



CareerSource
TAMPA BAY

Respondents' Conference

One-Stop Operator & Career Services

Business Services & WIOA Adult/Dislocated Worker Services

RFP# 21-0055

October 15, 2020. 9:00 AM - 10:00 AM

EXECUTIVE TEAM

- ▶ Chief Executive Officer
 - John Flanagan
- ▶ Chief Policy and Performance Officer
 - Jody Toner
- ▶ Chief Impact Officer
 - Michelle Zieziula
- ▶ Chief Financial Officer
 - Sheila Doyle

SERVICES REQUESTED

One-Stop Operator and Career Services

- Coordination of Partner Services and Activities
- Functional Supervision of DEO Staff
- Management, Oversight, and Eligibility of Wagner-Peyser Programs
- Outreach to Jobseekers
- Career Center Orientation
- Job Search Assistance
- Resource Room Activities
- Workshops
- Intake and Initial Assessment
- Referral to Partner Programs
- Rapid Response Events
- Reemployment Services and Eligibility Assessments (RESEA)
- Trade Adjustment Act (TAA)
- Migrant Seasonal Farmworkers (MSFW)

Business Services and WIOA Adult & Dislocated Worker Program Services

- Outreach to Employers
- Job Candidate Screening and Referral
- Job Matching
- Job Fairs
- Fee-for-Service Opportunities
- Work-Based Local Incumbent Worker Training
- Comprehensive Assessment
- WIOA Eligibility Determination
- Career Exploration
- Career Counseling
- Employment Plan Development
- Work-Based Training
- Occupational Skills Training
- Case Management
- Supportive Services
- Job Search Assistance
- Follow-up Services

May apply for one or two service components

ELIGIBLE RESPONDENTS

- ▶ Any non-profit, for-profit, educational or public entity/organization properly organized in accordance with applicable federal, state or local laws is eligible to submit a proposal. However, no entity may compete for funds if (a) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (b) the entity's previous contract(s) with CSTB have been terminated for cause; (c) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; or (d) the entity's name appears on the convicted vendor list.

- ▶ Respondents must meet the minimum qualifications outlined below.
 - Has provided services similar in nature and complexity for at least five (5) years;
 - Has contracted to provide services similar in nature and complexity, with at least one organization within the past five (5) years. Performance of similar services as an employee does not fulfill this requirement; and
 - Be licensed to conduct business in the State of Florida.

CRITICAL ELEMENTS

▶ Continuity of Services

- ▶ Hire current personnel and retain current staffing levels for first ninety (90) days of contract
- ▶ Maintain range of benefits, including health insurance and personal time off that meets or exceeds those currently provided by CSTB
- ▶ Continue the existing customer flow processes, including procedures, systems, and forms for the first ninety (90) days of the contract period to maintain stability and promote continuity of services

▶ Reaching All Areas of the County

- ▶ Develop and implement alternative service delivery methods such as virtual services or additional access points.
- ▶ Selected Contractor(s) will work with the Virtual Services provider to ensure these services are readily available and provided seamlessly across all programs and to all customers

▶ Diversity and Local Staffing

- ▶ Employ personnel who reflect the diversity of the customers who are utilizing workforce services
- ▶ Utilize Tampa talent pool to fill vacancies and/or new positions to the fullest extent possible

CRITICAL ELEMENTS

▶ Cost Effectiveness

- ▶ Utilize operational funding primarily for staffing costs (CSTB will retain funding for WIOA training activities)
- ▶ Leverage funding for additional/alternative sources along with CSTB funding

▶ Promoting Family-Sustaining Wages

- ▶ Emphasize foundational skills that are valued by employers
- ▶ Utilize incumbent worker training, OJT, apprenticeships, and internships
- ▶ Emphasize career pathways and advancement strategies
- ▶ Coordinate with other community organizations

CRITICAL ELEMENTS

▶ Integration and Coordination

- ▶ Engage all partners of the CSTB system
- ▶ Outreach to non-traditional partners to address service gaps
- ▶ Utilize the CSTB brand to coordinate services

