

# ***“WORKFORCE EDUCATION CLUSTER CENTER FOR BIOTECHNOLOGY”***

## **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 utilize exclusively an existing biotechnology program but rather to augment existing programs through the utilization of biotech curricula Workforce Florida, Inc. (WFI) has already acquired or expansion/modification of that WFI-acquired curricula based on industry needs. Clearly, it is not WFI’s intent to merely utilize or expand existing programs. The intent of this initiative is the implementation of a process that can build upon existing programs but must utilize WFI’s curricula and must incorporate an extensive process of obtaining industry input. DO NOT presume that, since you may have obtained industry input to develop the programs that you currently offer, that effort satisfies the intent of this RFP relative to involving businesses within the industry in the formation of this cluster center.

Most of the recipients of this RFP are aware that Workforce Florida awarded a cluster center for aviation/aerospace last Fall and is currently reviewing proposals for workforce education cluster centers focusing on five targeted industry sectors. The attached RFP is separate and distinct from those other two initiatives in that it is limited to one industry – biotechnology – and it is predicated on the fact that Workforce Florida has already made a substantial investment in acquiring industry-driven curricula for biotech. That curricula was developed by a consortium led by the Florida Community College at Jacksonville. WFI owns all rights to the curricula.

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 cluster 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/>.

In this RFP potential respondents will be called upon to describe the methodologies they will use to create a dynamic cluster center to meet the current needs of the biotech industry with the ability to assess the changing needs of business and respond with modifications to training programs to meet those changing needs. Further, the organization that receives a contract resulting from this RFP and with it the designation as the state-of-the-art, industry-driven biotech career cluster training center, will be expected to provide assistance to other training providers and/or businesses in Florida given its role as the WFI recognized expert in biotechnology.

**Potential respondents are reminded that this RFP is separate and distinct from that previous RFPs Workforce Florida has issued for cluster centers and are cautioned to avoid applying any of the requirements in those RFPs to this solicitation. REMEMBER: All of the conditions relative to this RFP are contained in this document and no conditions from previous solicitations apply to this initiative.**

*Workforce Florida, Inc.*

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## REQUEST FOR PROPOSALS

<b>Issue Date:</b>	January 30, 2006		
<b>Title:</b>	<b>‘Workforce Education Cluster Center for Biotechnology’</b>		
<b>Funding:</b>	\$500,000	<b>Project Term:</b>	One-year with renewal options

<b>DUE DATE:</b>	<b>5:00 PM, Eastern; March 8, 2006</b>
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**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 Cluster 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 cluster. The Cluster Centers will utilize continuing industry involvement and input to achieve the primary goal of developing skill sets for entry level and advanced level jobs and also for skills upgrades for existing workers. The Cluster 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.

This Request for Proposals is limited to establishing a workforce education cluster center in the *biotechnology industry*. For purposes of this RFP, WFI is using the definition supplied by the state’s primary economic development organization, Enterprise Florida, Inc. –

‘Biotechnology industry’ is defined as those companies engaging in a wide variety of research activities. Florida’s biotechs are developing products to treat disease, protect our forests and crops, and help fight bioterrorism. Under Florida’s ‘life sciences’ industry the following NAICS codes are pertinent: 325- pharmaceutical & medicine manufacturing; 334 & 339 – medical device manufacturing.

**2.0 Background.** Workforce Florida (WFI) receives most of its funding from the U.S. Department of Labor through the Workforce Investment Act (WIA) of 1998. WIA funding allows states to employ innovative methods to meet their workforce needs. Workforce Florida has determined that this workforce education cluster center initiative is an appropriate use of those federal WIA funds.

In November of 2003, Workforce Florida entered into a contract with the Florida Community College at Jacksonville, which was the lead agency for a consortium of colleges, universities, a private school and other entities, for the development of curricula, including a web-based component for entry level and existing workers in the biotech industry. This curricula also includes a regulatory compliance component (see Attachment V). That contract required involvement of the biotech industry, primarily through focus groups and other internal review vehicles, to ensure the curricula was ‘industry-driven.’ Workforce Florida retains all rights to the curricula developed as a result of that contract.

This solicitation will result in a contract for the establishment of a biotech workforce education cluster center. This is a single award RFP.

WFI has determined that the biotech curricula it acquired has successfully been beta tested primarily by students that might be interested in training for the biotech industry. WFI is currently partnering with industry organizations, regional workforce boards and biotech firms statewide to further validate the web-based portion of the curricula. This biotech workforce education cluster center project, therefore, will involve but not be limited to the following activities –

- The contractor will build on/utilize/expand upon the information gleaned from WFI’s current industry validation effort to develop whatever *modifications* to the as-built WFI biotech curricula that are deemed to be necessary through this validation process and will subsequently field test and validate those modifications. Such modifications may include building additional modules, converting to other languages, etc.
- The contractor will be given a *license* by WFI to distribute the validated curricula to businesses throughout the State of Florida. Terms of the methods of distribution and costs, such as costs for training to businesses or persons seeking jobs in the biotech industry, will be apart of the license.
- The contractor will deploy a system for ongoing industry *assessment* of the curricula and the need for other curricula that may be needed by the biotech industry.

The contract resulting from this RFP will be ‘performance-based’ meaning that payments will be predicated upon the delivery of products and services. It is anticipated that such contract will be executed within 60-90 days after award of this RFP and will expire one year after execution of the contract. 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 one-year contract.

Attachment V provides an overview of the biotech curricula Workforce Florida acquired from the Florida Community College at Jacksonville and its partners. In addition, the web-based curricula can be accessed by going to the Advanced Learning Environment (ALE) web site of the Florida Space Research Institute, which retains the web-based curriculum, at [www.advancedlearningenvironment.org](http://www.advancedlearningenvironment.org) In order to access the curriculum, respondents should

first contact FSRI at [ale@fsri.org](mailto:ale@fsri.org) and reference the biotech RFP. FSRI will create an account for users and provide specific access instructions to view the web-based curriculum.

