



Request for Proposals

YOUTH WORKFORCE SERVICES

Service Provision Term: July 1, 2025 to June 30, 2026

Date Issued	November 25, 2024
Deadline for Submission	No Later Than 3:00 pm, Eastern Standard Time February 10, 2025
Submit Proposals To:	Melody Snider Executive Assistant CareerSource Heartland 5901 US Hwy 27 S, Suite 1 Sebring, Florida 33870 msnider@careersourceheartland.com (863) 385-3672 x 1317

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Heartland Workforce Investment Board, Inc., d/b/a CareerSource Heartland (CSH), is requesting proposals for the provision of Workforce Innovation and Opportunity Act (WIOA) Youth Services. Parties interested in submitting a proposal should review this entire document.

Proposals must be submitted no later than 3:00 pm, EST, on Monday, February 10, 2025, to:

CareerSource Heartland
 Attention: Melody Snider
 5901 US Hwy 27 S, Suite 1
 Sebring, Florida 33870

Time indicated is Eastern Standard Time. Submitted proposals will be recorded. Any proposal or portion thereof, received after the submittal deadline will not be considered.

Questions may be submitted by email, referencing “Youth RFP” in the subject line, to msnider@careersourceheartland.com from the date of release until December 19, 2024. Answers will be posted on the CareerSource Heartland website at <http://www.careersourceheartland.com> within 24 hours of receipt of question, or as soon as possible thereafter.

Action	Date
RFP Release	November 25, 2024
Question & Answer Period	From date of release of RFP to December 19, 2024
Proposals Due	No Later than 3:00 pm EST, February 10, 2025
Technical/Staff Review	February 12– February 21, 2025
Rating Team Review	Due March 25, 2025
Youth Council meeting	Approx. April 15, 2025
Board Meeting	April 23, 2025
Contract Negotiations	Contract negotiations to begin approx. May 5, 2025
Provision of Services Begin	July 1, 2025

CareerSource Heartland (CSH) reserves the right to adjust the schedule to extend any published deadline in this RFP when it is in the best interest of CSH. Any such adjustment will be posted on the CSH website. It is the proposer’s responsibility to stay informed throughout the RFP process.

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I. BACKGROUND OF ORGANIZATION

Heartland Workforce Investment Board, Inc., d/b/a CareerSource Heartland (CSH) – known as Local Workforce Development Board (LWDB) 19 serving DeSoto, Hardee, Highlands, and Okeechobee Counties – is a private not-for-profit corporation registered under Section 501(c)(3) of U.S. Internal Revenue Code. CSH is governed by a Board of Directors comprised of volunteers representing private sector business, economic development, education, organized labor, community-based organizations, veterans, and state and local government agencies from all four counties. Joint oversight is provided through an agreement with CSH and Local Elected Officials (Commissioners) from each of the four counties in LWDA 19. Additional information regarding CSH and its members is located on CSH’s website at www.careersourceheartland.com.

CSH has been chartered by the State of Florida to create a local workforce development system and to provide strategic planning and oversight of local Workforce Innovation and Opportunity Act (WIOA) initiatives including youth, adult and dislocated worker activities, high skills/high wage jobs, career centers, the local Welfare Transition Program (WTP), the local Supplemental Nutrition Assistance Program (SNAP), and Wagner-Peyser (WP) labor exchange programs. CSH receives federal pass-through funds from the United States Department of Labor (USDOL), the United States Department of Health and Human Services (USDHHS), the United States Department of Agriculture, and the Florida Department of Commerce (FloridaCommerce). CSH is a grant recipient and administrative entity for WIOA, WTP, and other funds, and operates under a Memorandum of Understanding with the four local Boards of County Commissioners and the State.

CSH’s programs are fully supported by the U.S. Department of Labor, the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, and/or FloridaCommerce, which in fiscal year 2024-25 included awards totaling \$3,705,089.

A. RFP Objectives

CSH is seeking experienced youth services provider(s) that collaborate with other organizations and agencies to provide year-round out-of-school and in-school youth programs in all four counties located in LWDA 19.

The programs will operate under the provisions of WIOA, to include related guidelines as set forth by the State of Florida.

CSH is interested in qualified service providers who demonstrate a program design that increases the focus on serving out-of-school youth, and those most in need, by prioritizing a connection with employers, especially through work experience and work-based learning opportunities. Proposals for innovative activities or programs, consistent with WIOA rules and regulations, are encouraged. Reference information for WIOA is available on the internet at <http://www.doleta.gov/WIOA/>.



II. GENERAL SCOPE

Proposer(s) may be any organization(s) structured in accordance with state and federal laws with experience in youth workforce development programs. Minority and female-owned businesses are encouraged to apply.

Responses may be submitted by a single entity or by a consortium of organizations or agencies that have agreed to work cooperatively to deliver services and achieve desired outcomes. This strategy will encourage the collaboration of public, private, and community-based partnerships within DeSoto, Hardee, Highlands, and Okeechobee Counties. Consortia responses to the RFP must be filed as a single proposal.

Only proposals addressing all required components of this RFP will be considered responsive.

No entity may compete for funds if:

- the entity has been disbarred or suspended or otherwise determined ineligible to receive federal funds by an action of any government agency;
- any previous contract(s) with CSH have been terminated for cause;
- the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services;
- the entity or its parent organization has filed for bankruptcy during the past 5 years;
- the entity's name appears on the convicted vendors list; or
- any other case for which the proposer is determined irresponsible.

A strong relationship with local businesses, community organizations, and educational entities must be evidenced. The proposal must identify the provision of direct services related to youth workforce development programs as outlined under WIOA law, including any subsequent amendments, and must comply with WIOA Chapter 2, Section 126, "Use of funds for youth activities."

Although funding availability has not been established as of the date of this RFP, it is estimated that the funds available for the Youth Workforce Services program will be approximately five-hundred thousand dollars (\$500,000) per year. Payment for services will be cost reimbursement with a 10% holdback for performance, payable at documented attainment of performance.

Absent an approved federal/state waiver, a minimum of 75% of total Local Workforce Development Board (LWDB) WIOA Youth funds must be spent on out-of-school youth expenditures. A minimum of 30% of total Local Workforce Development Board (LWDB) WIOA Youth funds must be spent in support of work experience as defined under WIOA.

Proposers should provide assurances and evidence to support ability to adhere to and implement additional requirements or changes that will become components of or guidance for youth services under the WIOA.

The funding period for the initial contract(s) awarded under the Youth Services Provider(s) grant will be from July 1, 2025 through June 30, 2026. CSH, at its sole discretion, may opt to renew its contract with the successful proposer on an annual basis for up to two (2) additional years, based on performance, organizational strategies and/or funding availability.

The proposer selected through this solicitation process must be able to maintain a minimum of \$1 million of general liability insurance coverage. Proof of insurance and other required certifications provided later in this packet must be furnished to CSH prior to final contract negotiations. Failure to provide the required documents in advance of final contract signature date will result in the proposer's forfeiture of the contract.

Contractors with CSH must agree to allow CSH, Florida’s Department of Commerce (FloridaCommerce), US Department of Labor, (USDOL) and US Department of Health and Human Services (USDHHS) access to any records directly related to this program. Records must be maintained for five (5) years subsequent to the conclusion of this program. Records will become the property of CSH if any entity ceases to continue service provisions prior to the expiration of five years.

Information Provided by CareerSource Heartland

Exhibit A: Definitions

Exhibit D: Proposal Rating Sheet

Exhibit B: Proposal Checklist

Exhibit E: Board Member/Consortium Listing

Exhibit C: Technical Review Checklist

III. SERVICE MENU AND PROGRAM DESIGN

Provide a narrative to address the components, elements, and performance indicators of WIOA Youth Programming.

