

Workforce Florida, Inc.

Invitation to Negotiate for Workforce Professional Development Training Services

February 15, 2006

PURPOSE. The purpose of this Invitation to Negotiate (ITN) is to elicit responses from training providers who have existing internet-based training programs dealing with federal and state workforce law, policy and organization which are designed specifically for the professional development of persons associated with the workforce development system in Florida. Workforce Florida plans to enter into a pricing agreement with a provider for internet-based workforce training for regional and state-level workforce staff.

BACKGROUND. Workforce Florida is the public/private corporation established by the Florida Legislature to provide policy direction and general oversight to the state's workforce development system. A board of directors appointed by the Governor oversees the activities of Workforce Florida. WFI is managed by a president and professional staff located in Tallahassee.

The workforce development system in Florida serves two primary customers – job seekers and employers seeking skilled workers. Workforce development services are provided to these customers primarily through 24 regional workforce boards throughout the state which are chartered by Workforce Florida. There are within the State of Florida approximately 100 One-Stop Centers that provide the gamut of workforce-related services to those individuals seeking jobs, those employed individuals needing skills upgrades to retain their jobs and to businesses seeking to fill vacancies or stay competitive by upgrading the skills of their existing workers. 'Workforce services' generally include work skills assessments, job training and job referrals. The One-Stop Centers also provide services to persons who present the challenge of being on welfare or transitioning off welfare to gainful employment. Assistance with meeting the financial and other support needs of low income families, services for the disabled, services for veterans and services for youth entering the workforce are also some of the other services provided through these One-Stop Centers within the 24 regions around the state.

The great majority of funding for the workforce development system in Florida comes from the U.S. Department of Labor (USDOL). Once granted to the state by the USDOL, those funds must then be appropriated by the Florida Legislature. As a result, there are considerable federal and state policies and procedures that are required to be followed by workforce professionals in Florida.

The network of professional workforce staff in Florida includes staff at each of the 24 regional workforce boards, contracted service providers in each of the 24 regions, staff within the Agency for Workforce Innovation and Workforce Florida staff. Regional and state board members may also be considered workforce professionals in need of training. In the past each of the 24 workforce regions has paid for professional staff development out of the funds distributed to them for local programs/operations. With recent cutbacks in the amount of funds regions have to provide services

there has developed some pressure to forego professional development of regional staff. It is Workforce Florida's intent to pay for some of that training directly to ease the burden on local funds. It is WFI's intent, therefore, to acquire existing workforce professional development training for regional and state-level workforce staff for the period beginning July 1, 2006.

The goal of this solicitation is to begin the process of selecting a training provider which can provide professional development training for persons in the workforce system. WFI is not providing any funds for curricula development or for any other start-up costs. It will pay for existing training that meets the needs of workforce professionals in the State of Florida.

Potential respondents are encouraged to visit the WFI web site at www.workforceflorida.com for more information about WFI and Florida's workforce system.

PROVIDER QUALIFICATIONS. Through this ITN, WFI intends to select a training provider and negotiate a pricing/payment agreement within the following parameters:

1. Internet-Based Training. The provider must offer workforce professional development training that is internet-based. Due to budget constraints, classroom training is not an option for the purposes of this ITN.
2. Training Courses. The provider must offer internet-based courses that relate to specific workforce-related curricula, including those that lead to National Workforce Professional certification. In addition, other professional development courses such as time management, grant writing, conflict management, diversity, leadership, etc. must be offered and available via the internet. Courses related to economic projections and analysis are also critical.
3. Capacity. WFI is interested in contracting with a provider that has the capacity to quickly modify its course offerings as changes in federal or state law may require. It is critical that the provider has the capacity to stay abreast of funding, eligibility, reporting (required data input) and organizational changes that frequently take place at the federal, state and even local level. Training must address the most current legal/program/operational requirements and extended delays in making course changes cannot be allowed.
4. Workforce Instructional Experience. To be considered for an award providers responding to this ITN must possess experience conducting 'workforce' training relating to state/federal workforce law (the federal Workforce Investment Act of 1998 and the state Workforce Innovation Act of 2000) and Florida's specific operational and technical implementation of these laws as well as other types of professional development courses as mentioned in 2. above.

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

1. 'Provider Questionnaire' – Respondents will provide information regarding the organization that addresses the preferences listed above. Respondents will provide this information by closely following the format required in the attached document of the same title.
2. 'Course Offerings' – Respondents will provide a list of training courses offered with two components: a) 'workforce' course offerings; and b) other professional development course offerings such as time management, leadership, etc.

