



Invitation to Negotiate

ITN # 17-1507

For

TARGETED SECTOR INITIATIVES (TSI): TO PROMOTE CAREER LADDER, BUSINESS RETENTION & SKILLS UPGRADE TRAINING FOR EMPLOYED WORKERS

ISSUED June 1, 2017

RESPONSES ACCEPTED July 1, 2017 until funding is fully obligated

PURPOSE: The purpose of this Invitation to Negotiate (ITN) is to elicit responses from qualified employers, entities that carry out programs under the National Apprenticeship Act, and/or public institutions of higher learning located within either Hillsborough, Pasco, Hernando, or Pinellas County Florida, for the provision of training for their existing workforce in alignment with our organization's workforce initiatives.

The program is designed to assist existing employees in developing higher technical skills and receiving increased wages. This program is not intended for onboarding or new hire training. This program is also designed to improve workforce availability and skills to support the identified targeted sectors within Hillsborough, Pasco, Hernando, and Pinellas Counties. This strategy serves to promote business retention and contribute to the overall economic growth within the region.

Funding will be limited to an amount not to exceed \$25,000 per qualified organization. However, should funding permit, proposals that exceed \$25,000 will be considered based on the cost per trainee and training proposed, up to \$50,000. Training must lead to a certification as defined by the USDOL in the Definitions section on page 2 of this document. Training in "soft skills" as defined on page 3 will not be considered for funding unless: There is an increase in the employees' pay after training and the training is one of a combination of multiple trainings that include technical skills training.

BACKGROUND: CareerSource Pasco Hernando, CareerSource Pinellas and CareerSource Tampa Bay are 501(c) (3) non-profit organizations. The CareerSource Pasco Hernando, CareerSource Pinellas and CareerSource Tampa Bay Governing Boards are appointed and designated by each local Board of County Commissioners to act as the Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act. Each workforce board has requested and received certification as the local Workforce Development Board by CareerSource Florida, the State of Florida Workforce Development Board. This public-private partnership supports and promotes economic growth through workforce development.

The Board of CareerSource Pasco Hernando, CareerSource Pinellas and CareerSource Tampa Bay is comprised of representatives from businesses in each county, local educational entities, labor organizations, community-based organizations, economic development agencies, center partners, and from other individuals deemed appropriate, are appointed by the local county Board of County Commissioners and certified by the Governor of the State of Florida once every two years.

DEFINITIONS:

1. Certificate - Per the USDOL Employment and Training Administration's (ETA)

definition: Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.

“Certificate - A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- 1. A state educational agency or a state agency responsible for administering vocational and technical education within a state.*
- 2. An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.*
- 3. A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.*
- 4. A registered apprenticeship program.*
- 5. A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).*
- 6. A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.*
- 7. Job Corps centers that issue certificates.*
- 8. Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.”*

2. National Apprenticeship Act - The National Apprenticeship Act, also known as the Fitzgerald Act, authorizes and directs the Secretary of Labor to formulate and promote labor standards that are necessary to safeguard the welfare of apprentices; bring together employers and labor to implement and formulate apprenticeship programs; encourage contracts of apprenticeship; and cooperate with state agencies that promote apprenticeship. The Secretary of Labor may publish information that relates to existing and proposed labor standards of apprenticeship. In order to carry out these activities and receive relevant information, the act grants the Secretary the authority to appoint national apprenticeship advisory committees which includes representatives from labor, educators, employers, and officers of other executive departments.

3. Public Institutions of Higher Learning - Public post-secondary educational institutions eligible to receive Federal funds under Title IV of the Higher Education Act of 1965 and that provide programs leading to associate degrees, baccalaureate degrees or certificates. This includes accredited universities and community colleges as well as some technical institutes.

4. Soft Skills - is a “term often associated with a person's "EQ" (Emotional Intelligence Quotient), the cluster of personality traits, social graces, communication, language, personal habits, interpersonal skills, managing people, leadership, etc. that characterize relationships with other people” (Career Opportunities News, 2002). Examples of training programs that qualify as Soft Skills for the purpose of this solicitation include certificates in Sales, Leadership, and similar non-technical skills.

5. Targeted Sectors – The organization applying for funding must be classified in one of the below targeted industry sectors.*

- a. Healthcare
- b. Manufacturing/Construction
- c. Information Technology
- d. Financial & Professional Services

****Apprenticeships in any sector, including a sector/industry not listed above, are eligible to apply for funding.***

QUALIFICATIONS: Through this ITN, CareerSource Pasco Hernando, CareerSource Pinellas and CareerSource Tampa Bay intends to individually select and negotiate a formal agreement with multiple qualified organizations within the following parameters:

1. Organizations and entities eligible to apply must fall under at least one of the following three categories:
 - Employer
 - Entity that carries out programs under the National Apprenticeship Act
 - Public Institution of Higher Learning located in Hillsborough, Hernando, Pasco, or Pinellas County.
2. Respondent employers, entities that carry out programs under the National Apprenticeship Act registered apprenticeship programs, and public institutions of higher learning must be approved to do business in the State of Florida and have not been suspended or debarred from doing business with the state or federal government.
3. Training must meet the USDOL guidelines for a certificate/credential. Additional points will be awarded to organizations who will provide training that results in a degree, industry certification, and/or license. Examples of industry certifications include CompTIA certification or NIMS credentials. Examples of occupational licenses include Pharmacy Technician and Registered Nurse.
4. The workforce board reserves the right to request detailed curriculum for each proposed training program for evaluation prior to approval of funding.
5. Trainees must be existing full-time employees. Trainee wages cannot fall below \$12.00 per hour after training.

