

REQUEST FOR PROPOSALS

Issue Date:	September 23, 2005		
Title:	‘Workforce Services for Targeted Groups’		
Council:	N/A		
Funding:	\$1,000,000 Workforce Investment Act (WIA) funds (see individual limitations in Section 5.0)	Project Expires:	One Year
DUE DATE:	5:00 PM, Eastern; October 28, 2005		

1.0 Purpose. At its meeting on August 25, 2005, the Workforce Florida Board of Directors voted to utilize up to \$1 million in federal Workforce Investment Act (WIA) funds for projects that target services for the following traditionally underserved groups:

- The elderly;
- Persons with disabilities;
- Ex-offenders;
- Youthful offenders;
- Youth aging out of foster care.

The services to be provided to these targeted groups are enumerated in Section 9.2, Page 8. Each project MUST include ‘job placements’ as one of the outcomes to be achieved under this grant.

Potential respondents are advised that Workforce Florida, Inc. is not subject to Chapter 287, Florida Statutes, relative to requirements placed upon state agencies regarding purchasing activities, including the handling of competitive solicitations. Therefore, the requirements and processes outlined in this RFP stand on their own and are not subject to state purchasing requirements as enumerated in Chapter 287, FS.

2.0 Qualifications for Respondents. It is Workforce Florida’s intent that this solicitation be as open and competitive as possible. Therefore, there are no limits on the groups or organizations that may submit a proposal. Although it is not intended to include every possible group that is eligible to submit a proposal, following is a list of eligible organizations:

- Regional workforce boards
- Faith-based and community-based organizations (FBCOs)
- State agencies or local governments
- Training providers such as public/private technical centers and/or colleges

- Businesses or business organizations; economic development organizations
- Groups or organizations that provide specific services to, or act as advocates for, one or more of the targeted groups

It is WFI's intent that, to the greatest extent possible, local partnerships be formed for this project between regional workforce boards, state/local agencies that serve the targeted group(s), advocacy groups, faith-based and community-based organizations (FCBOs), training providers and businesses or business and economic development groups. It is important, therefore, that if any of these organizations wishes to submit a proposal that it seeks out the other appropriate local partners and establishes a partnership with as many of them as possible.

Workforce Florida understands that one local partner considering offering a proposal may seek a partnership with another local organization(s) that may also be considering offering a proposal. Since this initiative is about providing needed services to underserved groups, WFI implores local groups not to withhold cooperation with other local partners in the interest of obtaining a competitive edge and, in fact, encourages local organizations to consider unified proposals, with one of the local entities submitting the proposal and acting as the contractor/fiscal agent for the project. Unified proposals may be particularly helpful to local organizations that do not have the capacity to manage a large project and can strengthen their project by partnering with other local organizations.

IMPORTANT: Local organizations are strongly encouraged to seek out local partnerships early in the process of developing a proposal. Needed local partners may be reluctant to commit support if approached at the 11th hour, just before the deadline for receipt of proposals. Putting together a strong local collaboration should, therefore, be one of the first activities in developing a proposal. Certainly none of the local organizations are OBLIGED to support another organization's project.

There are two separate and distinct processes used to acquire services under this initiative – one involves an internal funding document with specific performance requirements if the awardee is a regional workforce board and the other is a two-party contract with specific performance requirements if the awardee is any of the other organizations mentioned above. There may be awards made to regional workforce boards and other organizations. Section 16.0 of this RFP, describes the two tracks for procuring these services.

3.0 Definitions. As used in this Request for Proposals, the listed terms are defined as follows:

Administrative costs – Since the resulting contracts are not reimbursable contracts, that is WFI will not pay for or reimburse the contractor for its expenses but rather will pay for the delivery of specific services, WFI only places a couple of stipulations on the use of the dollars that WFI pays the contractor: 1) administrative costs cannot exceed 10% of the contract amount; 2) these funds cannot be used to buy equipment/furniture and cannot be used to build or renovate a building/office. 'Administrative costs' are basically those costs not associated with providing direct services to participants. Examples of administrative costs are contract management, the contractor's financial management or human resource costs. Direct service costs can include the cost for counselors, instructors or other persons who interact with and provide services to participants. Direct service costs can also include marketing, printing, travel costs, data entry, etc. associated with services to clients.

Deliverables – Contract ‘deliverables’ are the services or products the contractor will provide and for which WFI will pay a fixed price. Rather than reimbursing the contractor for expenses it incurs, WFI will pay an agreed upon amount for those services as specified in the contract. Contractors will then pay its expenses out of the revenue it receives from WFI payments. Examples of ‘deliverables’ which the contractor would accomplish and for which WFI would pay could be completion of training or job placements for persons in a targeted group. Wherever each might appear in this RFP, ‘deliverables’ and ‘performances’ and ‘outcomes’ can be used interchangeably.

