

Workforce Florida, Inc.

Invitation to Negotiate for Web-Based Job Listing Services

October 27, 2004

PURPOSE. The purpose of this Invitation to Negotiate (ITN) is to elicit responses from a company or companies interested in contracting with Workforce Florida, Inc. (WFI) for web-based job listing services to include – 1) the deployment and maintenance of a job bank for Florida businesses to list job openings and get maximum exposure of job openings; 2) a web crawler or search engine that will allow Florida job-seekers to access job listings on multiple job banks or websites; and/or 3) a component that will assist Florida job-seekers in completing and uploading their resumes to the system.

BACKGROUND. Workforce Florida, Inc. (WFI) is the public/private corporation established by the Florida Legislature to provide policy direction and general oversight to the state's workforce development system. The workforce development system in Florida serves two primary customers – job seekers and employers seeking skilled workers.

The system is intended to match workers with job openings and therefore relies heavily on maximizing the number of jobs listed in the system. The primary intent of the contract that will result from this ITN is to provide the capability to Florida's workforce system of 'uploading' its job listings to the contractor's site and thereby dramatically increasing the exposure of those jobs to potential job seekers; providing a mechanism for Florida employers to advertise their job openings; and to provide a means for Florida job-seekers to develop and upload their resumes to the site.

CONTRACTOR QUALIFICATIONS. Through this ITN, WFI intends to identify and negotiate a contract with a job bank or job listing company that has the following basic capabilities:

1. **National Company.** The Company must operate and maintain a national system of job listings and that allows job-seekers to access job openings and/or develop and post their resumes as well as allowing employers to easily post their job listings. WFI is looking to maximize the number of job listings and is therefore interested only in a national firm.
2. **Numbers of Job Listings and Hits on the Company's Web Site.** It is the intent of WFI to maximize the number of job listings incorporated into Florida's system via access to the Company's job bank. WFI, therefore, is requesting respondents to provide information regarding the systems capacity.
3. **User Friendly.** It is the intent of WFI that the web-based job listing system is user friendly to both employers and job seekers. Ease of use will encourage the utilization of the system by employers and job-seekers.
4. **Associations.** Workforce Florida, Inc. recognizes that providing the best services possible to both employers and job-seekers requires more than the creation of a "job bank." In order to maximize the potential for success, Workforce Florida would prefer to build upon the

company's existing or proven associations with the business community or with other governmental agencies for similar services. In the Company Synopsis, respondents will identify any such existing relationships.

SUBMISSION OF RESPONSES. Companies interested in submitting a response to this Invitation to Negotiation must submit the following documents:

1. 'Company Synopsis' – Respondents will provide a two-page company synopsis including the information and following the format required in the attached document of the same title.
2. 'Web-Based Job Listing Services Questionnaire' – Respondents will complete and return this questionnaire along with the company synopsis.

The two-page 'Company Synopsis' and the completed 'Web-Based Job Listing Services Questionnaire' shall be submitted to Workforce Florida, Inc. **via e-mail** to –

mjohnson@workforceflorida.com

DEADLINE: Responses must be received by Workforce Florida, Inc. no later than **5:00 PM, Eastern Time, Friday, November 14, 2003.**

NOTE: No other materials may be submitted with the response.

SELECTION. Potential respondents are reminded that this is not a bid nor a Request for Proposals and, therefore, WFI is not seeking actual proposals or contract offers. This Invitation to Negotiate merely seeks to identify companies that are interested in establishing a contract with WFI for job listing services and assessing the capabilities of such potential contractors. WFI will review the responses and rank them based on what WFI deems to be the most suitable and qualified to the least. WFI retains the sole authority for developing and applying the criteria it will use to establish these rankings.

NOTE: When WFI has made its decision regarding which company it deems to be the most suitable and qualified for this project, it will notify all respondents of that decision. WFI will then set up a meeting with the company it selects and commence negotiations relative to specific 1) scope of services, 2) timetables for implementation and 3) cost. If negotiations are unsuccessful, WFI retains the right to initiate contract negotiations with the next highest ranked company and continue that process until it successfully negotiates a contract. WFI retains the sole authority to make its selection or to not make any selection based on what it determines to be its best interest.

WFI anticipates that a selection decision will be made within thirty (30) days after the deadline for receipt of responses.

CONTRACT. Florida law requires WFI to use only performance-based contracts. The contract resulting from this ITN, therefore, will be a fixed price, performance-based contract. "Fixed price" means that prices for certain products will be negotiated and included in the contract as firm pricing for the duration of the contract. "Performance-based" means that WFI will only pay for the delivery of

very specific, negotiated deliverables or products. Payment for deliverables or products under a contract resulting from this ITN, as an example, could include a monthly payment for services.

The resulting contract will be a two-party contract between WFI and the company that is selected and with which negotiations are successful. It is anticipated that the resulting contract will be for a minimum of one year but the actual length of the contract and any possible renewal options are terms that will be negotiated by the parties.

CONTACT. Companies interested in responding to this ITN should direct inquiries to Mike Johnson, via email at the following address –

mjohnson@workforceflorida.com

No phone calls please.