**This curricula is the property of Workforce Florida and may not be used by any other party for any purposes other than preparing a response to this specific RFP. WFI will not provide any additional detail or information regarding this curricula other than the overview contained in Attachment V and that contained on the web site.**

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

Biotech Industry – is defined as those companies engaging in a wide variety of research activities. Florida’s biotechs are developing products to treat disease, protect our forests and crops, and help fight bioterrorism. Under Florida’s ‘life sciences’ industry the following NAICS codes are pertinent: 325- pharmaceutical & medicine manufacturing; 334 & 339 – medical device manufacturing.

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 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 – Geographic concentrations of interconnected companies, specialized suppliers, service providers and associated institutions in a particular field that are present in a nation or region. ( see [www.isc.hbs.edu/econ-clusters.htm](http://www.isc.hbs.edu/econ-clusters.htm) )

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. Leveraged funds can come from private sources, state sources (state funds) or they can be other federal funds committed to the project.

Participant – The “individuals” provided direct services under a project funded by the WIA. Some of the services provided by the contractor under this initiative, such as research and curriculum development, do not involve direct services to individuals and therefore no “participant” is involved. Other services such as actual training and job placements are considered direct services to individuals – for federal program purposes, those individuals are defined as *participants*. ‘Participant’ can be used interchangeably with ‘client’, ‘student’ or ‘trainee.’

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 Cluster Center; customized employed worker training curriculum developed in connection with the Cluster Center; placement into full-time employment of those trained by education/training providers related to the cluster; 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.

Training Enrollments/Completions. As used in this RFP, training enrollments and completions refer to an entire course or program that trains for an entry level or advanced level job or a skills upgrade course that provides the necessary skills for employed workers. This use of training enrollments/completions DOES NOT mean starting and completing individual training ‘events’ such as individual classes that are a part of a continuum of training for an entry level or advanced level job or skills upgrade for existing workers. In other words, a training program may contain several components, workshops or classes that lead to a completion point for the program. WFI only considers the entire program, not the individual components for purposes of tracking enrollments/completions. The numbers of enrollments/completions the respondent includes in its proposal must consider this definition.

WIA – The federal Workforce Investment Act of 1998. Funding under the WIA comes to Florida from the U.S. Department of Labor. The WIA requires that persons (participants) receiving direct services utilizing these funds such as for training must meet certain eligibility criteria (see Section 6.0)

**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 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 management and financial 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 biotech 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;
- 4) Knowledge of current and future workforce needs in the biotech industry;
- 5) Established relationships with the biotech industry and BioFlorida or other similar industry-led associations; and,
- 6) Knowledge of industry recognized training certifications related to biotech.

**5.0 Funding.** There is up to \$500,000 in federal Workforce Investment Act funds allocated for this initiative. Respondents may not request more than \$500,000 and the contract resulting from this RFP, therefore, will not exceed that amount. There is no lower dollar limit on proposals.

**6.0 Eligibility Determination.** It is anticipated that some of these funds will be used for curriculum *validation* and *development* and a portion will be used to actually provide direct services to participants such as training and job placement. Since these are federal funds there are some minimal requirements concerning the participants (clients/students/trainees) that can be served (trained/placed) under a contract resulting from this RFP. To be eligible for services to be paid under this initiative, a person (participant) must be –

- 1) 18 years of age or older; and
- 2) a United States citizen or a non-citizen authorized to work in the United States; and
- 3) if a male and at least 18 years of age but not yet 26 years of age, such person must be registered with the U.S. Selective Service; or,
- 4) if a male, born after December 31, 1959, and 26 years of age or older and is not registered with the U.S. Selective Service, such person must obtain an advisory letter from the U.S. Selective Service showing that he did not willfully and knowingly fail to register with the U.S. Selective Service.

When a contract is executed, the contractor shall obtain and maintain such documentation to ensure these eligibility requirements are met. The contractor will be required to obtain and report certain information regarding participants served including their Social Security Numbers. The contractor should have already developed a procedure, including identifying acceptable documentation, for making a determination of WIA eligibility for males who have not registered with the Selective Service. All documentation provided shall be maintained in a participant file. Additional guidance can be obtained at <http://www.floridajobs.org/pdg/communique/05-10RevSelectServRegisVerificProced062205.pdf> Such documentation is not required to be submitted with invoices for payment, but Workforce Florida may require the contractor to provide such documentation on a random sample basis during the term of the contract and/or prior to final contract closeout. Citizenship/authorization to work can be determined through a copy of a photo ID such as a valid Florida driver's license and a copy of a Social Security card or the contractor may use any combination of acceptable documents that satisfies the INS Form I-9 at the INS web site at <http://uscis.gov/graphics/formsfee/forms/i-9.htm>. Selective Service registration can be verified using the participant's Social Security Number (SSN) and going to <http://www.sss.gov/>.

**7.0 Project Scope of Services.** It is the intent of this solicitation to seek innovative projects that address the goals of WFI to establish a biotech workforce education cluster center in the state. The services to be provided by the contractor selected as a result of this RFP will be provided within the following parameters:

- 7.1 It is the intent of this RFP that the educational respondents demonstrate a strong **collaboration** with businesses within the biotech industry as well as business groups/associations and the regional workforce board in the area in which the biotech workforce education cluster center will be located. Economic development organizations should also be involved in the collaboration.
- 7.2 It is the intent of this RFP that businesses within the biotech industry will be the target of training that is developed under this initiative. Respondents in their proposals are required to identify the biotech firms in their area. Such businesses within the biotech industry 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 biotech industry in its area has positive growth potential.
- 7.3 It is the intent of this RFP that the biotech cluster center will be developed and sustained through methodologies that are **industry-driven**. The contractor shall ensure that businesses in the biotech industry and economic development groups are involved and support the activities of the project from the beginning and throughout the process.
- 7.4 It is the intent of this RFP that the curricula acquired by WFI and any additional curricula that may be developed address the skills sets identified by the biotech industry for **entry and advanced level occupations** for new hires and provide needed **skills upgrades for existing workers**.
- 7.5 It is the intent of this RFP that mechanisms will be established to **sustain** the biotech workforce education cluster center beyond the funding provided through this initiative. The

project description offered by respondents must therefore include plans for sustaining the cluster center, with continued business involvement, beyond this initiative.