Disabled Person – Any person with a physical impairment that substantially limits one or more major life activities and also meets the eligibility requirements for WIA (see Section 6.0 below).

Elderly – Any person 55 years of age or older who also meets the eligibility requirements for WIA (see Section 6.0 below)

Ex-offender – Any person who has been incarcerated in a Florida prison (public or private) or other Department of Corrections facility such as a road camp or a Florida county jail for a period of one year or more and has been released or is on parole and also meets the eligibility requirements for WIA (see Section 6.0 below). Persons who are currently incarcerated in a Florida prison or Florida county jail or are under house arrest ARE NOT eligible to be served under this initiative.

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 help avoid the expenditure of these funds through the provision of services that would normally have to be acquired. 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.

Respondent – The organization submitting the proposal. If the proposal is going to be a unified proposal, partnership, collaboration, or some other joint venture, ONE entity must submit the proposal for the joint venture and that ONE entity will be the ‘contractor’ for the project if it is selected. In other words, if several organizations want to partner, one of those organizations should be selected to formally submit the proposal. It will be with that organization that WFI will contract and to that organization payments will be made. That organization will therefore act as the contract manager and fiscal agent for the joint venture and will subsequently make payments to the others in the group. WFI will not enter into a multi-party contract.

Youth aging out of foster care – At age 18 youth in foster care are to become independent of full state services. Some services however can be provided to youth, formerly in foster care, up to the age of 23. For purposes of this RFP, youth that are still in foster care and as young as age 17 can be provided services under this initiative. If these youth are male and 18 or older, they must be registered with the Selective Service (see Section 6.0).

Youthful offenders – Youth between the ages of 15 and 23 who are or have been under the supervision or control of the Department of Juvenile Justice.

WIA services – Below is a list of services that can be provided to persons or ‘participants’ with funds from the federal Workforce Investment Act (WIA).

- Occupational ‘skills’ training. This would be vocational training that provides skills for a particular job.
- Skills ‘upgrade’ training. This would usually be short-term training for an employed worker who needs to update his/her skills to retain a job or because of business changes; as an example, due to technology changes in an industry an employer needs to have its workers receive new technology training to ‘upgrade’ their skills to meet the changes.
- Entrepreneurial training. Training that assists persons who want to start a business.
- Employability or ‘soft skills’ training. Work readiness training. This could be training that particularly helps youth or first-time job entrants learn how to interview for a job, what to wear to an interview, how to fill out an application or develop a resume’, acquiring skills for entry level jobs, etc. Generally, since school districts are required to provide English for speakers of other languages free of charge on an as available basis, that training is not allowed under this initiative.
- On-the-Job training (OJT), internships, mentoring or job-shadowing.
- Job placements. Matching employers needing workers with persons in a targeted group(s) and actually assisting in the hiring of those persons. NOTE: Job placements in unsubsidized employment MUST be one of the services provided under this initiative. ‘Unsubsidized’ employment simply means that the employer pays all the wages as opposed to another entity paying wages or portions of wages. Employment with a city, county or state agency is therefore considered ‘unsubsidized’ if the public employer pays the entire wage.
- Support services such as stipends or covering transportation costs to and from training or other service locations. Contractors, however, CANNOT use these funds to buy cars for participants.
- Transition services. This would include services for ex-offenders and/or youthful offenders to transition to life outside of a correctional facility.

4.0 Helpful Links. The following links to web sites may be helpful to organizations interested in background information regarding the groups targeted in this RFP or other aspects of this initiative.

www.workforceflorida.com/wages/wfi/boards/index.htm WFI’s web site shows a listing of regional workforce boards and contact information

www.workforceflorida.com/wages/wfibcs/councils/awards_rec.htm#fjfw WFI’s web site provides information about youth priorities under WFI’s First Jobs/First Wages Council, specifically the U.S. Department of Labor, Employment & Training Administration’s *New Youth Vision* document and Florida’s *Strengthening Youth Partnerships* initiative.

www.workforceflorida.com/wages/wfi/gateway/index.html This is the gateway on the WFI web site to clearinghouse for faith-based and community-based organizations

www.aecf.org/publications/data/connected_by_25.pdf A publication covering suggestions for serving foster youth

www.partnersintransition.org/ Good information for serving persons with disabilities

www.fddc.org/home/index1.asp Florida Developmental Disabilities Council site

www.workforceflorida.com/wages/wfinews/WI_Plan.htm The workforce investment plan for 2005-07

www.ncfy.com/whreport.htm Final White House task force report on disadvantaged youth

5.0 Funding. There is up to \$1 million allotted to fund this initiative. Projects will be limited to **\$200,000** unless a proposal anticipates providing services in more than one workforce region in which case such multi-region projects may be for an amount not to exceed **\$400,000**. WFI plans to fund the highest-ranked and what it determines to be the best proposals, so organizations may submit more than one proposal – no organization, however, will be awarded an amount greater than \$400,000 even for multiple projects.