The service provider(s) will perform all of the following youth services and activities for CSH. Services and activities must comply with the WIOA Chapter 2, Section 126 – “Use of funds for youth activities”. In your proposal, please describe in detail how you will accomplish the following components of WIOA Youth Services:

A. Components

1. Recruitment/Application: Describe how your recruitment will place a priority on out-of-school youth, high school dropout recovery, and disconnected youth with significant barriers.
2. Eligibility Determination: Describe how you will streamline the eligibility process for disconnected youth and how all applicable WIOA defined barriers of youth will be documented and recorded.
3. Program Orientation/Enrollment: Describe your orientation process and strategies for expedited enrollment of youth.
4. Initial Objective and Formal Assessment: Describe the assessment tools (inclusive of academics and career interests) to be utilized in recruitment and case management functions. Include details on how reasonable accommodations will be provided in the assessment process when necessary for people with disabilities.
5. Development of Individual Service Strategy (ISS): Provide an example of a youth ISS that will be utilized.
6. Assignment and management of workforce development activities: Describe your case management and oversight system for WIOA youth programming.
7. Partnership and collaboration strategies for workforce programs, community partners, and local employers: List local partnerships and describe your strategies to ensure youth participants receive comprehensive services from a variety of organizations to remove barriers to success.

(continued on next page)

8. Program outcome/performance metrics: Describe how you will attain and track each of the following performance measures.

Indicator	Description
83.5% Employment or Enrollment in Post-Secondary Education/Advanced Training in 2nd Quarter after Exit	Include strategies for coordination with Adult WIOA and TANF programming for ITAs and OJTs.
83.0% Employment or Enrollment in Post-Secondary Education/Advanced Training in 4 th Quarter after Exit	Include strategies for coordination with Adult WIOA and TANF programming for ITAs and OJTs.
\$3,928 Median Earnings for Employed Youth 2 nd Quarter after Exit	Include career pathway strategies to lead youth to earning higher wages.
87.7% Attainment of Secondary/Post-Secondary Credentials	Participants who receive a high school diploma or GED during program participation must also obtain employment or enter post-secondary education within one year after exit to be counted in this measure. Describe strategies you will utilize and how documentation and recording for credentials will be managed.
90.3% <i>Measurable Skills Gains</i>	Describe the types of measurable skills gains your youth program will offer and how you will retrieve, document, and record skills gains for youth participants.
Effectiveness Serving Employers	Describe strategies for employer engagement.

B. Required Elements

Describe in detail how you will provide the 14 required elements of WIOA Youth programming. Not every youth will require every service; therefore, the Proposer will have the discretion to determine which specific program services will be provided to a youth participant, based on each participant’s objective assessment and individual service strategy.

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.



3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following:
 - a. Summer employment and employment opportunities available throughout the school year;
 - i. Innovative measures
 - ii. Number of weeks; days per week; hours per day
 - iii. Links with employers
 - b. Pre-apprenticeship programs;
 - c. Internships and job shadowing;
 - d. On-the-job (OJT) training opportunities.
4. Occupational skills training which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved (occupations must be based on the local CSH Demand Occupations List [DOL]).
5. Education offered concurrently with, and in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
7. Supportive services (stipends, and referrals to other agencies).
8. Adult mentoring for the duration of at least twelve (12) months which may occur both during and after program participation.
9. For all WIOA Youth participants exiting program services, follow-up services for a period of not less than twelve (12) months post participation. Follow-up and tracking will be designed to ensure individual long-range success and program accountability. CareerSource Heartland requires documentation of follow up at first (1st) quarter after exit, second (2nd) quarter after exit, third (3rd) quarter after exit, and fourth (4th) quarter after exit.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help youth prepare for and transition to postsecondary education and training.

C. Program Design

Incorporate into your service menu/program design:

- the number of youth to be served annually;
- how you will meet the requirement that 30% of area youth funding supports work experience as defined under WIOA; and
- a proposed staffing plan.



Also, describe:

- how leveraged funds will be utilized to enhance services; and
- how you will ensure that applicants not meeting enrollment requirements will be referred to appropriate programs, as necessary.

D. Local Program Priorities and Design Requirements

Following are four CSH priorities for WIOA Youth programs. Proposals that demonstrate one or more of these priority elements will receive additional consideration in the scoring of proposals.

1. Collaboration

An ideal proposal will document collaborative partnerships with additional organizations such as a Community Based Organization (CBO) or a Faith Based Organization (FBO), or businesses (public or private) that will provide jobs, in-kind services, and/or additional funds to the youth program.

Proposers should submit, with this proposal, a Memorandum of Agreement (MOA) or a Memorandum of Understanding (MOU) signed by partners and specifying the roles of each partner. These agreements are collaborative in nature and if contractual, then a subcontract must be executed (note: subcontractors must be pre-approved by CSH). In the event that collaboration involves subcontract arrangements, a lead agency/organization must be identified to take fiscal responsibility. For example, if a Proposer is partnering with the School District, the agreement should be signed by the Superintendent or other authorized representative and include information, including costs incurred (either in-kind or paid from WIOA funds), to the program for:

- a. coordination with the summer school or regular school program;
- b. use of facilities;
- c. transportation;
- d. staffing;
- e. dates and location of program;
- f. restrictions on students attending program;
- g. student recruitment; and
- h. identification of lead fiscal agent

The foregoing list is an example only and is not intended to be an exhaustive list of information to be included in the collaborative description.

In the event that a proposal is selected for contract negotiation, collaborating organizations that are subcontractors must provide the same required documentation and certifications including licensure and insurance as are required of the lead proposing agency/organization.

2. Employer Connections

CSH seeks an increase in career development experiences that demonstrate meaningful employer involvement. The range of activities may include placement in jobs or internships with area businesses and/or community-based organizations, or the involvement of employers who participate as job-shadowing hosts or mentors for youth. Model programs engage specific employers in comprehensive youth-serving partnerships, i.e., partnerships that use employer

resources to support youth as they explore or progress upon a career pathway. Proposers should explore innovative, sustainable employer partnerships for their program implementation plans. These connections should lead to placements of participants in employment and post-secondary education as well as meaningful exposure to the world of work with measurable skill gains.

3. Leveraged Funding and Service Coordination

Proposers should seek to leverage community resources to create a seamless network of services that are easily accessible and relevant to youth. To have a meaningful impact on the quality and breadth of the youth services system, Proposers must be able to draw upon a resource base that extends beyond WIOA funding. Proposers should describe connections to other funding sources that will benefit participants and increase the cost-effectiveness of federal funds. Proposers must provide Memorandum of Agreement (MOA) with organizations that are donating resources (both cash and in-kind) in support of the WIOA youth program.

4. Innovations: Incorporating National Best Practices

Proposers are encouraged to “think outside the box” and integrate innovative elements into their proposals. National best practices may be reviewed, adapted to local needs, and introduced into program implementation plans in ways that enhance youth achievement and promote development of the area youth services system. Current YSPs (Youth Service Providers) should highlight what improvements, innovations or additional collaborations their future designs represent relative to existing programs.

E. Program Management

1. Case Management

This is the term generally used to refer to the maintaining of case files on each youth who is enrolled and compiling all data regarding participants, activities and follow-up for entry into the centralized State MIS database. Each (YSP) must maintain all information and proper documentation and enter appropriate and timely data into the State MIS system. Case files maintained by the YSP must include the application, eligibility determination and verification, assessment results, the Individual Service Strategy (ISS), status changes for enrollment, activity changes, termination and follow-up. All WIOA forms must be approved by CSH.

2. Outreach and Recruitment

Outreach and recruitment will be the primary responsibility of the YSP.

3. Eligibility Determination

Determination of WIOA eligibility, based on established criteria, is the responsibility of the YSP and includes verification of the information obtained by the YSP.

4. Initial Assessment

The YSP must conduct an objective assessment of all youth, consisting of their academic levels, skill levels, and service needs before being enrolled in any activity. Assessment results will be used to develop an Individual Service Strategy (ISS) and as baseline data for determining improvements in basic skills levels and work maturity skills as a result of participation in the programs. Tests will be given, scored, and the results reviewed with the youth. The YSP will be responsible for utilizing the assessment information in the design and delivery of the proposed curriculum and/or program activities. Prior to the end of the program, youth must be post-tested using the same assessment tool as was used for the pretest and scores recorded for determining skill development. Results of pre- and post-assessments may form the basis for one or more of the benchmarks for performance measurement of the YSP.