- 7.6 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.
- 7.7 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 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 obtain specific assurance from other funding sources for leveraged funds and that they can, in turn, commit to obtaining and using that level of funding in the contract. Documentation of obtaining and using leveraged funds WILL be a deliverable under the resulting contract. As an example, if a proposal specifies \$100,000 in leveraged funds, the contract will require the contractor to document receipt of those \$100,000 in leveraged funds.
- 7.8 It is the WFI’s intent that the contractor 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 cluster center and for sharing information with other institutions and organizations, public and private, serving the industry statewide. 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 will be required to develop a mechanism for other institutions/organizations to access for assistance in their efforts.
- 7.9 It is the intent of this RFP that the contractor selected will be designated by WFI as the **recognized expert in biotech 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. In addition, the contractor will be required to share best practices with others and to conduct at least one on-site symposium for interested parties to observe the cluster center.

7.10 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 biotech industry 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 biotech cluster center beyond this WFI funding.
- Methodologies for *communicating and sharing* the cluster center’s resources (see 7.9).

**8.0 Required Performances/Deliverables.** As mentioned above, the contract 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):

- 8.1 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.
- 8.2 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.
- 8.3 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 businesses in the industry and BioFlorida and/or other similar industry-led associations. Curricula development almost certainly will be a pay-point in the contract.
- 8.4 Documentation of the development and deployment of a system for sharing resources, curriculum, and performance tracking information with other institutions and organizations.
- 8.5 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.

**9.0 Letters of Support.** Respondents shall attach to their proposals letters of support from the following partner organizations listed below. Each letter should specifically identify the partner’s role in establishment and ongoing support of the cluster center.

- The **regional workforce board** in the area where the cluster 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 associations**, such as BioFlorida, biotech-related industry associations, chambers of commerce. These letters should indicate that the proposed training programs are needed by area biotech 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.

**10.0 Proposal Submittal Requirements.** Respondents **must** utilize the proposal documents provided in this RFP – Attachments I & II – for submitting their proposals. Respondents may use the budget document (Attachment III) or submit their own 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. DO NOT use separate attachments for responses – place your response in the box provided. In the past, some respondents have put a note in the response box stating ‘see attached’ and that is a problem for raters.

The proposed biotech workforce education cluster center as described in this RFP is a ***comprehensive*** collaboration intended to address the workforce needs of businesses within the biotech industry. It is understood that this cluster centers cannot address all entry level occupations nor all advanced occupations in the biotech industry nor even all biotech 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 categories for the project and,

1) A designation of the source of those funds (WFI and local leveraged funds) within each cost category; and,

2) Sufficient detail regarding how those funds will be spent (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 the budget document Attachment III, if you chose to use it) 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, the one-page budget nor the Equal Opportunity Assurance Statement (Attachment IV). 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 shall submit **ten (10) copies** of the proposal, one of which must contain the 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**. 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.
- 8) **Respondents MUST sign and submit with their proposals the *Equal Opportunity Assurance Statement* (Attachment IV). Failure to submit this signed document may result in the proposal being rejected. If any respondent is unwilling to sign this document, its proposal WILL be rejected.**

**11.0 Rating Proposals and Award.** Proposals will be rated by a committee overseen by WFI’s administrative entity, the Agency for Workforce Innovation (AWI), which shall tabulate the scores of raters and submit its findings to Workforce Florida, Inc. After a review of the findings from AWI, Workforce Florida, Inc. will make an award decision and direct AWI to issue award notices via email to all respondents. There will only be a single award. 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](http://www.workforceflorida.com)

The following items will be rated and points assigned as indicated for each item:

<p><b>Experience</b> (see 4.0, Pgs 5 &amp; 6)</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><b>0 – 15 Points</b></p>
<p><b>Leveraged Funds</b> (see 3.0, Pgs 4 &amp; 5; 7.7, Pgs 7 &amp; 8; 8.1, Pg 9)</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 the contribution of funds. Proposals without some level of leveraged funds will be rejected.</p>	<p><b>1 – 10 Points</b></p>
<p><b>Project Description</b> (see 1.0, Pg 2; 2.0 Pg 3; 7.0 Pgs 7, 8 &amp; 9; 8.0, Pg 9)</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"> <li>• What is the methodology the respondent will use to involve industry in the process?</li> <li>• What methodology did the respondent utilize to determine the need for a biotech cluster in its area? What are the occupations that will be trained for and what methodologies did the respondent utilize to select those occupations?</li> <li>• What steps has the respondent taken to ensure sustainability of the project beyond the term of this initiative?</li> <li>• 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?</li> <li>• How will the respondent determine the unique needs of the biotech businesses, such as on-site training or evening training or weekend training or internet training, and how will those needs be met?</li> <li>• How will the respondent share performance tracking information with other institutions/organizations serving the biotech industry statewide?</li> <li>• Will there be some form of industry recognized 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?</li> </ul> <p>There are seven (7) bullets listed above. Each of those bullets will receive <b>0 – 10 points</b> or a total of up to 70 points for this portion of the evaluation.</p>	<p><b>0 – 70 Points</b></p>
<p><b>Budget</b> (see 10.0, Pg 10)</p> <p>Respondents will submit a one-page projected operating budget. Since the contract will NOT be a reimbursable contract, 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><b>0 – 10 Points</b></p>

**12.0 Schedule of Events.** To the extent possible, WFI will adhere to the following timelines:

<b>January 30, 2006</b>	Release (issuance) of RFP
<b>February 15, 2006</b>	Deadline for submitting written questions via email
<b>March 8, 2006 5:00 PM, Eastern</b>	<b>DEADLINE for receipt of proposals</b>
<b>March 31, 2006 (on or about)</b>	Awards made

\*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. There may be short or even significant delays in making an award. 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.