6. All respondents will be required to provide resources and/or leveraged funds equivalent to a minimum of 50 percent of the total funding. **Respondents are required to pay a minimum of 50 percent of direct training costs**, i.e. instructors' wages, tuition, curriculum development, textbooks, materials and supplies. Additional resources and/or leveraged funds can include trainee wages, facility usage if training occurs at the employer's work site, prorated training equipment purchase, and travel costs if applicable. Documentation of leveraged resources will be required by the employer with the submission of each invoice.
7. Eligible respondents must be in good financial standing and be able to provide a DUNS number and/or most recent financial statements.
8. If awarded, respondents will be required to maintain compliance under the Workforce Innovation and Opportunity Act (WIOA) as guidance and implementation are ongoing.

QUESTION AND ANSWER PERIOD: All questions concerning this RFP should be emailed by 5:00 P.M. June 13, 2017 to the respective workforce board listed in the contact section of this solicitation. Written responses will be posted to <https://www.careersourcepascohernando.com/rfps>, http://careersourcepinellas.com/rfps_&bids, or <https://www.careersourcetampabay.com/pages/rfps> by 5:00 p.m. EDT, June 16, 2017.

SUBMISSION OF RESPONSES: Qualified employers, entities that carry out programs under the National Apprenticeship Act and/or public institutions of higher learning located within Pasco, Hernando, Hillsborough or Pinellas County, Florida interested in submitting a response to this Invitation to Negotiate must submit the attached completed Questionnaire.

The required response document Questionnaire is located:

www.careersourcetampabay.com/files/public/rfps/2017-2018_CSTB_CSPIN_CSPH_EWT_ITN_EmployerQuestionnaire.docx

Based on the location of the company/institution making the application, completed Questionnaires should be sent via email to the appropriate workforce board.

- **CareerSource Tampa Bay: Hillsborough County:**
EWT@careersourcetampabay.com
- **CareerSource Pasco Hernando: Pasco or Hernando County:**
EWT@careersourcepascohernando.com
- **CareerSource Pinellas: Pinellas County:** EWT@careersourcepinellas.com

Email delivery of the Response is solely and strictly the responsibility of the Respondent. Responses received once funding is obligated will not be funded and the sender will be notified via email. The cost of preparing a response to this ITN shall be borne entirely by the Respondent.

CareerSource Pasco Hernando, CareerSource Pinellas and CareerSource Tampa Bay reserves the right to reject any or all responses, to re-advertise this ITN, to postpone or cancel this process, to waive irregularities in the process or in responses thereto; and to change or modify the project schedule at any time. Any responses received that do not include resources and/or

4. Provider Resources Amount of provider resources or leveraged funds to be provided by the employer. The resources/ leveraged funds must enhance the intended scope of services. A minimum 50% match of direct training costs is required. Points will be awarded as follows: 50% = 0 points 51%-59% = 10 points 60%-69% = 15 points 70% or higher = 20 points	20 Points
TOTAL SCORE**	100 Points

The Selection Committee reserves the right to request clarification on submitted responses. Should CareerSource Pasco Hernando, CareerSource Pinellas and CareerSource Tampa Bay be unable to negotiate a final contract, negotiations with that organization will be formally ended.

CONTRACT: The term of agreements shall terminate by May 15, 2018. **Invoicing must include reporting the amount of employer resources and/or leveraged funds provided in category and dollar amount equivalent to the amounts submitted in the response.** Organizations will be required to submit documentation of leveraged resources/matching funds with each invoice to receive reimbursement. Organizations entering into agreement with CareerSource Pasco Hernando, CareerSource Pinellas and CareerSource Tampa Bay must agree to allow CareerSource Pasco Hernando, CareerSource Pinellas and CareerSource Tampa Bay, Florida Department of Economic Opportunity, U.S. Department of Labor (USDOL), and U.S. Department of Health and Human Services (USDHHS) access to any records directly related to this program. Records must be maintained for three (3) years subsequent to the conclusion of this program.

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this ITN.

CareerSource Pasco Hernando, CareerSource Pinellas and CareerSource Tampa Bay reserve the right to request additional services. If the Respondent is to be engaged to perform these additional services, the scope and fee will be negotiated in a separate contract to be awarded as a result of this solicitation. Such contract modification agreements, including provisions for additional fees are valid only if approved by both the Respondent and the respective CareerSource Pasco Hernando, CareerSource Pinellas or CareerSource Tampa Bay Boards.

CONTACT: Inquiries regarding this ITN should be directed to:

CareerSource Tampa Bay: Hillsborough County: EWT@careersourcetamapabay.com

CareerSource Pasco-Hernando: Pasco or Hernando County:
EWT@careersourcepascohernando.com

CareerSource Pinellas: Pinellas County: EWT@careersourcepinellas.com

No phone calls please.