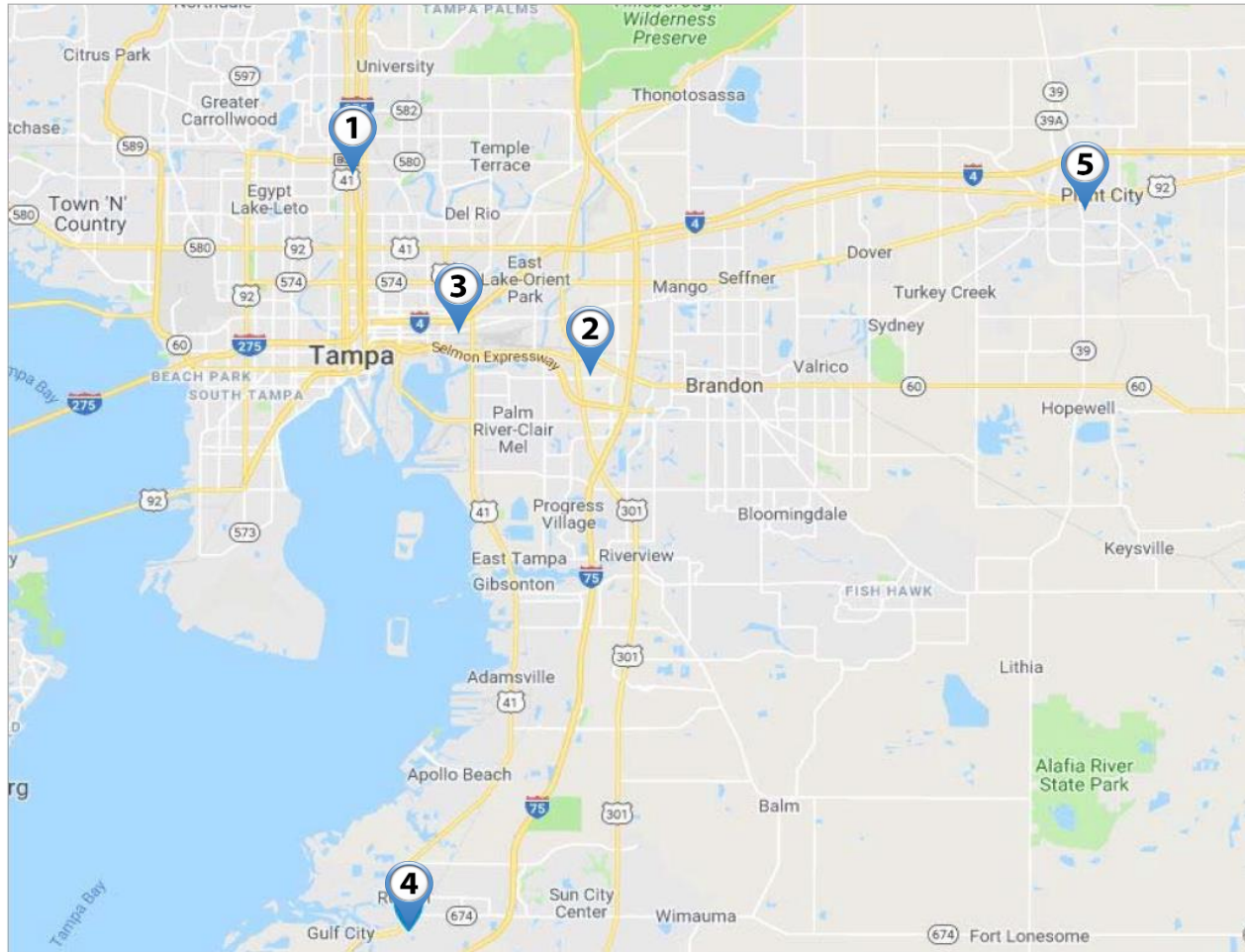
▶ COVID-19 Pandemic Work Preparedness Planning

- ▶ Contractor is expected to have procedural and operational plans established addressing a pandemic work preparedness plan including the staff's ability to work remotely
- ▶ Provide continuity of service for job seekers, businesses, or other customers the applicant may serve

CONTRACT TERMS

- ▶ **Cost-reimbursement**, performance-based contract that is based on actual costs and performance delivery outcomes. (The expected performance delivery outcomes will be negotiated between CSTB and the Contractor.)
- ▶ Contract Period is **July 1, 2021 to June 30, 2022** with an option at CSTB's discretion to extend for up to three (3) additional one (1)-year periods based on performance, business needs, and funding availability.
- ▶ No third-party contracts or subcontracts will be allowed unless **prior written approval** is provided by CSTB.