In order to give as many organizations as possible access to these dollars, WFI will not consider any proposal that exceeds \$400,000.

NOTE: Since these are federal funds, none of the funds paid out by Workforce Florida under this initiative may be used to purchase equipment or furnishings or for renovations or new construction to buildings. This project is about serving people not building an organization's capacity.

6.0 Eligibility Determination. To be eligible for services to be paid under this initiative, a person must meet the definition of the 'targeted group(s)' mentioned above AND must be –

- 1) 18 years of age or older (elderly, ex-offenders, disabled) or the age of 17 or older for youthful offenders, disabled youth & youth aging out of foster care; 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; and,
- 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.

The Contractor shall obtain and maintain such documentation to ensure these eligibility requirements are met. 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 should be maintained by the Contractor in the participant file. Additional guidance on this issue can be obtained from <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 Performances and Reporting. This is a very important section of this RFP and potential respondents should read it carefully. The U.S. Department of Labor, which provides the funds used for this initiative, requires that certain information be gathered and reported when it relates to persons that receive services. WFI utilizes a statewide data collection and reporting system called the *One-Stop Management Information System (OSMIS)*. Generally, most services provided to persons, or "participants" as they are called in the workforce system, must be input into OSMIS for tracking and reporting purposes. Organizations that are interested in submitting a proposal must understand that, if they are awarded funds, the resulting contract will require them to input participant data into OSMIS. That can be accomplished two ways –

- 1) Contractors may obtain data input training from the Agency for Workforce Innovation in Tallahassee at no cost except for travel expenses which must be borne by the contractor. This training usually takes eight (8) hours or less.
- 2) Contractors may acquire data input services from a regional workforce board. The regional workforce board may charge fees for data input services.

In their proposals, organizations will be required to identify which of these options they will utilize. Regional workforce boards, because they have the in-house capability, will do their own data input.

NOTE: Organizations that are interested in submitting a proposal must understand that there will be certain information that is required to be collected from persons who are served under this project, such as name, Social Security Number, gender, date of birth, etc. It is important, therefore, that prospective clients or 'participants' understand the need to obtain this information for reporting purposes. People that fear identity theft and are reluctant to provide this information should be told that there are very stringent federal and state privacy requirements regarding personal participant information and that the organization that is charged with maintaining the privacy of these records, the Agency for Workforce Innovation, is the same organization that currently maintains strict privacy for all unemployment records.

In addition to participant data that must be entered into OSMIS, contractors may also be required to file scheduled written reports reflecting activities regarding the project that can't be entered into the automated system. Below are some of the possible activities that may be reported in the automated system (OSMIS) and in the scheduled, written reports:

Activities to be reported and tracked in the automated One-Stop Management Information System (OSMIS)

- Participants that are enrolled into the local RWB system
- Training enrollments/completions; particularly training completions that result in some type of industry-recognized certification.
- Job placements (entered employment) and/or job retention
- Support services provided (transportation, child care, etc.)
- Earnings gains
- Completion of job shadowing, mentoring, OJT, internships, etc.

- Performance benchmarks for participants/employers/partners

Activities to be reported and tracked in written Scheduled Reports

- Documentation of meetings with local partners – regional workforce boards, training providers, businesses/business organizations, state/local agencies, advocacy groups, faith-based and community-based organizations (FCBOs)
- Any Memoranda of Understanding (MOUs) that may be executed as a result of local partnerships with the above partners
- Depending on the project that is proposed, the report might also include other activities related to the success of the program that are not the type of activities that can be or are normally reported in OSMIS. These scheduled reports might also contain updates on the accrual of local, leveraged funds.
- Performances or benchmarks that can be tracked and reported, either through these scheduled reports or possibly through OSMIS, that demonstrate other possible benefits to employers like layoff avoidance or market expansion.