**13.0 Point of Contact.** All questions regarding this solicitation must be directed via email to the following person on or before February 15 –

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. WFI will respond directly to the person submitting email questions. If WFI determines that such questions and answers are of general interest or value to other potential respondents, it will issue a general Questions and Answers (Q & A) document by email to known recipients of this RFP and post the Q & As on the WFI web site at -**

[www.workforceflorida.com/wages/wfi/rfp/index.html#requests](http://www.workforceflorida.com/wages/wfi/rfp/index.html#requests)

**WFI may not necessarily issue and post Q & As if it receives no questions or receives questions that are deemed to be limited in scope to the requestor.**

**It is important that 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 web site for possible updates or Q & As that may have been issued regarding this solicitation.**

**14.0 Contract.** Once an award is made, WFI will attempt negotiate a formal, two-party contract with the institution 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. Such terms below are designated (required).

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

14.1 Term. The contract will be for a period of one full year from the date of execution. It will contain renewal options.

14.2 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.

14.3 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. (required)

14.4 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. (required)

14.5 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. (required)

14.6 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. (required)

14.7 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)

14.8 Reporting. The contractor will be required to collect and submit participant eligibility and participation data for each participant in the program, if there are any. This data is needed to create a record in the State's One-Stop management information system (OSMIS) for tracking and reporting program performances and expenditures. The contractor **must** obtain data input training from the Agency for Workforce Innovation (AWI) in Tallahassee. Training will be provided by AWI at a mutually agreeable date and time. There will be no charge for the training which is expected to take not more than eight (8) hours. The contractor, however, will be responsible for travel to and from Tallahassee for this required training. (required)

14.9 Program Income. Program income resulting from an award or sponsored activities shall be maintained by the contractor during the lifetime of the contract and must be added to the contract funds, either to provide additional services or to be remitted to WFI with the final closeout report, at WFI's option. Program income includes fees received for services performed by the contractor pursuant to the contract during the contract period, proceeds for the sale of property, usage or rental fees, and patent or copyright royalties. Program income, if any, shall be reported to WFI at least quarterly via the invoice(s). Program income not used to enhance or provide additional services shall be remitted to WFI with the final closeout report. The contract manager will regularly monitor program income. (required)

14.10 Linking Brand. *Employ Florida* is a linking 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 a website 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. The *Employ Florida* brand logo will be visibly displayed at all one-stops in all twenty-four regions of the state and must also be used as appropriate or as necessary by contractors/grantees of WFI for state-level projects. If, as determined by WFI, there is a need to incorporate the statewide brand, *Employ Florida*, as a part of this Contract/Grant, WFI will provide the Contractor/Grantee with the camera ready logo and marketing instructions. (required)

**15.0 Submittal of Proposals**. Proposals shall be submitted to the Agency for Workforce Innovation for receipt NO LATER THAN **5:00 PM, Eastern, March 8, 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  
MSC G229, Caldwell Building  
107 East Madison Street  
Tallahassee, Florida 32399-4137  
ATTN: Jackie Phillips**

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 (3/8/06) or deliver the proposal before the deadline date.

**16.0 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 Cluster Center for Biotechnology’**

In consideration of the requirements specified in this Request for Proposals titled, “Workforce Education Cluster Center for Biotechnology”, as issued by Workforce Florida, Inc. (WFI) on January 30, 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.	
<b>1. Name of Responding Educational Institution or Training Provider:</b>	
<b>2. Location (Mailing Address):</b>	
<b>3. (a) FEID #:</b>	<b>3. (b) If private school, CIE License #:</b>
<b>4. Name of Contact Person:</b>	
<b>a) Contact Person Phone:</b>	
<b>b) Contact Person E-mail Address:</b>	
<b>c) Contact Person Mailing Address:</b>	
<b>5. Printed Name &amp; Title of Authorized Official:</b>	
<b>6. Authorized Official’s Signature:</b>	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. In addition, the Equal Opportunity Assurance Statement (Attachment IV) **MUST** be signed and submitted. 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 and the Equal Opportunity Assurance Statement do not count toward the 20-page limit.

**The deadline for receipt of proposals is 5:00 PM, Eastern, March 8, 2006**

**FUNDS REQUEST**

<b>7. Amount of Request: (may not exceed \$500,000)</b>	\$		
<b>8. Amount of Leveraged Funds:</b>	<b>Cash:</b>	\$	<b>In-Kind:</b> \$
<b>9. Projected Number<sup>1</sup> of Trainees Enrolled:</b>			
<b>10. Projected Number of Trainees Completed:</b>			

<sup>1</sup> ‘Projected Number of Trainees’ means the actual number to be enrolled (in 9. above) and completed (in 10. above) in training, not the number considered or assessed for training or otherwise served without being enrolled in training.

**Proposed ‘Workforce Education Cluster Center for Biotechnology’ Project Summary**

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

<b>1. School Name:</b>		<b>2. If respondent is a private school, enter CIE license number.</b>	
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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 cluster center’ and that they understand the intent of this RFP relating to the establishment of a biotech cluster center. Taking into account the Purpose (1.0) and Background (2.0) sections and details covered in the Project Scope of Services (7.0), provide a brief statement of understanding below.**

**4. *Experience.* List two projects (past or current) that demonstrate the respondent’s ability to involve business in the rollout and ongoing assessment of industry-driven curricula. This can be but is not required to be biotech curricula. For each project complete the following:**

<b>Project 1:</b>	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 or assessment process.					
Was there (will there be) an industry-recognized certification established for the curriculum(a) that was developed? Yes/No					
Was there/is 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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<b>Project 2:</b>	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 assessment process.					
Was there (will there be) an industry-recognized certification established for the curriculum(a) that was developed? Yes/No					
Was there/is 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 biotech cluster center RFP.

