

## Invitation to Negotiate

### Business Outreach & Technical Assistance Services for Small and Minority Businesses in Dade County

September 13, 2004

Workforce Florida, Inc. (WFI) is interested in establishing a contract for multi-faceted business outreach and technical assistance services in Dade County for firms seeking entry into public and private contracting. The primary emphasis of this project will be to target minority firms and those individuals who have immigrated to the United States from the Caribbean Basin, Central and South America, and have started or plan to start a business and need assistance in how to do business with public agencies in this state. A major component of the project will be connecting such individuals/businesses with procurement or contracting staff from state agencies that procure goods and services in Dade County or throughout the state. Another component of the project will be involving the Dade/Monroe regional workforce board as a partner to such new and emerging businesses for services, such as job listings and referrals, that are provided through the regional workforce board's One-Stop system.

Up to \$175,000 has been allocated for this project. The contract that results from this Invitation to Negotiate will be a 'performance-based' contract meaning that it will require specific services to be provided in order for payments to be made.

This Invitation to Negotiate invites for-profit or not-for-profit companies or organizations that reside in Dade County and have specific experience in providing the kind of services described here to complete the attached Company Synopsis Form and submit it to WFI **not later than 5:00 PM, Eastern, September 27, 2004**. WFI will evaluate the responses (Company Synopsis Forms) and rank those responses, from most qualified to least. WFI will notify all respondents of its selection and will then attempt to negotiate a contract for services with the company/organization it feels is the most qualified. If a contract cannot be negotiated with the top-ranked company/organization, WFI will attempt to negotiate with the next highest-ranked company/organization and continue in descending order until it is able to negotiate a contract with a qualified organization. WFI retains the authority at its discretion to determine what constitutes a 'qualified' organization

WFI reserves the right to reject any and all responses and to rank responses, from most qualified to least, at its sole discretion. Generally, the type of experience WFI is seeking includes:

- A company/organization that has provided or currently provides the type of business outreach and technical assistance described above.
- A company/organization that has experience working with the Dade/Monroe or other South Florida regional workforce boards.
- A company/organization that has experience working with state agency procurement or contracting offices, particularly in Dade County.
- A company/organization that has experience assisting small, minority businesses, particularly those started by or being expanded by immigrants from the Caribbean, Central and South America.

DISPUTES. WFI employs a procedure for potentially adversely affected parties to dispute its procurement actions such as its selections under this ITN. When it issues its selection decision to all respondents to this ITN, WFI will advise them of their rights to dispute its action. WFI's dispute procedure for procurement actions can be seen on WFI's web site at – [http://www.workforceflorida.com/wages/wfi/rfp/Dispute\\_Procedure.pdf](http://www.workforceflorida.com/wages/wfi/rfp/Dispute_Procedure.pdf)

**Those companies/organizations that reside in Dade County, have the experience listed above and are interested in potentially contracting with Workforce Florida, Inc. for these services MUST complete and submit the attached Company Synopsis Form not later than 5:00 PM, Eastern, September 27, 2004.**

## COMPANY SYNOPSIS FORM

### Invitation to Negotiate For Business Outreach and Technical Assistance Services for Minority Businesses in Dade County

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Please fill-in all spaces – the spaces will expand as you enter responses – where applicable and submit to:

Workforce Florida, Inc.  
1974 Commonwealth Lane  
Tallahassee, FL 32303  
ATTN: Mike Johnson

‘OR’

Email to – [mjohnson@workforceflorida.com](mailto:mjohnson@workforceflorida.com)

Name of Company/Organization:	
Address (must be in Dade County)	
Name & Phone & Fax Number of Contact Person:	
Contact Email Address:	
Company/Organization FEID #:	
Is Company/Organization Not-for-profit (Y/N)? If so, what is its designation [501(c) (3), etc.]?	

List any current or previous projects involving business outreach and technical assistance for which the company/organization was the only or prime contractor. For each project include: 1. Term of the contract 2. Agency with which you contracted 3. Amount of the contract 4. Brief description of the services you provided
RESPONSE (list all current & previous contracts and include the information (1 - 4) requested above for <u>each</u> contract):

Describe any collaboration your company/organization has or has had with the Dade/Monroe regional workforce board. If your company/organization has collaborated with other regional workforce boards, list those and describe what the collaboration was.
RESPONSE:

Describe any collaboration your company/organization has had with state agency procurement or contracting offices. List the agency(ies) and describe the relationship you had with <u>each</u> that might relate to this project – business outreach and technical assistance to new or expanding businesses.
RESPONSE:

Describe any contracts that involved services targeting minority businesses or immigrants from the Caribbean, Central & South America. If any, describe relationships that your company/organization has established with any foreign agencies or associations in the designated area.

RESPONSE:

**DEADLINE for Responses:**

**5:00 PM, Eastern  
September 27, 2004**