8.0 Leveraged Funds. Respondents are encouraged 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.

Respondents are ***required*** to obtain leveraged funds for this project; proposals that do not list some level of leveraged local funds ***will not be considered for an award***. Proposals that identify leveraged funds that equal or exceed the amount of state-level WIA funds being requested will be at a competitive advantage. In the proposal, respondents will be required to identify specifically the source, type and amount of leveraged funds. Raters will look for some verification of those funds in the letters that are provided with the proposal.

9.0 Project Scope of Services. This section describes the specific types of services that are to be provided under this project and the parameters within which those services are to be provided.

The projects that are funded as a result of this RFP must be ***collaborative*** efforts involving the regional workforce board, relevant state agencies, county/municipal governmental agencies, law enforcement and the court system if appropriate, faith-based and community-based organizations (FBCOs) to the greatest extent possible, area training providers, advocacy groups as appropriate and businesses/business groups/economic development organizations as appropriate.

9.1 Project Parameters. The workforce services for targeted groups must be provided within the following parameters:

- 9.1.1 Projects may address more than one but they ***must address at least one*** of the targeted groups. Projects do not have to address all five of the targeted groups. Projects cannot target non-specified groups.

- 9.1.2 Respondents should attempt to minimize administrative costs (see 3.0, Page 2) to be funded from these funds. WFI intends that, to the greatest extent possible, most of these funds go to direct services. Federal requirements limit ‘administrative costs’ to 10% or less. Administrative costs may be limited through local partnerships that either generate leveraged funds for administrative costs or result in local partners sharing some of the administrative burden through in-kind services.
- 9.1.3 Projects must contain specific, measurable outcomes that are to be achieved. These outcomes must be reportable.

9.2 Services. The services provided may include those listed below:

- 9.2.1 Vocational training. Training leading to an industry-recognized certification is preferred
- 9.2.2 Work readiness skills training or other employability or ‘soft skills’ training.
- 9.2.3 Entrepreneurial training
- 9.2.4 Skills upgrade training for employed workers
- 9.2.5 OJT, job shadowing, internships, mentoring programs
- 9.2.6 Job placements (entered employment) **NOTE: Every proposal must have some level of job placement as a measurable outcome.**
- 9.2.7 Wage gains; career advancement reflected as a change in job title AND increase in wage
- 9.2.8 Attainment of high school diploma or GED
- 9.2.9 Support services
- 9.2.10 Transition services

10.0 Proposal Submission. Respondents will use the attached Proposal Submittal form (Attachment A) for applying for these funds. Please use the format, font and font size that are embedded in Attachment A. Respondents may attach additional information they feel is pertinent.

10.1 Letters. Respondents **MUST** provide letters from local partners that a) describe in detail what **role** the partner will play in the project; b) provide some indication if the partner plans to **continue in the partnership** beyond the WFI funding for this project; and, c) if the partner is providing leveraged funds, cash or in-kind services, the letter should describe the **specifics of those leveraged funds** – if cash, how much and, if in-kind, what are the specific services and the value of those services. Letters that are to be provided should reflect the local partners, including FCBOs that will be involved in the project. As an example, if the project targets youthful offenders, the Department of Juvenile Justice should be involved and there should be a letter of support, as described above, from DJJ. Again, DJJ may choose to submit a proposal directly, so in that case, it would include letters of support from other local partners.

ALL PROPOSALS FROM ORGANIZATIONS OTHER THAN REGIONAL WORKFORCE BOARDS MUST INCLUDE A LETTER FROM THE REGIONAL WORKFORCE BOARD IN THE AREA IN WHICH SERVICES ARE TO BE PROVIDED. IF THE PROJECT INVOLVES MORE THAN ONE REGIONAL WORKFORCE BOARD, A LETTER FROM EACH MUST BE INCLUDED. ORGANIZATIONS ARE ADVISED TO SEEK LETTERS FROM REGIONAL WORKFORCE BOARDS EARLY IN THE PROCESS OF DEVELOPING THE PROPOSAL.

Since WFI will be looking for specific commitments from various partners and those commitments may vary depending on the partner and its role, respondents are advised to avoid ‘canned’ letters that may be developed by the respondent and provided electronically to partners to place on their letterhead. Each partner letter should therefore stand on its own and speak to the partner’s specific role in the project.

10.2 Limit on number of pages. Proposals should be twenty (20) pages or less. The following items DO NOT count toward the 20-page limit:

- Letters of support. Respondents may submit as many as they like.
- Budget document (see Attachment B)
- Equal Opportunity Assurance Statement (see Attachment C)

10.3 Number of copies. Respondents must submit ten (10) copies of their proposal. One should contain the original signature of an officer authorized to commit the respondent to the representations made in the proposal.