<b>5. Respondents will list here the current biotech courses they offer and provide enrollment/completion data for each course for the most recently completed school term.</b>			
Course Title	Industry-Recognized Certification (please check)	Number of Enrollees (most recent school term)	Number of Completers (most recent school term)

**6. Respondents will list here any customized, short-term ‘skills upgrade’ biotech training courses they currently offer or have offered within the last three (3) years and provide enrollment/completion data for each course.**

NOTE: Add lines as necessary.

Skills Upgrade Course Title	Occupations for which this Training was Offered	Number of Enrollees	Number of Completers

**7. Respondents will list here the current biotech faculty.**

NOTE: Add lines as necessary.

Instructor Name	Course(s) Taught	Education	No. of Years on Faculty at Respondent Institution

**8. Partnership with Regional Board(s). Describe any relationship or ‘partnership’ the respondent has had and 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?**

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**9. Respondents will list below the biotech businesses in their area. Under ‘type of business’ respondents will indicate whether the business is a medical device manufacturer, pharmaceutical manufacturer, biotech lab/testing services firm, biotech R & D firm, etc.**

NOTE: WFI has only included 7 lines for entering businesses. Please add more lines as necessary to include all the firms in your area.

Name of Business	Type of Business	Location (City)	Markets (check those that apply to each business)			
			Local	State	National	International

**10. Respondents will identify from the list above (9.) which of these biotech businesses have been provided biotech training by the respondent within the last three (3) years. If known, include the number of enrollments and completions for each business listed. Under ‘Type of Training’ please indicate if the training was classroom/lab training at school; and/or conducted at the business site; and/or web-based.**

NOTE: WFI has only included 7 lines for entering businesses. Please add more lines as necessary to include all the firms for which you have provided biotech training.

Name of Business	Type of Training	No. Enrollments	No. Completers

**11. 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):

**12. 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.

**12.(a) 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?

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**12.(b) 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).

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**12.(c) 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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**12.(d) 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 4 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	

12. (e) Describe how respondent determined that these needs are the most ‘pervasive’ and ‘urgent’ needs of area biotech businesses (see 10.0, Pg 10)

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

12.(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?

12.(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.

12.(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.

13. Attach a one-page budget that identifies the revenue that will be used for this project to include these WFI funds and leveraged funds. The budget should also describe how those funds are projected to be spent (major cost categories). Respondents are encouraged to use the attached budget format (Attachment III) but may use their own format as long as it shows major cost categories and sources of funding for each. **The budget document DOES NOT count toward the 20-page limit on proposals.**

**Workforce Education Cluster Center for Biotechnology  
Proposed Budget**

<b>RESPONDENT NAME</b>	
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In the spaces provided below, list the major cost categories (such as curriculum development, training, etc.) and the source of funds for each. Source of funds should be leveraged dollars and state-level WFI dollars. Some use categories can include more than one source of funding – if so, list each source/amount separately under the particular cost category. In the LAST line show the budget total from all sources. The one-page budget document DOES NOT count toward the 20-page limit on proposals.

**Add or delete lines as necessary**

MAJOR COST CATEGORY	SOURCE	AMOUNT
<b>TOTAL BUDGET</b>		

**NOTE: In developing this budget, keep in mind that the amount of funding from Workforce Florida cannot exceed \$500,000.**

**Equal Opportunity Assurance Statement**

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Any organization, public or private, including regional workforce boards, seeking WIA funds from Workforce Florida Incorporated, **MUST** sign and submit this Equal Opportunity Assurance Statement or its proposal or grant application **may be rejected**. This document contains standardized language that has been approved for this purpose and any reference to ‘grant’ or ‘proposal’ have like meaning. Also, ‘applicant’ may be used interchangeably with ‘respondent.’

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As a condition of the proposal for this grant, the Applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I B financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Applicant also assures that it will comply with 29 C.F.R. Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant’s operation of the WIA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I – financially assisted program or activity. The Contractor understands that WFI and the United States has the right to seek judicial enforcement of the assurance.

By signing below, the Applicant certifies and assures that it will fully comply with the applicable assurances outlined above.

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Name and Title of Authorized Representative

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Applicant

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Date

**NOTE: This assurance form MUST be signed and submitted with your proposal/application.**

## Overview of Biotech Curricula

## Attachment V

ID	COURSE	MODULE	OBJECTIVES	DURATION
<b>FACILITATOR-LED COURSE OFFERINGS</b>				
L01	Intro to Biotechnology Methods	Basic concepts and techniques necessary to work effectively in a biotechnology laboratory. The nature of science, lab work, and the role of the biotechnician will be discussed. Basic skills learned will include: following procedures and keeping records; laboratory safety procedures for biological, chemical, and radiological hazards; laboratory mathematics and measuring; preparing solutions; and basic techniques used for the separation of biomolecules. Students will develop confidence in their ability to work safely with proficiency in the use of basic biotech lab instruments.	BIOTECHNOLOGY LABORATORY SAFETY (biotechnology laboratories and biotechnicians; SOPs and recordkeeping; radiation safety; biological safety; chemical safety); MATHEMATICS AND MEASUREMENTS (scientific notation, metrics, conversions; proportions, graphing relationships; measurement of mass, volume, temperature; pH and buffers; pH and buffers; spectroscopy); SOLUTIONS (water and other solvents; solution concentrations and dilutions; solution concentrations and dilutions; practical solution making); SEPARATIONS (centrifugation; filtration; chromatography; electrophoresis); Summary and Review	Semester
L02	Intro to Biotechnology	An introduction to biotechnology, including the scientific basis of technologies with an emphasis on current applications in medicine, agriculture, forensics and the environment. Ethical, legal, and social issues raised by biotechnology will be discussed. Bioprocessing and quality management issues will be introduced.	Introduction to biotechnology and the scientific method; History and traditional biotechnology; DNA science; Bioprocess manufacturing and quality management; Bioethics: safety issues; Bioethics: licensing and patent issues; Medical applications; Medical applications; Agricultural applications; Agricultural applications; Forensic applications; Environmental applications; Summary and review	Semester

