallahassee are encouraged to get there before 5:00 PM on the deadline date (8/11) or deliver the proposal before the deadline date.

15.0 Disputes. Workforce Florida, Inc. is a public/private corporation with specific statutory authority to enter into contracts and therefore its procurement policies and procedures are not subject to the requirements for state agencies contained in Chapter 287, Florida Statutes. Decisions by the WFI Board of Directors or the WFI Executive Committee or duly authorized WFI officials regarding the awarding of Invitations to Bids, Requests for Proposals, grant solicitations and all other procurement actions, either through a competitive process or a non-competitive process, are final.

Potentially adversely affected parties may file a written dispute of a procurement decision within the following parameters:

1. Such disputes must be in writing, signed by the official who signed the original bid/proposal, and must state with specificity the nature of the dispute and the requested disposition. The President of WFI retains the authority to determine if the written dispute meets the criterion of specificity. Any dispute that does not meet this requirement may be dismissed without further consideration.
2. Such disputes must be received by the President of Workforce Florida, Inc. at 1974 Commonwealth Lane, Tallahassee, FL 32303, not later than seventy-two (72) working hours from the date of the notice of award. "Working hours" as used here does not include weekends (Saturdays & Sundays) or official State of Florida holidays or days the State of Florida or WFI may close its offices due to Acts of God. "Date of award" as

used here means the date the email award notices are sent to respondents. Parties filing a written dispute are required to ensure timely delivery. Facsimiles that have the appropriate signature and meet all other requirements stated herein may be accepted. Any dispute that is not received by the President within this timeframe will be rejected without further consideration.

3. Parties filing a dispute are not allowed to provide additional information unless, at his discretion, the President requests clarification of submitted materials. The President may, solely at his discretion, invite the disputing party to make a personal presentation to augment the written dispute.
4. Within five (5) working days after receipt of any such valid dispute, the President will issue a final decision regarding the outcome of the disputed award notifying the party that filed the dispute and a member of the WFI Executive Committee. The Chairman of Workforce Florida, Inc. or its Board of Directors may direct the President to present disputes to the Executive Committee. No disputes of procurement actions will be presented to the Board of Directors unless, at the discretion of the Chairman, such full board review is deemed to be necessary.
5. Nothing in this dispute process is intended to imply nor should it be construed to mean such filing of a dispute places any constraint on the ability of WFI to proceed with its disputed procurement action, either in whole or in part.

Proposal Transmittal Document

‘Workforce Education BANNER Centers’

In consideration of the requirements specified in this Request for Proposals titled, “Workforce Education BANNER Centers”, as issued by Workforce Florida, Inc. (WFI) on July 11, 2006, or as may have been officially amended by WFI, the undersigned duly authorized official submits this proposal. The undersigned understands and agrees that where there may exist or develop a discrepancy between this proposal and the RFP issued by WFI, the RFP will take precedence.	
1. Name of Responding Educational Institution or Training Provider:	
2. Location (Mailing Address):	
3. (a) FEID #:	3. (b) If private school, CIE License #:
4. Name of Contact Person:	
a) Contact Person Phone:	
b) Contact Person E-mail Address:	
c) Contact Person Mailing Address:	
5. Printed Name & Title of Authorized Official:	
6. Authorized Official’s Signature:	Date:

NOTE: This signed Proposal Transmittal **MUST** be submitted along with Attachment II - both documents along with the required one-page budget document become the respondent’s proposal. The respondent may also attach additional information as long as the total proposal – Attachments I & II and any such attachments – does not exceed twenty (20) pages. The one-page budget document does not count toward the 20-page limit.

The deadline for receipt of proposals is 5:00 PM, Eastern, August 11, 2006

FUNDS REQUEST

7. Amount of Request: (may not exceed \$500,000)	\$		
8. Amount of Leveraged Funds:	Cash:	\$	In-Kind: \$
9. Projected Number¹ of Trainees Enrolled:			
10. Projected Number of Trainees Completed:			

¹ ‘Projected Number of Trainees’ means the actual number to be enrolled (in 9. above) and completed (in 10. above) in training for the period ending June 30, 2007, not the number considered or assessed for training or otherwise served without being enrolled in training.

Proposed ‘Workforce Education BANNER Centers’ Project Summary

Respondents MUST use this document for submitting their proposals. Please do not change the font style or size.

1. School Name:		2. If respondent is a private school, enter CIE license number.	
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3. *Statement of Understanding.* It is critical to WFI that respondents have a clear understanding of what is meant by a ‘workforce education BANNER center’ and that they understand the intent of this RFP. Taking into account the Purpose (1.0) and Background (2.0) sections and details covered in the Project Scope of Services (6.0), provide a brief statement of understanding below.