5. Individual Service Strategy (ISS)

The ISS is a plan that must be customized to meet the individual participant's needs. It incorporates the results of assessments and interviews with the youth, and identifies the youth's short-term education, training and employment goals. These plans are used as a basis for referrals of youth to appropriate activities. Each ISS is developed by the YSP in consultation with the youth participant. The ISS must include at least one of the required program elements.

6. Data Entry

The YSP is required to maintain an electronic record of activities and results in the State's required data system. CSH requires that information be entered into the State's required data system in a timely and efficient manner.

7. File Management

The YSP must establish and maintain a hard copy file on each youth including the ISS, documentation for eligibility, goals accomplished, progress, outcomes, referral to other services and any disciplinary actions.

8. Referral to Other Services

During the course of a program, participants may require referral to other appropriate services (for example, drug or mental health counseling, or testing). In these cases, the YSP may coordinate with CSH partners to obtain the referral.

9. Placement

Proposers should have a plan for placement of individuals for whom placement is a goal on their ISS. YSPs must provide employment verification documentation and must facilitate timely data entry into the State's required data system to receive credit for any placement benchmarks.

10. Follow-Up

All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies. Follow-up services for program participants shall continue for at least 12 months after exiting the program to ensure continuity of services and progress towards the performance outcomes. Follow-up services must be provided by the same program that provided case management during participation; however, the YSP will be responsible for coordinating follow-up, gauging its effectiveness and appropriateness, maintaining appropriate periodic contact with the participant, and documenting all activities. The types of services provided must be based on the needs of the individual. YSP's are encouraged to develop partnerships with other youth programs and to leverage additional funding to support follow-up services.

Follow-up services may include:

- leadership development
- regular contact with the youth employer, including addressing work-related problems that arise
- assistance with job development, career development and further education
- work-related peer support groups
- adult mentoring
- tracking the progress of youth in employment after training

Proposers will state the method they will use to perform follow-up activities for 12 months following the end of the program year, whether or not additional contracts years are renewed.

Quarterly follow-up on status after closure, as defined in the WIOA law, is also required.

F. Reporting Requirements

Proposer will be required to conduct eligibility determination, enter all required data into the State of Florida approved database for customer tracking, maintain appropriate master files* for every enrolled youth containing source documentation, and ensure adequate and timely tracking of participant progress and reconciliation, as required. Data-entry of initial basic skills (English, Language, Math) as determined by a recognized and FloridaCommerce approved test of adult education (e.g. TABE) and updated basic skills scores on all applicable participants is required.

- ✓ Quarterly reports will be submitted to CSH indicating progress made toward performance goals.
- ✓ Monthly reports will be submitted to CSH in a prescribed format provided by CSH. If goals are not being met, a justification for the non-attainment of goals and a corrective action plan must be submitted to CSH.
- ✓ Conduct and data-enter participant follow-up information for one (1) year following program exit.

*At a minimum, the master file, which may include a combination of electronic and hard-copy files, shall include the WIOA application, eligibility documentation, WIOA enrollment form, the initial and comprehensive assessments, the ISS and its updates, goal assignment and attainment, monthly progress case notes; and, as applicable, credential attainment and job placement information to include job retention verification.

IV. RFP TERMS AND CONDITIONS

Responses to this RFP must be received no later than 3:00 pm EST, February 10, 2025. The delivery of the proposal is solely and strictly the responsibility of the Respondent. Any proposal received after the due date and time will not be considered fully responsive.

Only a fully responsive proposal will be considered. All conditions set forth in this section must be followed to be considered fully responsive.

A. Proposal Content

Include the following information in your response in the order presented below:

1. Proposal Cover Page (Attachment A)
Only forms which have been completed in their entirety.
2. Table of Contents
Paginate the complete document and provide a table of contents indicating the beginning page for each section and major subsection(s) of the Response, including each attachment.

B. Proposal Narrative

1. Experience and Demonstrated Performance. Address the following areas:
 - a. Has your organization provided similar services before? What were the results?
 - b. Describe your specific youth service/activities including the names, addresses, contact person(s) and telephone number of organizations related to your prior experience

working with WIOA programs, not-for-profit organizations, programs funded by the Federal Government, and/or programs funded by the State of Florida, if applicable.

- c. Provide three (3) current programmatic professional references, including names, organizations, addresses and telephone numbers for CSH reference verification.
- d. If WIOA services have been provided in other areas, provide three (3) years of performance data, if available.
- e. The Proposer should indicate what sets its organization apart from others that may submit a proposal in response to this RFP.
- f. Successful proposers will be required to submit a Cost Allocation Plan (CAP) during contract negotiations. A CAP will be required to identify the method the proposer will use for allocating costs to the contract. Allocations based on budget alone are not acceptable. The CAP is subject to CSH approval.

2. Administrative Capacity

- a. Describe how your organization will handle the management and financial capability needed to effectively and efficiently manage youth service programs, deliver quality programs and services, conduct self-monitoring for contract compliance, implement a continuous improvement model, quickly adapt to changes in policies, procedures, priorities, service delivery design as determined by CSH or required by funding sources, keep appropriate records in an auditable manner, and meet/exceed performance standards.
- b. This is a reimbursement contract having a 10% holdback for performance. Describe how your organization will cover the costs associated with the implementation of the desired project until reimbursement is received.
- c. Describe any financial relationships (current) with members of CSH Board, CSH staff or the Heartland Workforce Consortium consisting of Boards of County Commissioner member listed on D, Relationship Disclosure Form.

3. Operations

- a. The successful proposer must be consistently available to serve customers Monday-Friday, 8am-5pm. To meet the unique needs of at-risk youth, the proposer must also be available to respond to youth in crisis situations, without the option of charging overtime pay through this grant. Provide a description of the days and hours of operation, to include defining how crisis situations will be covered without charging overtime pay to this grant.
- b. Wage increases, bonuses, and staff incentives must be determined reasonable, necessary, and allocable to the grant, and approved according to the standards set by the CSH Board. Please detail your organization's policies and processes for issuing wage increases, bonuses, and/or incentives. If your company's policies include staff increases, bonuses, and incentives that exceed the CSH Board's standards, please explain how the overage(s) will be covered.
- c. Please provide a calendar of company holidays and office closures.
- d. Employee benefits must be determined reasonable, necessary, and allocable to the grant, and approved according to standard set by the CSH Board. Please provide a detailed description of the employee benefits to be charged to this grant.

4. Customer Record Keeping

Proposers will be required to maintain records on each participant and to make these records available to CSH, State and Federal officials and auditors. All records for the program must be retained for a period of five (5) years. Records must be available upon request.

- Describe your records management system. Note: CSH requires use of the state-mandated database which has an established archive system. Indicate your willingness to provide access to these records and to follow appropriate local Board procedures for records management, storage, and retrieval.

5. Customer Reporting

- Describe how you will ensure the accurate, timely tracking and reporting of individual participants/customers in accordance with WIOA, Federal, State, and Board rules, regulations, policies and associated requirements.

6. Audits

- Describe all programmatic and fiscal audits that your organization undergoes and submit the organization's most recent audited financial statements.

7. Fiscal Capacity and Reporting

Proposers must:

- Describe your fiscal capacity, experience and reporting mechanisms.

Fiscal capacity includes:

- A finance department that is knowledgeable of State/Federal reporting requirements, and a finance system/software program that is capable of tracking expenditures by cost category or participant.
- The ability to maintain fiscal controls, accounting procedures, and financial reporting in accordance with Generally Accepted Accounting Principles and requirements established by CSH.
- The ability to demonstrate sound financial practices and internal controls and show evidence of continued financial stability.