10.4 Printed copies. Only printed copies of the proposal and attachments are acceptable. Facsimiles and electronic copies are not acceptable. Respondents shall use the format provided in Attachment A to submit their proposals. Proposals not following this format may be rejected.

10.5 Addressing proposals. Proposals must be submitted to the Agency for Workforce Innovation (AWI), which acts as WFI’s administrative entity, at the following address–

**Agency for Workforce Innovation
Contracts & Grants Section, OSPS
MSC G229, Caldwell Building
107 West Madison Street
Tallahassee, Florida 32399-4137
ATTN: Jackie Phillips**

10.6 Civil rights assurance. Respondents, including regional workforce boards, ***MUST*** sign and return the attached (Attachment C) assurance statement regarding equal employment opportunity as stipulated in 29 CFR 37.20. This assurance statement DOES NOT count toward the 20-page limit on proposals. Failure to submit a signed equal employment assurance statement may result in rejection of the proposal.

11.0 Proposal Review and Award. Proposals will be reviewed, rated and scored by a committee administered by AWI. AWI will then provide the findings of the rating committee to WFI for consideration. WFI will take into account the findings of the rating committee but may also take into account factors other than just raw rating scores. Those factors may include but won’t necessarily be limited to –

- 1) Cost per participant served. WFI understands and accepts that these targeted groups may require more intense and therefore more costly services and will look at ‘cost/participant’ with that in mind. The ‘cost/participant’ is generally reviewed in terms of the services to be provided and the number of participants to be served.

- 2) Some consideration may be given to projects in areas of the state that are predominantly rural – for this solicitation, WFI considers predominantly ‘rural’ to be the following counties within the listed regional workforce board areas:

Region 3 – Calhoun, Holmes, Jackson, Liberty, Washington Counties

Region 6 – Hamilton, Jefferson, Lafayette, Madison, Suwannee, Taylor Counties

Region 7 – Columbia, Dixie, Gilchrist, Union Counties

Region 19 – DeSoto, Hardee, Highlands Counties

- 3) Proposed projects that target high-value industries such as – biotechnology, life sciences construction, business services, other EFI targeted sectors (see www.eflorida.com/keysectors) or locally in-demand industries based on labor market statistics.
- 4) Proposed projects that limit the amount of administrative costs and devote the greatest amount of the funding toward direct services (admin will be limited to 10% or less; less will be determined to be better for evaluation purposes).

12.0 Rating Points. Raters will score each proposal using the range of points for the areas listed below:

<p>Leveraged funds (see 5.0, Page 5) Does the proposal include local leveraged funds and, if so, to what extent? If the proposal does not include any local leveraged funds, it will receive a -0- in this section and will be rejected. If a proposal includes <i>documented</i> local leveraged funds that are equal to or greater than the amount being requested, it will receive the maximum 10 points.</p>	<p>0 – 10 Points</p>
<p>Project Description This will be the section of primary focus for the raters. Raters will be looking at – a) the scope of services being provided; b) the methodologies the respondent will use to identify and recruit the targeted group(s); c) whether the outcomes listed are reasonable, particularly in light of the amount of funding being requested; d) whether appropriate local partners are listed and the extent to which local partners are involved (partners’ roles); e) has the respondent established MOUs with any or all of its local partners; f) does the project reflect any innovation – a variety of services to deal with the underserved group – or is it just straight ‘training’; g) is the project sustainable – is there a specific commitment on the part of the local partners to continue the project financially beyond this WFI funding; h) how does the respondent intend to monitor or track the progress of the project in order to ensure its success.</p>	<p>0 – 80 Points</p>
<p>Budget (see 13.0, Page 10 - below) Does the budget reflect a good utilization of the financial resources that are being devoted to the project?</p>	<p>0 – 10 Points</p>
<p style="text-align: center;">TOTAL POSSIBLE POINTS</p>	<p>100 Points</p>

13.0 Budget. Respondents will submit a budget document for their project. Attachment B provides a format that can be used to develop and submit the budget. At a minimum, the budget document should list the major cost categories for which funds will be spent and it should show the source(s)

of the funding and amounts from each source for each of those categories. If multiple sources will be used for one category, the source and amount from each source should be listed. The funding being requested from WFI and its use should be clearly identified in the budget document. Leveraged funds from other sources should match any letters of commitment from those sources (such as businesses or other state agencies or training providers, etc.) or other items provided to document leveraged funds.

14.0 Term. The grants/contracts resulting from this solicitation will commence upon award of the funding, execution of a contract or grant and will expire one year thereafter.