L03	Biotechnology Methods I	Modern concepts of molecular biology, with a laboratory focus on basic methods for preparing and analyzing nucleic acids.	Cell biology (Molecular biology of prokaryotes; Molecular biology of eukaryotes); Biochemistry of nucleic acids (DNA; RNA); Nucleic acid analysis (Sample preparation; Separation methods; Quantitation methods; Enzymatic modifications; Electrophoresis; Recombinant DNA methods); Summary and Review	Semester
L04	Biotechnology Methods II	A continued study of molecular biology, with a laboratory focus on advanced methods for manipulating and analyzing nucleic acids.	Cell biology (Molecular biology of prokaryotes; Molecular biology of eukaryotes); Biochemistry of nucleic acids (DNA; RNA); Nucleic acid biotechnology (Cell transformation; Amplification methods; Hybridization methods; Probes; Sequence analysis; Polyacrylamide, agarose, and capillary electrophoresis; Bioinformatics); Summary and Review	Semester
L05	Protein Biotechnology and Cell Culture	An introduction to protein biotechnology and methods of protein purification and analyses. Includes instruction in basic techniques of plant and animal cell culture.	Cell biology (Molecular biology of prokaryotes; Molecular biology of eukaryotes); Biochemistry of proteins (Protein structure and functions; Physical and chemical properties of proteins; Regulation of protein expression); Protein biotechnology (Protein extraction, dialysis, and concentration; Size exclusion and ion exchange chromatography; Protein quantitation; Enzyme activity assays; Polyacrylamide gel electrophoresis; Immunoblotting; Sterile cell culture media prep; Cell culture maintenance; Enzyme-linked immunoassays; Bioinformatics); Summary and Review	Semester

L06	Intro to Microbiology/ Lab	An introduction to microbiology with emphasis on the role of bacteria, virus, and fungus in human health and disease. It will include principles of microbial biology and classification; microbial pathogenicity and epidemiology; infection control, immunology, and antibiotic drugs; and a survey of infectious diseases.	Introduction to Bacteriology (Prokaryotic cell anatomy; Enzymes and energy metabolism; Microbial growth control); Pathogens and Microbial Film Festival (Taxonomy and Bergey's Manual; Virus; Pathogenic eukaryotic microbes; Microbes and Human Diseases; Killer on Campus; Influenza); Disease and Pathogenesis (Disease; Pathogenesis); Defenses against Microbial Pathogens (Non-specific defenses; immunology and hyperimmunity; Antibiotics and chemotherapeutics); Survey of Infectious Diseases (Respiratory system infections; Digestive system infections; Circulatory and neurologic system infections; Urogenital system infections); Summary and Review	Semester
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**WEB-BASED COURSE OFFERINGS**

**BIOTECH BASICS**

WB1	Introduction		
WB1.1	Biotech Overview		30
		Industry Summary	
		Technician jobs	
		Future of Biotech	

WB2		Professional Communication in the Biotech Industry	
WB2.1	Technical Vocabulary		45
		Word roots	
		Biotech Terms	
WB2.2	SOPs and Protocols		45
		Follow and analyze protocols and keep accurate records	
		Document results	
		Adhere to lab/engineering notebook-keeping procedures	
		Write and update manuals, protocols and SOP's	
		Prepare and apply changes to protocols	
		Use scientific writing techniques	
		Organize and present oral summaries	
WB2.3	Understanding Technical Reports		45
		Diagnose problems	
		Discern and communicate solutions	
WB2.4	Research & Reference		55
		Locate, review and apply reference materials such as ISO, ANSI, ASTM, QSR, and others	
		Perform web search	
		Identify basic reference sources	
		Read and understand technical literature	
		Perform a literature review	
	Teamwork		40
WB2.5		Communicate in professional manner	
		Interact with vendors, colleagues, engineers, scientists	
		Coordinate tasks with colleagues	
		Make oral and written presentations	
		Understand project timelines/milestones	

WB3	Safety Awareness			
WB3.1		The Safe Work Environment		35
			Identify first aid supplies, medical information, and emergency procedures	
			Follow safety and chemical hygiene guidelines	
			Observe lab safety rules	
			Recognize hazardous lab conditions	
			Maintain safety equipment and personal protection equipment	
WB3.2		Handling Hazardous Materials		35
			Handle, store, and dispose of hazardous materials according to IAW MSDS, WPS, and other safety guidelines	
			Handle biological pathogens or blood- borne pathogens info (specific to HIV, hepatitis)	
			Check expiration dates,lot numbers,and labels for hazards	
			Monitor usage, storage, and exposure of radioisotopes and biohazardous materials	
			Follow precautions for chemicals and biological pathogens	
WB4	Information Literacy for the Biotech Industry			
WB4.1		Using the Computer for Biotech Applications		35
			Use word processing system	
			Enter, retrieve, and transfer data files	
			Use spreadsheet for data manipulation	
			Use graphs and charts to depict data	
			Manipulate relational data base	
WB5	Problem Solving and Decision Making			
WB5.1		Problem-solving Techniques		45
			Apply problem-solving techniques in workplace	
			Diagnose problem, causes, and urgency	
			Explore, compare, and contrast possible solutions	

			Determine and implement appropriate actions and evaluate results	
WB5.2		Decision-making Techniques		75
			Apply decision-making techniques in workplace	
			Identify decision to be made and compare alternatives	
			Make and evaluate decisions based on goals and objectives	
WB6	Technical Mathematics			
WB6.1		Technical Math 1		60
			Solve basic shop problems using elementary math	
			Solve single-variable algebraic equations	
			Calculate geometric parameters such as area, circumference, perimeter and volume.	
			Compute angles and lengths using basic trigonometry	
			Convert between SI and metric measurements	
WB6.2		Technical Math 2		60
			Convert among numbering methods such as scientific notation, decimals and fractions	
			Convert between scientific units	
			Express ratios as ppm, percentages, etc.	
			Interpret tables and graphs to extrapolate values	
			Convert among numeric bases such as binary, hex.	
			Convert between angular measurements (degrees/rads)	
WB6.3		Technical Math 3		30
			Determine the slope, intercept and linearity of graphed data	
			Use basic statistics such as measures of central tendency, sample vs. population, degrees of freedom.	
			Use sampling plan tables	
			Recognize common distributions of data	
			Calculate measures of variability	
			Calculate sample sizes for validation/testing	
WB7	Common			