The Proposer is advised that separate accounting records must be kept for CSH contracts to ensure accurate and appropriate reporting of contract expenditures, and costs must be tracked in sufficient detail to determine compliance with contract requirements to ensure that funds were lawfully spent.

8. Monitoring and Evaluation

Proposers' quality control processes should include case file reviews, caseload contacts, customer surveys/reports, and quality control monitoring that includes mechanisms to detect errors in data collection, eligibility determinations and service delivery as well as timeliness in all reporting elements.

These processes should also include immediate identification when a problem occurs (administrative, programmatic, or fiscal) and when corrective action is necessary. The Proposer must demonstrate commitment to quality performance on all levels, from leadership to service delivery.

- Describe your organization's experience monitoring and evaluating programs and services.
- Describe the processes your organization will use to ensure that ongoing quality control is in place for this project.

9. Subcontracts

Proposer may subcontract with other entities, with prior approval from CSH, to expand services and deliver the most comprehensive program. Proposers are encouraged to utilize minority and female-owned and operated businesses as subcontractors. The Proposer must not subcontract major services and activities required by this RFP. Each proposer is advised that CSH will hold the successful proposer entirely responsible and accountable for effectively and efficiently managing

and delivering the services and activities described in this RFP while providing excellent customer service and achieving the contracted performance outcomes.

- If a Proposer intends to subcontract for any services and activities, the specific service(s) and activities must be identified in this proposal.
- If you plan to subcontract for services or activities contained in your proposal, describe the nature of those subcontracts, the subcontractor, and the services and activities to be provided by the subcontractor. Copies of sub agreements with current or intended subcontractor(s) must be submitted as attachments to this RFP. Any sub-agreements will be discussed and considered at time of contracting. Proposed subcontractors are subject to disclosure, as outlined in Section IV, item B(2)c of the RFP.

If the response represents a joint submittal by more than one agency or organization, the following steps must be followed:

- a. List all partners and briefly describe the role of each in service delivery.
- b. Provide a description of each of the “funded” partners organization(s) and staff qualifications.
- c. Briefly describe (list) each partner organization(s) mission.
- d. Summarize (list) each organization(s) current major funding sources.
- e. Include:
 - i. A description of the program and financial management capabilities of each organization
 - ii. A description of both the indirect and direct program and financial management capacity as it relates to the proposal
 - iii. The specific functions/responsibilities of indirect and direct staff (clearly identify) Flowchart(s) displaying the described relationships
 - iv. A description of the experience and past performance record of all the proposer(s) in delivering Youth Workforce Development Services or all similar projects within the State of Florida, from July 2015 to present
 - v. List all regions, types of services provided, performance data, regional contact name(s) and contact information

10. Insurance

The entity selected through this solicitation must maintain a minimum of one million dollars (\$1,000,000.00) general liability insurance coverage. The Proposer must provide a copy, as an attachment, of their current liability insurance certification. The entity must ensure ALL individuals participating in the project are covered. The entity’s current employees as well as employees hired for projects funded through this solicitation must be covered with workers’ compensation insurance. Proof of insurance will be requested at the time of contracting. The Proposer must describe their liability insurance coverage and any bonding that will be provided for this project.

11. Staff Qualifications

Summarize staff qualifications. As an attachment, the Proposer must provide resumes and job descriptions for all upper management level staff who will be directly involved in the day-to-day operations in LWDB 19. The Proposer must provide job descriptions for each position directly funded through the proposal.

12. Implementation of Services

Provide a timeline for full implementation of services, assuming full operation of contracted services by July 1, 2025.

At a minimum, include:

- Background Screening;
- Hiring of staff;
- Training of staff;
- Preparation of space—furniture and equipment is in place, discuss move in time and readiness to begin functions;
- Begin case management for existing cases;
- Begin accepting new applicants/referrals, outline recruitment strategies to include placing a priority on out of school youth and high school dropout recovery;
- Full operation in place—all services functional, all agreements in place.

*New providers see Section V-F for transition period.

C. Proposal Budget and Instructions

Information must be provided in the following sequence.

1. Budget Parameters and Narrative

CSH has the responsibility of ensuring that contracted costs are both reasonable and necessary. All costs associated with the proposal must be clearly detailed and must be completed by cost categories. Provide a detailed separate line-item budget using template provided in Attachment B which shows all proposed project costs for both in-school and out-of-school youth. For each line item of the budget, provide an explanation of what is included in the cost.

All proposals will be evaluated on the basis of cost-effectiveness in relation to high quality service delivery. This analysis shall be conducted to ensure that the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the WIOA system.

2. Budget Items

Itemize each cost according to the provided chart of account line items that best describe your costs. Proposers may not have an entry for every corresponding chart of account line item listed. Staff salaries/wages must be budgeted for each position to be funded through the proposed contracted services. Salaries and fringe benefit costs must be identified separately on the Salary Detail sheet (Attachment C(2)) and must include a description of percentage(s) of wages or rates used for determining costs.

Proposers must have an approved indirect cost rate plan in order to charge indirect costs. Selected Proposer must provide indirect cost rate approval notification by the cognizant agency during contract negotiation. Profit is to be used by for-profit companies only.

Annual Cost	Enter the cost for the budget item in this column
How Cost Determined	Provide a description of how each cost was calculated to a level of detail sufficient to determine that the costs are reasonable and necessary
Justification of Cost	Explain why each described item is necessary.
In-Kind	Identify any in-kind resources/support for the service delivery system beyond what is requested in the budget. Include each

	committed or proposed source of funding and the amount of that funding.
Description and Justification of In-Kind	Explain the source and dollar value of each contribution and how those contributions are beneficial to the proposed program.
Cost/Price Analysis	Please do not write in this shaded section – for CSH use only.
Total Costs	Include costs for both In-School and Out-of-School youth
Total Amount	Total Amount of Budget/Proposed Service Delivery
NOTE: If the Budget Forms included with this RFP do not allow ample space to provide all required information, contact CSH to request the forms in Microsoft Word format.	

D. Attachments

A. Proposal Cover Page	F. Public Entity Crimes Certification
B. Administrative and Financial Capabilities Checklist	G. Debarment, Suspension Certification
C. Budget Forms	H. Byrd Anti-Lobbying Certification
D. Relationship Disclosure Form	I. Nondiscrimination Assurance
E. Certifications & Assurances	J. Drug-Free Workplace Certification

V. EVALUATION CRITERIA, RATING SYSTEM & ACCEPTANCE/CONTRACT AWARD

A. Initial Technical/Responsiveness Review

All timely proposals received will be reviewed by CSH staff to determine if they are fully responsive and eligible for further consideration. See Exhibit C and C-1.

Proposals must be fully responsive to this RFP to be rated. In order to be fully responsive, proposals must meet the following minimum criteria, as stated in this RFP:

1. One (1) original proposal, three (3) additional copies, and an electronic searchable copy must be received by CSH by 3:00 pm, EST, February 10, 2025.
 - Each copy of the proposal must be bound separately.
 - The proposal and all attachments are to be standard size (8 ½ X 11)
 - A table of contents is required. The timely delivery of a proposal is entirely the responsibility of the Proposer.
 - Proposals postmarked on or before the proposal due date but delivered after the due date or time will be considered non-responsive. Proposals hand delivered after the due date or time will be considered non-responsive.
2. The original proposal should be marked “original” and must be manually signed in blue ink by an official authorized to represent and bind the proposing agency.
3. Providing incomplete or erroneous information, or withholding important information, could result in disqualification or contract termination at a later date.
4. Proposers must demonstrate a general understanding of the WIOA youth service delivery system, the services solicited by this RFP, and the ability to effectively and efficiently manage and deliver those requested services.
5. Non-responsive proposals will not be reviewed, rated or returned.

B. Review by RFP Rating/Review Team

A Review Team comprised of designated CSH staff and Board members will be identified. The Review Team will individually review and rate proposals that have successfully passed the initial technical/responsiveness review. Each proposal will be reviewed separately according to the rating scale included in this RFP. Proposals will be evaluated and rated based on the quality of the activities and services being proposed – see Exhibit D.