15.0 Contact. Questions regarding this solicitation should be directed to

Mike Johnson, Contract Manager, by email only at mjohnson@workforceflorida.com Please submit **email** questions on or before October 14, 2005.

16.0 Procurement Instruments. There may be two separate types of procurement instruments used for projects resulting from this Request for Proposals depending upon if awards are made to either 1) regional workforce boards and/or 2) other outside organizations such as those mentioned in Section 2.0. If an award(s) is made to an outside organization, the Workforce Florida along with the contractor(s) selected as a result of this RFP, will be the parties to a formal two-party contract for services. Remember, joint ventures must identify one of the partners as the party with which the contract will be executed. If an award(s) is made to a regional workforce board (RWB), there will be no formal contract and funds will be disbursed via a Notice of Funds Availability (NFA) process for grants awarded by WFI to RWBs. Those procurement instruments (contracts and NFAs) and the processes for each are discussed below.

16.1 **Contract Document.** For awards made to **non-regional board organizations**, there will be a formal contract executed between the organization and the WFI. 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 contract deliverables have been accomplished and documented. Contract deliverables can be such services as training enrollments, completions and job placements. WFI will develop the contract document to include, at a minimum, the terms and conditions stipulated herein. 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. None of the terms and conditions stipulated herein and defined as being a federal or state requirement may be negotiated.

<p>The following contract conditions would apply to non-regional workforce awardees or contractors. These provisions DO NOT apply to regional workforce board awardees.</p>
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The contract document will, at a minimum, contain terms and conditions that address the following issues (specific contract language may expand upon these issues):

16.1.1 Term. The proposed contract will be for the period of one year from the date of execution. subject to the availability funds. WFI is not a state agency but it is subject to an annual

appropriation of funds from the Florida Legislature so any contract that extends beyond June 30 (the close of the state fiscal year) must be 'subject to the availability of funds.'

16.1.2 Parties. The parties to the proposed contract will be WFI and the organization selected as a result of this solicitation, 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, even if it represents a consortium or partnership, shall be solely responsible to WFI for satisfying the deliverables and performance standards.

16.1.3 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 WFI, the Agency for Workforce Innovation, 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. (State of Florida contract requirement)

16.1.4 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. (State and federal requirement)

16.1.5 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. The contract may be cancelled upon 24 hours notice if a breach of the contract occurs. (State of Florida requirement)

16.1.6 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. (State of Florida requirement)

16.1.7 Reporting. The contractor will be required to collect and submit certain data for each participant in the program. This data is needed to create a record in the State's management information system for tracking and reporting program performances and expenditures.

16.1.8 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 AWI with the final closeout report, at AWI's option. This includes fees received for services performed by the contractor pursuant to the contract or grant during the contract or grant period, proceeds from the sale of property, usage or rental fees, and patent or copyright royalties. Program income shall be reported to AWI at least quarterly via the invoice(s). Program income not used to enhance or provide additional services shall be remitted to AWI with the final closeout report. The contract manager will regularly monitor program income.

16.1.9 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.

16.2 Notice of Fund Availability (NFAs). Funding for the projects selected as a result of this solicitation will be provided to regional workforce boards via an NFA.

The following conditions would apply only to regional workforce board awardees. These provisions DO NOT apply to non-regional workforce board awardees.

16.2.1 Reporting Instructions. Detailed activity reporting instructions will be issued by AWI either with the release of the NFAs or shortly after. RWBs will be required to input specified activities, including participant enrollment and completion data, into OSMIS. In addition, regions will be required to submit monthly 'narrative reports' showing activities that are not or cannot be captured in OSMIS. Any activity that is not captured and input into OSMIS or not addressed in the narrative reports will be not be considered by WFI for – satisfactory progress; release of the 20% WIA holdback; or second year funding. If it's not reported, it didn't happen. NOTE: It is critical that RWBs notify AWI immediately if any problems arise regarding the data in the monthly reports or OSMIS.

The failure on the part of RWBs to input or report data timely may result in the NFA being canceled. When WFI is making holdback release, it will not consider unreported problems that arose early in the grant as mitigating factors for poor performance.

AWI will include details in the Participant Reporting Instructions for exiting participants from this project once the grant expires. If RWBs desire to retain participants as WIA clients for the purpose of tracking subsequent services that may be provided locally outside of this grant, they may do so but, **for purposes of these grants, participants will be enrolled into the project under a unique OSMIS tracking code provided by AWI when services begin** and exited from the project when services are completed or the grant expires.