SERVICE LOCATIONS



Effective 12/1/2020

Center hours:

Mon - Fri

➤ 8 AM to 5PM

3rd Friday of each month

➤ 8 AM to 12 noon

01 Tampa - N. Florida Ave.
FY1920 Foot traffic 61,388

02 Brandon – Bay Plaza Blvd.
FY1920 Foot traffic 10,343

03 Tampa – Career Prep Center
FY1920 Foot traffic 4,449

04 Ruskin – 14th Ave. SE
FY1920 Foot traffic 3,037

05 Plant City – N. Michigan Ave.
FY2020 Foot traffic 1,303

ANTICIPATED FUNDING AVAILABLE

The exact funding that will be available for each of the service components will not be known until the State releases its final allocations for the upcoming program year. For the purposes of this RFP, Respondents should base their budgets on the following figures:

- ▶ One Stop Operator/Career Services
\$1,960,000

- ▶ Business Services/WIOA Adult & Dislocated Worker Program Services
 - ▶ Business Services \$800,000
 - ▶ WIOA Adult & Dislocated Worker \$1,125,000

NOTE: Respondents must use the Updated budget forms.

KEY BUDGETARY NOTES

- ▶ Profit/Management Fee - A reasonable profit amount or management fee will be considered and determined as part of the contract negotiation process. For governmental, non-profits, and public or non-profit education institutions, earnings above actual costs incurred are to be treated as program income. Any program income earned must be used for program purposes and prior approval must be obtained.
- ▶ Indirect Costs - As applicable, the Contractor must submit its Indirect Cost Rate that has been approved by its federal cognizant agency to CSTB for consideration.
- ▶ Within the resulting contract, CSTB will prescribe specific performance outcomes that are to be achieved by the Contractor for each quarter of the fiscal year. It will also include a negotiated percentage of the contract that will be held back if all standards are not achieved. At the end of the Program Year, CSTB will review the performance outcomes and will pay the Contractor either (a) the full amount held back if all standards were achieved, or (b) a pro-rated portion thereof if all standards were not achieved.

PROCUREMENT TIMELINE

Solicitation Action	Date/Time
RFP Issued	9/25/2020
Deadline for Questions	10/16/2020 at 11:00 AM EST
Deadline for Intent to Propose	10/26/2020 at 11:00 AM EST
Proposal Due Date	11/6/2020 at 1:00 PM EST
Proposal Evaluation	11/9/2020 to 12/3/2020
Presentation to Selection Committee	2 nd week of December 2020
Board approval of Contractor(s)	3/18/2021
Contract Negotiations Begin	3/22/2021
Transition Period	5/15/2021 to 6/30/2021
Transition Date	7/1/2021

QUESTIONS AND ANSWERS

- ▶ Questions and/or requests for clarification may be submitted via email to RFP@careersourcetb.com until 11:00AM on October 16, 2020
- ▶ Subject line should read “RFP #21-0055: Workforce Services - Q&A”
- ▶ Questions should reference the applicable page number and section of the RFP
- ▶ Answers will be posted on the CSTB website at <https://www.careersourcetampabay.com/about-us/requests-for-proposals/> A good faith effort will be made to provide written response by 3:00 PM EST, 10/22/2020.

CSTB reserves the right to reject any and all questions and/or clarifications, in whole or in part.

NOTICE OF INTENT TO PROPOSE

- ▶ Respondents **must** submit a Notice of Intent to Propose via email to RFP@careersourcetb.com by 11:00AM on October 26, 2020
- ▶ Subject line should read “RFP #21-0055: Workforce Services - Notice of Intent”
- ▶ The Notice of Intent to Propose **must** include the following:
 - ▶ Respondent entity name, entity website and physical address
 - ▶ Respondent contact name, phone number and email address
 - ▶ Respondent DUNs #
 - ▶ Service component(s) that the Respondent plans to propose (i.e. One-Stop Operator & Career Services and/or Business Services & WIOA Adult & Dislocated Worker Services)

CSTB reserves the right to reject any proposals whereby the Respondent has not submitted a notice of intent.

PROPOSAL SUBMISSION

- ▶ **Submit separate proposal packets for each component being proposed**
 - **One-Stop Operator & Career Services and/or**
 - **Business Services & WIOA Adult & Dislocated Worker Services**
- ▶ Each proposal packet **shall include**: Technical Proposal, Cost Proposal, and Required Attachments
- ▶ Provide: One (1) Original and + one (1) CD or Flash Drive Copy in PDF
- ▶ Prepare on 8 ½” * 11” Paper With 1” Borders; Single-spaced and single-sided
- ▶ Include complete responses for each question (i.e., do not respond with “will comply” or “see above”)
- ▶ List name and number of the RFP and the service component being proposed for in the top margin of each page