A proposal-rating summary will be prepared for review by the Youth Council. More than one Proposer may be selected in response to this RFP solicitation. Overall scores will be considered when determining the most advantageous contract award(s) for CSH and will be compared and rated. The Youth Council will make its recommendation to the CSH Board of Directors. The CSH Board of Directors will make the final selection of the youth services provider(s) based on the Raters evaluations along with other considerations and authorize contract negotiations to commence. (The Executive Committee will convene when it is in the best interest of the program. See “Timeline”.)

C. Local, Small and/or Minority-Owned Businesses

Efforts will be made by CSH to utilize local, small business, minority-or women-owned businesses, if possible, but awards are not limited to these groups. A Proposer qualifies as a small business firm if it meets the definition of “Small Business” as established by the Small Business Administration. More information is available at <https://www.sba.gov/content/am-i-small-business-concern>. A business qualifies as local if it operates within LWDB 19’s regional boundaries.

D. Proposal Acceptance/Contract Award

Proposers must read the General Provisions and Assurances included in this RFP and submit the required certifications upon request.

The following conditions are applicable to all proposals:

- CSH reserves the right to reject any and all proposals, in whole or in part, and to accept any proposal that is deemed most favorable to CSH at the time and under the conditions stipulated in this RFP.
- Non-conforming proposals will be considered non-responsive and are subject to rejection without review; however, CSH reserves the right to waive informalities and minor irregularities in the proposals received.
- CSH reserves the right to request additional information from Proposers for clarification, or to allow corrections of errors or omissions, if in the best interest of the CSH.
- All proposals are subject to negotiation by CSH.
- CSH reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CSH and the firm selected.
- All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by CSH. The Proposer must, at their own expense, obtain all necessary permits and pay all licenses, fees, insurances and taxes required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under the proposed contract.
- More than one (1) Proposer may be selected for negotiations in response to services solicited under this RFP. Refer to Section E – Negotiations.

- Before a contract is offered, the Proposer must submit the required certifications provided later in this packet. It is recommended that Proposers read the Certifications and General Provisions and Assurances included in the RFP. If you are unable to comply with these requirements, do not submit a proposal.
- CSH may award a contract based on initial proposals received, without negotiation of such proposals. Therefore, each initial proposal should be submitted on the most favorable price and technical terms. CSH reserves the right to request additional information, oral discussion or presentation in support of written proposals.
- Any award resulting from this request will be based on the effectiveness of the agency or organization in delivering comparable or related services to the designated age group based on demonstrated performance, including their ability to meet performance goals, cost, quality of training and services. Responsiveness to the requirements of the RFP, experience developing, facilitating and implementing similar projects, the quality of staff involved costs, and references, will be taken into account. Refer to the Rating Criteria in this package.

E. Negotiations

A contract may be negotiated with the selected Proposer, and if negotiations are successful, that Proposer will be recommended to CSH for award. In the event negotiations are not successful, negotiations with that Proposer will be terminated and negotiations begun with the second ranked Proposer and so forth until negotiations are successfully completed to the satisfaction of CSH or until all acceptable proposals have been rated.

If CSH elects to award a contract(s), as a result of this solicitation, the resulting contract(s) will be cost reimbursement performance based. Under a cost reimbursement and performance-based contract, the contractor will be reimbursed a portion of the costs and a portion of the costs will be paid only upon attainment of performance goals. Any awarded contract will conform to the terms required by the WIOA, CareerSource Florida, Inc., FloridaCommerce, and CSH. Payment for services rendered will be made only when costs have been incurred and acceptable documentation of all costs will be required. Payment will not be issued until all required documentation has been submitted, reviewed, and approved.

F. Notification of Award

Upon conclusion of final negotiations with the successful Proposer(s), all Proposers will be notified in writing of their status. Contract negotiations will begin approximately May 5, 2025 and the project may commence upon the successful execution of a contract, but no later than July 1, 2025*.

*New providers only:

1. Transition activities may begin prior to July 1, 2025, based on availability of funds.
2. Transition Plan must be submitted and approved by CSH.

Final award of a contract will be contingent upon:

- Successful negotiation of a contract;
- Acceptance by the Proposer of the contract terms and conditions;
- Satisfactory verification of past performance and systems (e.g., financial), where applicable;
- Adequate financial resources or the ability to obtain them;
- The ability to meet the RFP design specifications at a reasonable cost, as well as the ability to meet performance goals;
- A satisfactory record of past performance in delivering the proposed services, including demonstrated quality of services and successful outcome rates from past programs;

- The ability to provide services and/or a program that can meet the need identified;
- A satisfactory record of integrity, business ethics and fiscal accountability;
- The necessary organization, accounting and operational controls; and
- The technical skills to perform the work;
- Availability of funding.

Upon conclusion of final negotiations with the successful organization(s), all Proposers will be informed in writing of their status and will receive notice of disposition of the contract award. The final funding award decision will be made at the CSH Board meeting approximately April 23, 2025. Services are to commence on July 1, 2025.

G. Appeal Procedure

In accordance with applicable regulations, proposers who are denied funding have the right to appeal. The following steps must be taken to appeal funding decisions.

1. Submit a letter, within three (3) business days from the date of the contract award, to the CareerSource Heartland (CSH) President/CEO stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on one or more of the four (4) criteria below:
 - a. Clear and substantial error or misstated facts by the review team upon which the CSH Board of Directors made its decision;
 - b. Unfair competition or conflict of interest in decision-making process;
 - c. An illegal or improper act or violation of law (must be specified); and/or,
 - d. Other legal basis on grounds that may substantially alter the CSH Board of Director's decision.

The CSH President/CEO will review the appeal and respond within 10 business days.

2. In the event the President/CEO's response is not satisfactory to the proposer, an appeal to the CSH Joint Administrative Review Committee may be requested. The request must be addressed in writing within 15 days from receipt of response from the CSH President/CEO to:

CareerSource Heartland
Attention: Joint Administrative Review Committee
5901 US Hwy 27 S, Suite 1
Sebring, Florida 33870

The appeal will be heard at a time set by the CSH Board of Director's Chair. The decision of the CSH Joint Administrative Review Committee is final.

VI. GENERAL CONDITIONS

A. Respondent

All private-for-profit corporations, not-for-profit corporations, local education agencies, governmental units, or public agencies properly organized in accordance with State and Federal law and in business for at least three (3) years may submit a proposal. Minority and female-owned and operated businesses are encouraged to submit. Proposals will not be reviewed if: (1) the Respondent has been disbarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the Respondent's previous contract(s) with CSH have been terminated for cause; (3) the Respondent has not complied with an official order to repay

disallowed costs incurred during its conduct of programs or services; or (4) the Respondent's name appears on the State's convicted vendor list.

B. Assignment of Contract

No third-party contracts or subcontracts will be allowed, unless specifically approved, in writing by CSH.

C. Reserved Rights

The rights reserved by CSH, which shall be exercised in its sole and absolute discretion, and shall be at no fault, cost or liability whatsoever to CSH, include without limitation, the right to:

- Supplement, amend or otherwise modify or cancel any provisions set forth in this solicitation at any time.
- Accept or reject any or all responses, to re-advertise this RFP, to postpone or cancel this process and to change or modify the project schedule at any time.
- Disqualify any respondent that submits an incomplete or inadequate response or is not responsive to the requirements of this RFP.
- Waive any defect, technicality or irregularity in any response received.
- Require additional information and/or oral presentation from one or more respondents to supplement or to clarify the proposal.
- Determine whether the respondent's written or oral representations are true, accurate and complete or whether the respondent has adequately responded and has the necessary experience, including seeking and evaluating independent information on any respondent.
- Consider any information submitted that is not requested by CSH in a proposal response as supplemental information and not subject to evaluation by the selection committee or President/CEO.
- Unless otherwise specifically proposed by the respondent, CSH reserves the right to hold such pricing as effective for the entire intended contract term.
- End contract negotiations if acceptable progress, as determined by the President/CEO, is not being made within a reasonable time frame.
- Change specifications and modify contracts as necessary to: (a) facilitate compliance with legislation, regulations and policy directives; and (b) to manage funding.