NOTE: Trainees that may begin (enrolled) but not complete training prior to the end of the grant **will not** be considered as completions for this grant. They may, however, be considered as completions for the following program year (2006-07) **IF** second-year funding is awarded. If an RWB enrolls too many trainees late in this program year, it does so at its own risk because late enrollments will not satisfy the performances for this grant and the 20% WIA holdback and second-year funding may be denied. In such cases there would be no state-level funds to draw down to pay for that training.

16.2.2 Contract Management. The Contracts & Grants Section within AWI will assign a contact person to manage these grants. That contact person will be WFI's primary liaison with RWBs regarding issues relating to these grants. The contact person will produce and provide

to WFI a performance report based on data input into OSMIS by the 10th of the month so, any accrued activities an RWB wants considered toward its performance requirements, should therefore be input into OSMIS by 5:00 PM Eastern on the 10th of each month.

16.2.3 Holdback. AWI will retain 20% of the WIA grant award amount as a holdback to ensure satisfactory progress is being made with the proposed project. AWI will monitor the performances of each RWB and advise WFI of the progress of each region. Upon review of the data from AWI, WFI will authorize release of the 20% holdback and AWI will issue a NFA modification.

Holdbacks may be released at any time RWBs accrue performances that meet the holdback release point based on OSMIS input for the period up to and including the end of the grant (NFA) period.

16.2.4 De-obligation/Re-obligation of Funds. If RWBs anticipate that they will not be able to achieve the performances they committed to achieving in their grant proposals, they may request that funding be de-obligated. Funds that are de-obligated may be made available to other regions by email notice issued by WFI to remaining grantees or other applicants or they may be used for purposes not connected to this initiative. There will be no holdback on re-obligated funds. Acceptable changes in performances (number of completions) will be negotiated at the time a de-obligation request is received. Changes in RWB performances will also be negotiated for re-obligated funds.

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

September 23, 2005	Issuance of Request for Proposals
October 28, 2005 5:00 PM, Eastern	DEADLINE for submittal of proposals
November 10, 2005* (on or about)	Awards (award notices will be sent by <u>email</u> to ALL respondents)

*This is a *projected* date of award. WFI will attempt to make award decisions in a timely manner. For purposes of disputes, the timing of the award will be the date/time AWI provides the email award notice to each respondent.

18.0 Dispute Procedure. 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 of 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, Invitations to Negotiate and all other procurement actions, either through a competitive process or a non-competitive process, are final.

Generally procurement decisions will be communicated directly to responding parties simultaneously by email and posted on the WFI web site at www.workforceflorida.com. The email and web site notice will provide parties with their rights to file a dispute. 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 bidder's/offeror's official who signed the original bid/proposal/offer, 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 WFI not later than five (5) working days from the date of the notice of award. 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 Submittal Document:
'Workforce Services for Targeted Groups'**

1. ORGANIZATION NAME:	
MAILING ADDRESS:	
TELEPHONE NUMBER (VOICE)	
TELEPHONE NUMBER (FAX)	
FEID NUMBER:	

2. Number of WIA Participants to be Served	
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3. Total Amount of Funds Requested	\$
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4. Cost per Participant (Divide total amount of request in 3. above by number of participants in 2. above)	\$
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5. Total Amount of Local Leveraged Funds ¹	\$
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6. (a) Admin Costs - % (Cannot exceed 10% of requested amount)	%	6. (b). Admin Costs - \$\$	\$
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CONTACT NAME		CONTACT EMAIL	
CONTACT PHONE		CONTACT FAX	

Signed:	
Title:	

Proposals are due to AWI by 5:00 PM, Eastern, Friday, October 28, 2005

Include a signed Equal Opportunity Assurance Statement (Attachment C) w/proposal

¹ The letters of support from local partners should verify the contribution of leveraged funds

**Proposal:
'Workforce Services for Targeted Groups'**

Respondents **must** use this form to submit their proposals. Please do not change the type style or type size. Each of the answer boxes will expand as necessary for a full response to the question being asked. To save space in order to comply with the 20-page limit on proposals, respondents may delete portions of sections they don't use – as an example, there is provided space to list six (6) local partners; if a respondent is using less than 6, it may delete the excess spaces. Submit ten (10) copies of this proposals, including the preceding cover page, to –

Agency for Workforce Innovation
 Contracts & Grants Section, OSPS
 MSC G229, Caldwell Building
 107 West Madison Street
 Tallahassee, Florida 32399-4137
 ATTN: Jackie Phillips

Respondents **must** target at least one of the listed groups but do not need to target all five groups listed. Respondents **may not** select other, non-listed groups to target for services. Leave blank or delete any section that does not apply.