	Biotech Skills			
		Sterilization		35
WB7.1			Distinguish between aseptically processed and terminally sterilized products	
			Identify standards applicable to each sterilization process	
			Understand sterilization validation	
WB7.3		Biocompatibility Tests		25
			Understand rationale for test selection	
			Understand standard biocompatibility tests	
WB8	Quality Control			
WB8.1		Inspection Procedures		35
			Identify potential inspection errors (bias, fatigue, etc)	
			Identify methods to trace products and materials	
			Identify non-conforming materials	
			Determine levels of severity of defects (critical, major)	
			Report nonconforming material (MRB, rework, etc)	
WB8.2/3		Testing Methods		45
			Define non-destructive testing methods	
			Define destructive testing methods	
			Define functionality testing	
			Classify and apply methods for other testing, incl. hardness, resistance, pH, flow, etc.	
			Environmental Monitoring	
			Personnel Monitoring	
			ID steps to verify software for test equipment	
			Perform quality tests and document results	
			Verify test standards and maintain records	
			Archive samples and documents	
			In-process Sampling	
			Release final product and perform trend analysis	
WB8.5		Sampling		25
			Define and interpret terms such as AQL, random sampling, lot size, acceptance number, etc.	
			ID sampling characteristics such as OC curve	
			Distinguish between types of sampling, such as attribute, variables, zero defect, 100%,	

			etc.	
			Geometric dimensioning and tolerancing (interpreting technical drawings & understanding symbols from ASME Y14.5M)	
WB8.6		Metrology		45
			Gauges and measurement instruments	
			Basic inspection equipment - including gage blocks	
			Understand calibration systems, standards and traceability	
			Conduct measurement system analysis	
WB8.7		Product Identification and Traceability		15
			Understand and apply practices for quarantine, reject and released product/components	
			Comply with control numbers for identification	
WB8.8		QC Processes		30
			Act in accordance with SOP	
			Document actions and outcomes	
			Assist auditor by providing documentation, information.	
			Investigate customer/supervisor complaints and take corrective action	
WB9	Quality Assurance			
WB9.1		Basic Statistical Analysis		35
			Calculate and interpret measures of central tendency, dispersion, and proportion	
			Interpret graphical displays such as histograms.	
			Define the normal distribution and other common distributions	
			Create displays for data	
			Recognize anomalies of data collection	
			Perform root cause analysis	
WB9.2		Statistical Process Control (SPC)		40
			Understand the differences between natural and unnatural variation	

			Determine whether a process is in or out of statistical control	
			Distinguish between control limits and spec. limits	
			Identify characteristics of variable & attribute charts	
			Apply Cpk to various data sets	
WB9.3		Validation		45
			Understand the concepts of qualification & validation	
WB9.4		IQ/OQ/PQ		25
			Define and recognize basic concepts of DOE	
			Apply statistical techniques to determine sample size	
WB9.5		Applied Statistical Techniques		80
			Recognize failure models such as bathtub curve, etc.	
			Understand concepts of MTTF, MTBF, etc.	
			Correctly apply Student's t test and AVOVA.	
			Calculate confidence limits	
			Draw correct conclusions based on statistical analysis and for basic data analysis.	
WB10	Regulatory Compliance			
WB10.1		Overview of Federal Regulations		50
			Follow guidelines from OSHA, NIH, NR, DOT, EPA, CDC, and NRC	
			Follow regulations from CLIA and DEA	
			Follow regulations from FDA, including FD&C Act (misbranding and adulteration, FDA inspection, FDA post-market recall authority, and device classification)	
WB10.2		Following the CFR - Overview		55
			Follow US regulation 21 CFR 821 (QSR)	
			Follow 21 CFR 801 (labeling)	
			Follow 21 CFR 803 (medical device reporting)	
			Follow 21 CFR 7 and 806 (recalls, corrections & removals)	
			Follow 21 CFR 807 (registration and listing)	

			Follow 21 CFR 11 (electronic signatures and records)	
			Follow 21 CFR 200-299, especially:	
			210: cGMPs for manufacturing drugs	
			211: cGMPs for finished pharmaceuticals	
			Follow 21 CFR 600-799, especially:	
			600: biological products	
			610: biologicals standards	
WB10.2a		Following CFR 821 (Device Tracking)		
			Follow 21 CFR 821 (device tracking)	50
WB10.3		Following Key Federal Standards & Guidance		55
			Follow FDA guideline for IVD products	
			Follow ANSI/ASQC design review guidance	
			Follow SG2-N21 R8 adverse event reporting guidance	
WB10.4		Following State, Local, & Industry Regulations		30
			Follow HAZMAT guidelines	
			Follow country and state environmental protection guidelines	
			Perform duties using GTP and QSR (GMP & GLP covered elsewhere)	
WB10.4a		Work Practices		30
			Overview of GMP	
			Overview of GLP	
			Audits (vendor, operations, data, documents)	