EXHIBIT A – DEFINITIONS

Administrative Costs

All direct and indirect costs associated with the management of the program are to be funded by this proposal. These may include costs which are not directly related to the provision of customer services or which do not benefit customers directly, but which are necessary for the effective service delivery to participants. The Board requires an approved federally recognized indirect cost rate, a de minimus indirect cost rate, or a rate negotiated between the Board and the Sub-recipient, in compliance with 2 CFR 203.331.

Allowable Costs

Those costs which are necessary, reasonable, and allocable under applicable Federal, State and local law for the proper administration and performance of services to participants.

Audit

A systematic review by a CPA to determine and report whether an organization's financial operations are being properly conducted, financial reports are being presented fairly and applicable laws and regulations are being complied with. All successful proposer(s) must submit an audit of their organization for the program to be funded as a result of this proposal. The review must fully meet the requirements under a 2 CFR 200 Audit or an audit conducted in accordance with State of Florida or federal requirements for an organization providing direct services.

Barriers to Employment

Characteristics that may hinder an individual's ability to participate in the labor force.

Basic Skills Deficient

An individual who scores below a 9th grade level on an appropriate standardized test.

Case Management

At a minimum, refers to employment guidance and the management of a participant's employability plan including follow-up as documented in the participant/customer file.

Community-Based Organization

A private not-for-profit organization representing a community or a significant segment of the community.

Commercial Organization

A private for-profit entity.

Cost Allocation Plan

A plan that identifies and distributes the cost of services and/or departments or functions. It is the means to substantiate and support how the costs of a program are charged to a particular cost category. Cost allocation plans must use methodologies that comply with state requirements.

EF

Employ Florida (EF) is Florida's management information system for tracking all WIOA Youth services, data validation, and general case management.

Federally-Recognized Credential or Certificate

A nationally recognized degree or certificate or state/locally recognized credentials may 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.

In-School Youth

A youth who has not received a diploma or equivalent and who is participating in an authorized, structured educational program, regardless of where the schooling takes place, is considered to be in school.

Individual Training Account (ITA)

A voucher supplied to a youth, adult, or dislocated worker who is determined eligible and suitable, to pay for the cost of training with an approved provider for an occupation that is in demand in the local workforce area.

On-The-Job Training (OJT) Opportunities for Youth

On-the-job training services are primarily intended to offer training in an actual work situation that allow youth to develop specific occupational skills or to obtain specialized skills required by an individual employer, that will lead youth to economic stability and self-sufficiency. OJT may be sequenced with or accompanied by other types of training such as vocational training and basic skills training.

Out-of-School Youth

- an eligible youth who is a school dropout*; or
- an eligible youth who has received a secondary school diploma or its equivalent and meets at least one of the WIOA required barriers; or
- An eligible youth who is enrolled in an Adult Education program leading to GED attainment

*A school dropout means an individual who is no longer “attending any school” and who has not received a secondary school diploma or its recognized equivalent.

Post-Secondary Institution

An institution as defined in the Higher Education Act of 1965. (20 USC 1088).

Profit

An amount in excess of the cost necessary to operate a program. Profit is allowable under a cost reimbursement contract to the extent it is reasonable as determined during contract negotiations. It includes that amount which is associated with proprietary materials included in the cost of the program. Profit may be allocated among the cost categories.

Programmatic/Services Costs

Personnel and non-personnel costs related to the provision of direct services to participants. Costs include the salaries, fringe benefits, equipment, supplies, and space related to the above, staff training, transportation and other related costs of personnel providing training, component supervisors, coordinators, clerical staff working on direct training activities or functions, instructional materials and equipment used by or for participants, classroom training, space, utility costs, insurance, commercially available off the shelf training packages, tuition, work experience, and OJT reimbursements.

Supportive Services/Support

Personnel and non-personnel costs related to the provision of supportive services to participants.

Work Experience (WE)

Work Experience is a short term work-based assignment for eligible participants. It can be conducted at a private for profit site or at a public or private nonprofit site. WE may be paid or unpaid. WE will be used primarily to teach good work habits and basic work skills for those who have never worked or who have not worked for a significant amount of time, and provide the participant the opportunity to develop basic occupational related skills, with an ultimate goal to obtain a permanent, unsubsidized job placement.

WIOA

The Workforce Innovation and Opportunity Act.

Youth Eligibility Guidelines

For the purpose of determining eligibility, The Workforce Innovation and Opportunity Act allows the LWDA to define “requires additional assistance to enter or complete an educational program or to secure or hold employment.” This is locally defined as:

- An individual who has a disability (included in WIOA),
- Or has been held back one or more grade levels,
- Or is a migrant seasonal farmworker or a family member of a migrant seasonal farmworker,
- Or who demonstrates limited English proficiency,
- Or resides in a county where the unemployment rate exceeds the state average,
- Or is the child of a person who was a teen parent,
- Or who has a parent who is currently incarcerated,
- Or who demonstrates a history of job loss due to lack of basic skills, job skills or substance abuse problems,
- Or resides in a county in which the percentage of teen births is above the state average.

The LWDA must also define “unable to compute or solve problems or speak English at a level necessary to function in the job, in the individual’s family, or in society.” CSH defines this as:

- Basic Skills Deficient in English, Language, or Math, as determined by a test of adult education (e.g. TABE [Test of Adult Basic Education] or CASAS [Comprehensive Adult Student Assessment Systems]) scores at or below the 8th grade level in any one of these three areas.

EXHIBIT B – PROPOSAL CHECKLIST

	Proposal Cover Page – Attachment A
	Table of Contents
	Proposal Narrative
	A. Experience and Demonstrated Performance
	1. Three (3) programmatic professional references
	2. Three (3) years of performance data
	B. Administrative & Financial Capacity – Attachment B
	1. Financial capacity to “front” costs
	2. Financial relationship with CareerSource Heartland – Attachment C
	C. Customer Record-Keeping
	D. Customer Reporting
	E. Audits
	1. A copy of the organization’s most recent audit
	2. A copy of the organization’s most recent audited financial statements
	F. Fiscal Capacity and Reporting
	G. Monitoring and Evaluation
	H. Subcontracts
	I. Insurance – copy of current Certificate of Insurance
	J. Service Menu/Program Design
	K. Staff Qualifications – resume’s and job descriptions for management and funded positions
	L. Implementation of Services
	Proposed Budget
	A. Budget Narrative
	B. Budget Forms – Attachment C (3 pages)
	Attachments – in addition to those identified above:
	Attachment D: Relationship Disclosure Form
	Attachment E: Certifications & Assurances
	Attachment F: Public Entity Crimes Certification
	Attachment G: Debarment & Suspension Certification
	Attachment H: Byrd Anti-Lobbying Certification
	Attachment I: Nondiscrimination Certification
	Attachment J: Drug-Free Certification

EXHIBIT C – TECHNICAL REVIEW CHECKLIST

Proposer: _____ Review Date [Click to enter date.](#)

Review Team Member: _____

Did the proposal meet all of the following criteria? If not, the proposal will not be submitted for further review.

