

**CareerSource Tampa Bay  
Request for Qualifications  
RFQ No. 18-0366  
Business Associations**

**Project Description:** CareerSource Tampa Bay, the regional workforce board for Hillsborough County is seeking performance based **Partnership Agreements** with local business associations for the period thru December 31, 2018.

**Submittal Requirements:** All responses should include: 1 signed paper original and 1 CD- ROM or USB containing the response in a Word document. PDF will be considered non-responsive.

**Each submittal must include:**

1. The name of the organization, number of years the organization has been in existence, contact person representing the organization, phone number, email address, mailing address, and website address.
2. Copy of the organizations legal status from the Florida Division of Corporations or Dunn and Bradstreet number.
3. A statement of the number of actual businesses maintaining memberships with the organization (duplicates should not be counted).
4. Amount of annual dues expected of CareerSource Tampa Bay. Please include what benefits and services are provided with annual dues.
5. A collaboration plan that addresses the promotion of CareerSource Tampa Bay services and activities to employers.

**Execution of Agreement:**

Each submittal will be reviewed by CareerSource Tampa Bay staff. A partnership agreement will be initiated that will include specific terms and may not reflect the amount requested by the submitting organization. Performance based payments will be agreed upon prior to execution of an official agreement.

**Submittals should be addressed to:**

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