Project Description

1. Please provide a description of the project to include methodologies that will be used to identify and recruit the targeted group(s) to be served and whether that will involve other local partners. Describe how the project will be monitored to ensure its success. Describe services to be provided. Describe any involvement businesses or business groups or economic development groups will play in the project.
 NOTE: Please try to limit this response to two (2) pages or less – some of the detail mentioned here will also be provided in other sections of the proposal. This section should provide a complete but concise overview of the project.

Clients to be Served

2. In the space provided, please list the **number of clients** next to each group that will be served. Leave blank those groups that you do not intend to serve. At least one of these groups must be served. No other groups can be served.

a) Elderly	
b) Disabled	
c) Ex-Offenders	
d) Youthful Offenders	
e) Youth Aging Out of Foster Care	

Local Partners

3. In the space provided below, list the local partners that will assist with the project. For each partner, provide a brief description of the role the partner will play. Non-regional workforce board respondents **MUST** show the regional board as a partner and must include a letter from the regional board. There must be a letter from each of the local partners listed in this section (see 10.1 Page 8). These letters do not count toward the 20-page limit on the proposal. The partners should coincide with the group(s) to be targeted; i.e., if youthful offenders are to be served, DJJ should be a local partner, etc.
 NOTE: There is nothing significant about the number of lines WFI is including below. Use only the number of lines you need and add more lines if necessary.

Partner name				
Briefly describe below the role partner will play in project				
Letter attached (check 'yes' or 'no')?	YES		NO	
If partner is providing leveraged funds list amount and describe if leveraged funds are 'in-kind.' Letter from partner should verify leveraged funds.	\$	Describe if in-kind:		

Partner name				
Briefly describe below the role partner will play in project				
Letter attached (check 'yes' or 'no')?	YES		NO	
If partner is providing leveraged funds list amount and describe if leveraged funds are 'in-kind.' Letter from partner should verify leveraged funds.	\$	Describe if in-kind:		

Partner name				
Briefly describe below the role partner will play in project				
Letter attached (check 'yes' or 'no')?	YES		NO	
If partner is providing leveraged funds list amount and describe if leveraged funds are 'in-kind.' Letter from partner should verify leveraged funds.	\$	Describe if in-kind:		

Partner name				
Briefly describe below the role partner will play in project				
Letter attached (check 'yes' or 'no')?	YES		NO	
If partner is providing leveraged funds list amount and describe if leveraged funds are 'in-kind.' Letter from partner should verify leveraged funds.	\$	Describe if in-kind:		

Partner name				
Briefly describe below the role partner will play in project				
Letter attached (check 'yes' or 'no')?	YES		NO	
If partner is providing leveraged funds list amount and describe if leveraged funds are 'in-kind.' Letter from partner should verify leveraged funds.	\$	Describe if in-kind:		

Services to be Provided

4. For each of the client groups that are to be served under the project, list the targeted group and the measurable outcomes that will be accrued. For training include 'enrollments' and 'completions.' These outcomes will become the performances that will become a part of the contract or grant and tracked in OSMIS and/or the narrative reports. At least some level of 'job placement' must be included as an outcome. Besides direct services to clients, respondents can list MOUs with local partners and scheduled meetings with those partners as outcomes.
 NOTE: There is nothing significant about the number of groups or the number of lines included for outcomes WFI is including below. Use only the number of lines you need and add more sections/lines if necessary.

Targeted Group:		
List of Outcomes: (see 9.2)	Outcome	Number to be Achieved

Targeted Group:		
List of Outcomes: (see 9.2)	Outcome	Number to be Achieved

Targeted Group:		
List of Outcomes: (see 9.2)	Outcome	Number to be Achieved

Budget

5. Using Attachment B or a like format, attach a proposed budget document for the project. The budget document should identify major cost categories, the source(s) of funds for each category and the amount per source. WFI retains the authority to question budget categories or amounts when it is making an award amount decision. Respondents that are being considered for award may be requested to provide additional budget detail.

Workforce Services for Targeted Groups

Proposed Budget

ORGANIZATION NAME	
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In the spaces provided below, list the major cost categories (such as training costs, transportation, contract/grant management, etc.) and the source of funds for each. Source of funds can be local regional workforce board formula dollars, 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. List the amount from each source for each category. In the LAST line show the budget total from all sources.

Go to ‘table’, ‘insert’ and ‘rows below’ to add rows as necessary.

MAJOR COST CATEGORY	SOURCE	AMOUNT
TOTAL BUDGET		

Equal Opportunity Assurance Statement

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 proposal **may be rejected.**

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.

Name and Title of Authorized Representative

Applicant

Date

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