			Documentation (development, control, review, archiving)	
			Change Control (process, equipment, documents)	
			Release/Quarantine/Reject (raw materials & components, product)	
			Investigations (conducting and correcting)	
			Training (documentation)	
WB10.5		Following International Regulations & Guidance		0.5
			Follow Medical Device Directive, esp. Annex IX, I, VIII, and X, and Articles 5 and 10.	
			Follow ISO 14971 Risk management med. devices	
			Understand ISO 9000 and CE Mark (overview)	
			Follow international system guidance for med. device manufacturers	
			Follow quality systems standards (EN46001)	
WB11	Biotech Facilities & Equipment			
WB11.1		Environmental Conditions		25
			Monitor and record environmental conditions of facility (growth chamber, greenhouse, seed storage room, animal housing, or manufacturing site)	
			Maintain clean work area IAW SOPs and document room integrity	
			Notify appropriate personnel when sampling indicates a problem	
WB11.2		Equipment Maintenance		30
			Label equipment	
			Perform calibration, PMIs, and diagnostics	
			Troubleshoot and maintain equipment logs	
			Store, handle, package, and ship supplies, equipment, and biologic materials	
WB11.3		Introduction to Cleanrooms		90
			Define cleanroom	
			Define controlled work area	
			Identify the major contaminant control and design traits used in today's cleanrooms	
			Describe the various airborne cleanliness classes and surface cleanliness levels	

			Recognize the distinguishing characteristics of particulate matter and non-volatile residue (NVR)	
			Recognize the rules and regulations concerning the controlled environments	
			Recognize the proper entry procedures for cleanrooms	
			Practice gowning/cleanroom procedures	
WB11.4		Controlled Environments & Utility Systems		35
			Apply appropriate controlled environments.	
			Follow controlled environment fed. Std. 209E and ISO 14644	
			Interpret qual, val, and monitoring of cleanrooms	
			Recognize water or compressed gas utilities as regulated entities	
			Determine cleaning/maintenance/calibration of utilities	
WB11.5		Calibration 1		35
			Apply calibration methods such as spanning, nulling, etc	
			Recognize industry-accepted metrology practices	
			Follow calibration directives such as state and federal regulations, NIST, etc.	
			Comply with environmental parameters for humidity, ESD, temperature, vibration, etc.	
			Understand manual vs. automatic calibration	
WB11.6		Calibration 2		40
			Document calibration records and understand the importance of doc. Control for hard and soft copies	
			Distinguish among cal. Results reports, certificates, labels, etc.	
			Comprehend impact analysis when out-of-cal condition is found	
			Follow methods for M&TE ID and inventory	
			Understand gage R&R studies	
			Apply requirements for validation of customer-supplied equipment	
WB12	Preparing for the Biotech Workplace			

WB12.1		Day in the Life of a Technician		20
			Overview of typical duties/responsibilities	
			Media testimonials from current technicians	
			Media testimonials from supervisors/employers	
	<b>BIOTECH SPECIAL TOPICS</b>			
WS1	Basic Laboratory Interaction			
WS1.1		Following the SOP		45
			Obtain and follow protocols, forms, SOPs, and test procedures	
			Recognize and follow documentation, design, and troubleshooting requirements	
			Prioritize and perform multiple tasks	
WS1.2		Monitoring Test Equipment		40
			Check and maintain equipment and logs	
			Clean, organize, and sterilize materials	
			Order and maintain inventory of supplies	
WS1.3		Solutions and Reagents		60
			Practice aseptic techniques	
			Use titration/pipetting techniques; measure volume/weights, perform basic calculations, and statistical analysis	
			Calculate and prepare dilution series	
			Monitor physical properties of reagents, buffers, media, and solutions	
WS1.4		Laboratory Tests		30
			Obtain and review SOPs and test forms	
			Collect and set up samples for use	
			Set up equipment, perform tests, and record results	
WS1.5		Lab Equipment 1		90
			Thermocycler	
			Microscope	
			Fluorometer	
			Hoods	

			Centifuge	
			Polarimeter	
WS1.6		Lab Equipment 2		60
			pH Meter	
			Chart recorder	
			Stirrers	
			Balance	
			Mixers	
			Conductivity meter	
WS1.7		Lab Equipment 3		35
			Autoclave	
			Shakers	
			Power supplies	
			Dry heat oven	
			Incubators	
			Bunsen burner	
WS1.8		Lab Equipment 4		40
			Scintillation counter	
			High pressure liquid chromatograph	
			Gas chromatograph	
			Mass spectrometer	
			Geiger counter	
WS2	Specific Laboratory Interaction			
WS2.1		Applied Biotech Microbiology 1		45
			Identify and quantify microorganisms	
			Isolate and maintain pure cultures	
			Prepare seed inoculum	
			Harvest cells	
			Recover effluent products	
WS2.2		Applied Biotech Microbiology 2		60
			Transform hosts	
			Perform bioassays	

			Decontaminate and dispose of biological specimens, glassware, and equipment	
			Execute plating techniques	
WS2.3		Applied Cell Biology		60
			Isolate and characterize cell lines	
			Propagate plant and animal cells	
			Practice cryogenic techniques	
			Propagate and harvest viruses	
			Perform transfection protocols	
WS2.4		Applied Immunology		45
			Use monoclonal and polyclonal antibodies	
			Perform hemagglutination/hemadsorption techniques	
			Perform ELISA	
WS2.5		Genetic Engineering for Technicians 1		65
			Probe and analyze DNA library	
			Construct recombinant vectors	
			Perform PCR	
			Perform translation assays	
			Isolate and analyze nucleic acid isolation	
WS2.6		Genetic Engineering for Technicians 2		40
			Transcribe DNA	
			Perform electrophoresis on RNA, DNA, and proteins	
			Perform nucleic acid hybridization	
			Perform autoradiography	
			Perform non-isotope techniques	
WS2.7		Introduction to Working With Proteins		45
			Separate, isolate, and characterize proteins	
			Disrupt cells	
			Run protein gels	
			Perform Western blotting	
			Denature and renature proteins	
WS2.8		Precipitating Soluble Proteins		40

			Perform chromatography methods	
			Filter and dialyze proteins	
			Perform enzyme activity assays	
			Monitor protein stability	
WS2.9		Chemical Assays		75
			Perform quantitative analysis and distillation techniques	
			Perform titration techniques	
			Use dyes and indicators	
			Perform extractions	
			Measure turbidity, viscosity, and density	