	Yes	No
Proposal met due date and time: 3:00 pm EST, February 10, 2025		
Proposal included one (1) original, three (3) copies, and one (1) electronic copy		
Original proposal includes representative signature(s) in blue ink		
Proposal was submitted in requested sequence and format		
Proposal includes and/or addresses ALL of the following:		
Proposal cover page – Attachment A		
Table of Contents		
Proposal Narrative		
A. Experience and demonstrated performance		
1. Three (3) programmatic professional references provided		
2. Three (3) years of performance data		
B. Administrative & Financial Capacity		
1. Financial capacity to “front” costs		
2. Financial relationship with CareerSource Heartland – Attachment C		
C. Customer Record-Keeping		
D. Customer Reporting		
E. Audits		
1. Copy of the organization’s most recent audit		
2. Copy of the organization’s most recent audited financial statements		
F. Fiscal Capacity and Reporting		
G. Monitoring and Evaluation		
H. Subcontracts		
I. Insurance – copy of current certificate of insurance provided		
J. Service Menu/Program Design		
K. Staff Qualifications – resumes and job descriptions for management and funded positions provided		
L. Implementation of Services		
Proposal Budget		
A. Budget Narrative		
1. Budget Forms – Attachment C – 3 pages		
Attachments-all others-in addition to those identified above:		
Attachment D: Relationship Disclosure Form		
Attachment E: Certifications & Assurances		
Attachment F: Public Entity Crimes Certification		
Attachment G: Debarment & Suspension Certification		
Attachment H: Byrd Anti-Lobbying Certification		
Attachment I: Nondiscrimination Certification		
Attachment J: Drug-Free Certification		

(continued)



	Yes	No
Proposer has previously provided services to CSH or other similar government-funded programs.		
<i>If yes, staff will prepare a statement to indicate past program performance, cost, and note any outstanding issues. All outstanding issues must be resolved prior to consideration of a new contract.</i>		
Proposer has previously provided services to CSH or other similar government funded programs?		
<i>Proposal indicated any financial relationship the applicant has with CSH staff, members of the CSH Board of Directors, and/or the Heartland Workforce Consortium.</i>		

	Responsive	Non-Responsive
The attached proposal has been technically reviewed for responsiveness to the elements indicated above and has been deemed:		

This proposal:
Will be forwarded for review and rating
Will not be forwarded for review and rating and is missing pertinent elements as acknowledged above.

Attested and signed by:

 Staff Name Title

 Signature Date

Click or tap to enter a date.

EXHIBIT D – RATING SHEET

Proposer	
Date Rated	
Score (out of 100 possible points)	

Evaluate each of the following areas and record your response (score) in the blank provided at the end of each question or statement. Explain your evaluation in the Comments.

CRITERIA					Score
1. The proposer appears qualified to perform the work requested. (Has experience with similar youth services; has 3 youth program/service delivery References; has prior experience working with WIA/WIOA legislation/state and federal funds; has a demonstrated record of meeting or exceeding performance requirements; has skilled experienced staff; provides historical performance data; has experience in monitoring and evaluating youth programs and services; has internal controls in place)					
More than Adequate 15	11	7	3	Not Adequate 0	
Comments					

CRITERIA					Score
2. The entity has an accurate understanding of the work to be performed. (Strategies for recruiting targeted youth; youth targeted meet WIOA guidelines; includes required elements and targeted activities; includes strategies for coordination with Adult WIOA and TANF programming for ITAs and OJTs; a strong relationship with local businesses, community organizations, and educational entities is identified, performs quarterly follow-up services; addresses each component of case management)					
Fully Understands 10	8	5	3	Not Understanding 0	
Comments					

CRITERIA					Score
3. The proposed Service Menu/Program Design is consistent with the RFP. (Focus is on serving out-of-school youth and those who are most in need, work experience and work-based learning opportunities are a priority. Training activities are innovative and offer a hands-on approach; training is linked to occupations in high demand and the achievement of occupational credentials; activities are directly connected to skills gains; focuses on work-related activities; includes work-readiness and career pathways strategies to lead youth toward earning higher wages; sufficient supportive services are offered)					
Very Consistent 15	11	7	3	Not Consistent 0	
Comments					

CRITERIA					Score
4. The proposed goals and objectives are consistent with the RFP. (Goals and objectives are measurable, goals and objectives are attainable during the contract period; positive outcomes for a high percentage of youth are planned; strategies for youth to achieve measurable skills gains and occupational credentials are included; strategies for providing unsubsidized job placements and placement in post-secondary education or advanced training are in place; includes an incentive system for positive achievement of youth outcomes; the proposal includes a plan that will result in quality follow-up activities)					
Very Consistent 15	11	7	3	Not Consistent 0	
Comments					

CRITERIA					Score
5. The proposed per-participant cost is reasonable. (The costs appear reasonable for the number of proposed participants; the cost per served compares favorably compared to other proposals received; the cost per youth is justified by the proposed services and activities; the budget includes other sources of funding/contributions)					
Low 15	11	7	3	High 0	
Comments					

CRITERIA					Score
6. The budget consistently supports the proposed cost. (Costs are clearly detailed; a minimum of 30% of contract value is allocated for Work Experience activities, the number of staff as compared with the number of participants served appear appropriate; proposed administrative cost is 10% or less; overhead and program costs are allowable, reasonable and necessary; costs are directly associated with carrying out the proposed services; requested contract amount is aligned with the funding available in the RFP)					
Very Consistent 10	8	5	3	Not Consistent 0	
Comments					

CRITERIA					Score
7. The Proposer has relationships and contacts with community partners/employers and will be able to coordinate and negotiate services for youth. (Key partnership s are established for the program; the roles of each partner and the services they will provide are clearly described; the services and activities of community partners and employers compliment the youth program; partnership and work experience agreements are included; intent to subcontract for services and activities is identified and explained, if applicable)					
Most Experienced 10	8	5	3	Least Experienced 0	
Comments					

Continued on Next Page

CRITERIA					Score
<p>8. The Proposer indicates the ability to consistently be available to serve youth customers and at reasonable cost.</p> <p>(Available M-F 8am-5pm, with capacity to respond in crisis situations; holiday and office closure schedule is similar to the local career center schedule; employee wages, bonuses, and incentives as well as benefit packages are reasonable, necessary, and allocable to the grant, and set according to CSH Board standards)</p>					
Most Available Cost Efficient 10	8	5	3	Least Available & Cost Efficient 0	
Comments					

CRITERIA					Score
<p>9. The Proposer has the financial capacity to manage the project.</p> <p>(Indicates the ability to “front” the costs of the youth program; prior fiscal and grant management experience; most recent audit and financial statement are sufficient; required budget form is completed accurately; budget includes all necessary costs to successfully operate the youth program proposed)</p>					
Most Capacity 10	8	5	3	Least Capacity 0	
Comments					
Total Criteria Points (add scores 1-9)					

Bonus Points

As identified in Section III-D (Local Program Priorities and Design), proposals that demonstrate one or more of the following priority elements will receive additional consideration in the scoring of their proposal. Five (5) additional points each may be assigned for any/each of the following:

	Points
Collaboration with additional organizations such as a (Community Based Organization) CBO, (Faith Based Organization) FBO, or businesses to provide jobs, in-kind services, and/or additional funds	
Employer Connections – meaningful employer involvement	
Leveraged Funding and Service Coordination to create a seamless network of services that are easily accessible and relevant to youth	
Innovations: Incorporating National “Best Practices” – proposals that reflect innovative elements	
Total Bonus Points	
Total Points this Proposal (combined points)	

Rating Team Member (print name)

Signature

Other Comments/Concerns (if any)

[Type comments here.](#)