4. *Experience.* List two projects (past or current) that demonstrate the respondent’s ability to develop an industry-driven curriculum. For each project complete the following:

Project 1:	Term	From:	To:	Project Title
Identify curriculum(a) that was developed.				Identify occupations for which this curriculum(a) trains.
Why was this curriculum selected?				
Describe the methodologies used to involve business in the curriculum development process.				
Was there (will there be) an industry-recognized certification established for the curriculum(a) that was developed? Yes/No				
Was there an ongoing industry assessment of the curriculum(a) to ensure its relevancy? If so, describe.				
Please describe the training methods – all classroom, web-based, on-site, combination?				
How many students have enrolled and completed the program?				

What percentage of students completed program?	%	What was job placement rate for program completers?	%
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Project 2:	Term	From:	To:	Project Title	
Identify curriculum(a) that was developed.				Identify occupations for which this curriculum(a) trains..	
Why was this curriculum selected?					
Describe the methodologies used to involve business in the curriculum development process.					
Was there (will there be) an industry-recognized certification established for the curriculum(a) that was developed? Yes/No					
Was there an ongoing industry assessment of the curriculum(a) to ensure its relevancy? If so, describe.					
Please describe the training methods – all classroom, web-based, on-site, combination?					
How many students have enrolled and completed the program?					
What percentage of students completed program?	%	What was job placement rate for program completers?			%

Respondents may use this space for any additional information relative to their experience as it applies to this BANNER center RFP.

5. Partnership with Regional Board(s). Describe any relationship or ‘partnership’ the respondent has had or currently has with a regional workforce board(s). Has a regional workforce board referred participants to the respondent for training and assisted with placement of the respondent’s program completers?

6. Identify ‘leveraged’ funds that will be added to the project (see Section 7.7). Describe the source, amount and nature of any leveraged funds.

NOTE: There are 4 lines to enter sources of leveraged funds. Respondents may add or delete lines as necessary. If the leveraged funds from a source are all cash add that figure to the third column; if all in-kind, add that figure to the fourth column; if a combination add correct figure to both third & fourth columns.

There MUST be some leveraged funds offered.

Source (name of organization providing funds)	Total Amount	Cash Amount	In-kind Amount (indicate amount & describe):

7. Project Description. Describe the project being offered. This will obviously be the primary portion of the proposal for raters to consider and will be awarded up to 70 points. Please respond fully to each item listed below. The failure to respond to *all items* may result in the proposal being rejected.

7.(a) Identify the targeted industry sector (see 1.0 Pgs 2 & 3; 3.0 Pg 5 and 7.2 Pg 7). DO NOT list more than one targeted industry sector.

7.(b) Describe how the *industry sector* was selected (see 1.0 Pgs 2 & 3; 3.0 Pg 5 and 7.2 Pg 7). Respondents should indicate here if they utilized labor market statistics, performed their own industry surveys, etc. Is there a concentration of businesses within the targeted industry sector in the area?

7.(c) Describe how businesses and business groups will be involved in the project (see 2.0 Pg 3; 7.1 Pg 7 and 7.3 Pg 7).

7.(d) How will the project be sustained beyond the term of this initiative? Contracts resulting from this RFP will contain renewal options but respondents must list here other funding sources that will be used and describe the ongoing involvement of business and the regional workforce board(s).

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7.(e) List the curricula that will be developed and identify for each whether it trains for *entry* level jobs, *advanced* level jobs or skills upgrade for *employed workers* (NOTE: All three must be addressed in the curricula that are being developed). List the occupations for which the curricula will train.

NOTE: There are spaces for 5 entries. Respondents may add lines or delete lines as necessary. However, there must be at least 3 lines used – entry jobs, advanced jobs & skills upgrade.

Curriculum Title (indicate if it leads to an industry-recognized certification)	Indicate (X)			Occupation
	Entry Job	Advanced Job	Skills Upgrade	

7.(f) How will the training be provided – classroom, on-site at business location, web-based, combination?

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7.(g) Will the training be provided at night and/or on weekends? How will unique needs of businesses be met, particularly the employed worker skills upgrade training needs?

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7.(h) Describe how respondent will track performances and the mechanism the respondent will use to share performance data with other institutions and businesses throughout the state.

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7.(i) What type of industry certification or recognition will be attained for the training curricula that is developed? How will the respondent obtain that certification/recognition document? Basically, in this section, the respondent must address how the training that is developed will be accepted by the industry as achieving skill sets that are needed within the industry – that acceptance will give program completers some competitive advantage during the hiring process and will give employers some assurance that applicants have achieved a level of training that is appropriate to their needs.

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7.(j) List the projected outcomes for the base term of the contract (through June 30, 2007) resulting from this RFP. Outcomes should include training enrollments, training completions and job placements. These outcomes will be the basis of some of the payment deliverables in the contract.

	Training Program Title	No. of Enrollments	No. of Completions	No. of Job Placements
Entry-level job training				
Advanced-level training				
Skills upgrade training				N/A

8. Attach a one-page budget that identifies the revenue that will be used for this project during the base term (through June 30, 2007) to include tWFI funds and local leveraged funds. The budget should also describe how those funds are projected to be spent (major cost categories). **The budget document DOES NOT count toward the 20-page limit on proposals.**