TECHNICAL PROPOSAL

- ▶ Cover Statement (Limited to 1 page)
- ▶ Executive Summary (Limited to 2 pages)
- ▶ Table of Contents (Limited to 2 pages)
- ▶ Technical Proposal Responses (Limited to 35 pages)

COST PROPOSAL

- ▶ Cost Proposal Responses (Limited to 5 pages)
- ▶ Budget (Use **Updated** Budget Forms)
 - Budget Form
 - ❑ **Shall delineate the cost by program service**
 - Salaries and Fringe Benefits detail
 - ❑ **Shall be prepared for each service program**
- ▶ Budget Narrative
 - Budget narrative that justifies each proposed expense

Budget forms will be provided in excel to Respondents who submit a Notice of Intent.

REQUIRED ATTACHMENTS

- ▶ A. Organization Information
- ▶ B. Organization References
- ▶ C. Organizational Charts
- ▶ D. Key Staff Resumes and Job Descriptions
- ▶ E. General Assurances
- ▶ F. Certification of Respondent
- ▶ G. Certification Regarding Debarment and Suspension
- ▶ H. Certification Regarding Conflict of Interest
- ▶ I. Certification Regarding Drug-Free Workplace
- ▶ J. Certification Regarding Lobbying
- ▶ K. Certification of Non-Discrimination and Equal Opportunity
- ▶ L. Administrative Management Survey
- ▶ M. Financial Systems Survey
- ▶ N. Budget Forms
- ▶ O. Audited Financial Statements

SUBMISSION ADDRESS

- ▶ **Mail or Hand Deliver Proposals by 1PM on November 6:**

CareerSource Tampa Bay

Workforce Services RFP

ATTN: Anna Munro, Director of Fiscal Compliance

4902 Eisenhower Blvd., Suite 250

Tampa, FL 33634

- ▶ Enclose in sealed package with RFP # 21-0055 displayed on the front or top
- ▶ Email, fax, or telephone proposals will not be considered
- ▶ Late Proposals will not be considered

REVIEW, EVALUATION AND SELECTION PROCESS

Overview of Process

▶ Step 1 - Preliminary Review

- All responses received by the required due date will be reviewed to ensure the Respondent submitted all required proposal documents and attachments as specified in the RFP. Proposals missing any of the required paperwork will not be considered. Moreover, proposals that were not received at the designated location by the specified due date will not be considered. Reference checks will be conducted and responses will be factored into scoring.

▶ Step 2 - Consultant Technical Review

- Proposals will be evaluated and rated by a Technical Review Committee comprised of consultants with Workforce expertise. This Committee will review each proposal for its technical merit. All Proposal Evaluations completed by the Technical Review Committee will be maintained on file by the CSTB. To be considered for an award, a Respondent shall achieve a minimum acceptable score of 75% of the point total in **each** of the four evaluation categories:

- ▶ - Demonstrated Ability: Minimum score of 15 points,
- ▶ - Continuity of Services: Minimum score of 15 points,
- ▶ - Work Plan for Services: Minimum score of 26.25 points,
- ▶ - Firewall/Separation of Duties: Minimum score of 7.5 points, and
- ▶ - Cost Proposal: Minimum score of 11.25 points

REVIEW, EVALUATION AND SELECTION PROCESS - Continued

► Step 3 - Selection Committee

Using the information gathered in step 2, the Technical Review Committee will present the results of its selections, as well as strength and weaknesses of each proposal to the Selection Committee. Using this information, the Selection Committee will identify the Respondents to provide a presentation.

► Step 4 - Presentation to Selection Committee

Selected Respondents will provide a presentation to the Selection Committee that will be evaluated and factored into the overall scoring of the Respondent. The basis for scoring will be shared with each Respondent prior to the presentation. The presentations are tentatively schedule for the 2nd week of December 2020. Such presentations shall include the Respondent's key program personnel.

REVIEW, EVALUATION AND SELECTION PROCESS - Continued

► Step 5 - Other Information

Technical Review Committee and Selection Committee members will determine if additional information is required to complete the evaluation process. Any information obtained during Step 5 will be evaluated using the scale set forth in the Step 2 Technical Review Committee and incorporated into the overall rating for the proposal. The Technical Review Committee may request information from sources other than the written proposal to evaluate a Respondent's programs or to clarify its proposal. Examples of other information may include but are not limited to Written responses from Respondent to clarify questions posed by the Technical Review Committee. Such information requests by the Technical Review Committee and Respondent's responses shall always be in writing.

► Selection and Contract

THANK YOU!