Six (6) copies of the 'Provider Questionnaire' and 'Course Offerings' must be submitted to the address below not later than **5:00 PM, Eastern, Wednesday, March 8, 2006:**

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

SELECTION. Potential respondents are reminded that this is not a bid nor a Request for Proposals and, therefore, WFI is not seeking actual proposals, pricing plans or contract offers. This Invitation to Negotiate merely seeks to identify training providers that are interested in establishing a contract with WFI for workforce professional development training and assessing the quality and 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 provider 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 provider it selects and commence negotiations relative to specific 1) scope of services, 2) timetables for implementation and 3) costs. If negotiations are unsuccessful, WFI retains the right to initiate contract negotiations with the next highest ranked firm and continue that process until it successfully negotiates a contract. WFI retains the sole authority to make its selection based on what it determines to be in its best interest. WFI, at its sole discretion, may reject any and all responses as not meeting the needs of this project.

WFI anticipates that a selection decision will be made sometime prior to the end of March.

PROCUREMENT. At this point, it has not been determined the mechanism WFI will use to acquire workforce professional development training. The process will involve negotiating guaranteed pricing for course offerings for a term to be decided during those negotiations. It is WFI's intent to attempt to negotiate a long-term pricing agreement with the provider selected as a result of this ITN.

Invitation to Negotiate
Workforce Professional Development Training Services
Page 4 of 4

CONTACT. Interested parties should direct inquiries regarding this ITN to Mike Johnson, via ***email*** ,
to the following address –

mjohnson@workforceflorida.com

No phone calls please.

Workforce Florida, Inc.

**Invitation to Negotiate
for
Workforce Professional Development Training Services**

PROVIDER QUESTIONNAIRE

Please provide the information requested in this questionnaire along with course offerings and submit six (6) copies of both documents to –

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

Please follow this format for preparing the response to this ITN. Responses must be received by Workforce Florida on or before 5:00 PM, Eastern, March 8, 2006. Questions may be directed to Mike Johnson via email at mjohnson@workforceflorida.com

1. Provider Name (FEID #):	
2. Address:	
3. Contact Information:	
a) Contact Name & Title:	
b) Contact Phone #	
c) Contact Fax #	
d) Contact email address	

4. Internet-based Training – Provide the URL for the training web site with any appropriate instructions which will allow WFI to review courses and training methodologies the provider’s site utilizes.

5. Capacity – Include a list of the provider’s staff that operate and maintain/modify the site along with the educational and work experience of each. This list should include management that are directly involved in the workforce training program but should not include other management/staff which play no direct role in the operation and success of the training program.

The list should include –

- Name
- Title & role played in operation of the workforce professional development training site
- Educational background
- Work experience

6. Capacity – Provide a brief description of the methodologies used to develop the ‘workforce’ curricula that is offered and how that curricula is maintained current with federal and state law.

7. Performance – Indicate the scope of training that has been offered in terms of the number of Florida workforce professionals that have completed any of the professional development courses and the number of certifications received by Florida workforce professionals within the last two years. Provide the same numbers for any out-of-state workforce professionals that have completed courses and received certifications within the last two years.

It is WFI’s desire to keep responses to a ‘manageable’ size but respondents may provide any other information, not specifically addressed here, they feel will give WFI an idea of the providers capability and the quality of its services.

Submit 6 copies of this *Provider Questionnaire* along with 6 copies of the attached set of *Course Offerings* to –

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

DEADLINE for receipt of responses: 5:00 PM, Eastern, March 8, 2006

Workforce Florida, Inc.

**Invitation to Negotiate
for
Workforce Professional Development Training Services**

COURSE OFFERINGS

1. **Workforce Courses** – Provide a complete list of workforce training courses **currently** being offered via the internet. DO NOT list courses only available through classroom instruction. (add lines as necessary)

Course Title	Course Title	Course Title

2. **Other Professional Development Courses** – Provide a complete list of other professional development courses **currently** being offered via the internet. DO NOT list courses only available through classroom instruction. (add lines as necessary).

Course Title	Course Title	Course Title

Submit 6 copies of this set of *Course Offerings* along with 6 copies of the attached *Provider Questionnaire* to –

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

DEADLINE for receipt of responses: 5:00 PM, Eastern, March 8, 2006