EXHIBIT E – BOARD/CONSORTIUM LISTING

Principals/Board of Directors	Related Business
William Allbritton , Vice President/Branch Manager	MIDFLORIDA Credit Union
Leigh Ann Bellamy , District Administrator	Division of Blind Services
Andrea Broomfield , Senior HR Business Partner	HCA Florida Raulerson Hospital
Yarima Cuencas , Economic Development Manager	Highlands County Economic Development
Mary Dow , President	Dow Realty, Inc.
Stephanie Etter , Dean-School of Continuing & Adult Education	Indian River State College
Joshua Exendine , Union Treasurer	Hardee County Prof Firefighters Union, Local 3471
Don Garner , Owner/President/CFO	SunCoast Trucking Academy
Denise Grimsley , Economic Development Director	The Development Group
Skylar Harrison , Project Director	The AARP Foundation
Fred Hawkins , President	South Florida State College
Lois Hilton , Human Resources Director	DeSoto Memorial Hospital
Dawn Hoover , HR Director	Gilbert Family of Companies
Yessenia Irizarry , Staffing Manager	Sunshine Staffing of Highlands County, Inc.
Christen Johnson , Executive Director	AdventHealth Wauchula
Jeff Jones , CEO/General Manager	Jones Supply A.I. Sales & Service, Inc.
Deborah Mancini , Vice President	Mancini Foods
Lindsey McCain , Human Resource Specialist	Profile Products, LLC
Wayne Olson , Area 3 Director	DOE - Vocational Rehabilitation Services
Gary Ritter , City Administrator	City of Okeechobee
David Royal , Nutrient Stewardship Director	The Nature Conservancy, Altamonte Springs
Raymond Royce , Executive Director	Highlands County Citrus Growers Association
Dylan Tedders , Superintendent of Schools	The School Board of Okeechobee County
Glenn West , Representing Military Veterans.	Veterans Council of Highlands County
Angel Wiggins , Dir. of Marketing & Operations Mgr.	Royal Care of Avon Park
Amanda Wilson , Community Dev. Admin., Circuit 10	Dept. of Children and Families

**CareerSource Heartland, LWDA 19,
Heartland Workforce Consortium**

Board of County Commissioners (BOCC) Executive Board Members

Jerod Gross , Commissioner	DeSoto County
Kenny Miller , Commissioner	Hardee County
Kevin Roberts , Commissioner	Highlands County
Michael Sumner , Commissioner	Okeechobee County



ATTACHMENT A – PROPOSAL COVER PAGE

PROPOSED PERFORMANCE		
# of Participants:	# of Completions/Exits:	# of Job Placements:
# Placed in Post-Secondary Education or Advanced Training:	# Attaining a Credential (HS Diploma, GED, Occupational):	
# of Youth to Attain Measurable Skills Gains:	# of Employers Engaged:	Estimated Median Earnings:

COMPANY PROFILE			
Company Name:			
Mailing Address:			
City:	State:	Zip Code:	County:
Contact Person:		Title:	
Work Number:	Cell Number:	Fax Number:	
Email:		Website:	
Date of Inception: <small>Enter date.</small>	Years in Business:	Total # of Full Time Employees:	
<input type="checkbox"/> Legal Structure <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Leased Other, please indicate:			
Employer's Federal ID:	Unemployment Compensation ID:	Dunn & Bradstreet ID:	
Primary NAICS and/or SIC Code:		Is your company current on all State of Florida tax obligations? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe your business, product(s) and/or service(s):

[Type comments here.](#)

BUDGET SNAPSHOT							
Total funding amount requested: \$		ISY%		OSY%		Proposed in-kind contribution/match	Cash:
							In-kind: \$
Total Number of Youth Targeted: \$		ISY%		OSY%		Estimated Cost Per Participant: \$	

I, _____, certify that as the official representative for the organization named above, I have read the Request for Proposal and the attached proposal from my organization and agree that the information presented is an accurate representation of my organization and the activities and/or services we are willing to provide to CareerSource Heartland. I also agree to the terms and certifications required of service providers by Heartland Workforce Development Board, Inc.

 Name / Title

 Signature / Date

ATTACHMENT B: ADMINISTRATIVE AND FINANCIAL CAPABILITIES CHECKLIST

Please respond to each statement or question by checking "yes" or "no". Briefly explain "no" answers on a separate page.

Category	Yes	No
All employees meet the minimum qualifications specified in their job descriptions.		
All W-4's and I-9's with appropriate documentation are on file.		
Withholding and FICA deposits have been made in full on a timely basis.		
Insurance and bonding policies are current and all appropriate staff are covered.		
The books of account are auditable.		
Administrative and internal accounting controls are adequate to safeguard program assets.		
The accounting system adequately accounts for program funds.		
Financial reports fairly present accrued program expenditures by established cost categories.		
Budgetary procedures are adequate to control expenditures.		
All employees meet the minimum qualifications specified in their job descriptions.		
The agency has a written accounting procedures manual that includes procedures for coding of expenditures by: <ul style="list-style-type: none"> a. contract year or program year b. funding source c. cost category, sub-category and activity if necessary 		
The agency has a written accounting procedures manual that includes procedures for: <ul style="list-style-type: none"> a. bank reconciliations b. monthly close-out c. general ledger transactions d. recording of accruals e. cost allocation f. segregation of duties g. budgetary control h. cash management i. cash receipt and disbursement j. payroll k. reconciliation of any petty cash fund l. refunds/credits 		
Internal controls for cash receipts ensure that: <ul style="list-style-type: none"> a. cash is properly controlled and promptly deposited when received b. funds are deposited in a bank in interest bearing checking accounts and secured by FDIC or other security 		
Internal controls for checks ensure that negotiable instruments are: <ul style="list-style-type: none"> a. pre-numbered b. adequately safeguarded c. properly mutilated when voided d. not payable to cash e. not post-dated 		
Internal controls for cash disbursements ensure that: <ul style="list-style-type: none"> a. invoices are approved prior to payment b. documentation accompanies checks to be signed c. documentation is stamped to prevent reuse d. control over signature machine or facsimile stamp is adequate, if used e. disbursements are made only by check or EFT f. checks are not returned to preparer after signing 		

Administrative and Financial Capabilities Checklist – Page 2	Yes	No
Internal controls for bank reconciliation ensure that: <ul style="list-style-type: none"> a. they are performed timely b. they are performed by someone who does not perform cash functions c. unusual items are investigated promptly 		
Internal controls for payroll ensure that: <ul style="list-style-type: none"> a. time sheets are used and signed by both the employee and supervisor b. payrolls are approved by management for accuracy and existence of bonafide employees c. preparation and check distribution functions are segregated leave time is properly controlled 		
Internal controls for purchases ensure that: <ul style="list-style-type: none"> a. purchase orders are pre-numbered and controlled b. receiving reports are prepared and compared to P.O. and invoice c. returned purchases are controlled d. payments are made within discount periods 		
The agency's budget has no areas for potential cost overruns.		
The agency is not trying to make up for a shortfall in another program by using the funds from this program, or supplanting.		

I hereby certify that I have completed this Administrative and Financial Capabilities Checklist accurately and to the best of my knowledge and that all “NO” responses are clarified on the following page. Further, I, the financial officer or CEO or other authorized representative of the proposing agency, accepts responsibility for providing financial services adequate to ensure the establishment and maintenance of an accounting system with internal controls adequate to safeguard program funds.

Proposing Entity

Name of Authorized Official

Signature

Date



ATTACHMENT C(1) – BUDGET

Proposer: _____

Proposed # of youth to be served: _____

*Please complete separate budgets for In School and Out of School Youth Programs

Budget Item	Annual Cost	How Cost Determined	Justification of Costs	In-Kind/ Cash Match	Description of In-Kind	For CSH Use Only – Cost Price Analysis
Personnel Costs						
Salaries – Staff						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Fringe Benefits						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Mileage/Travel						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Other (specify)						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Direct Participant Costs						
Work Experience						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
On-the-Job Training						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Incentives/Stipends						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Assessment						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Occupational Skills Training						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Customized Training						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Support Services						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable

ATTACHMENT C(2) – BUDGET: Salary Detail

Proposer: _____

Position/Job Title	# Staff	# of FTE	Annual Salary	Hourly Rate	% Charged to This Proposal	Amount Charged to Direct Program	Amount Charged to Other Sources	Total	For CSH Use Only Cost Price Analysis
									<input checked="" type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
									<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
									<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
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									<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
									<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
TOTAL									<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable

* All salary increases must be approved by CareerSource Heartland. Indicate % of any/all proposed salary increases. _____

ATTACHMENT C(3) – BUDGET: Line Items

Proposer: _____

Budget Item	Annual Cost	How Cost Determined	Justification of Costs	In-Kind/ Cash Match	Description of In-Kind	For CSH Use Only – Cost Price Analysis
Other Expenses						
Audit/Accounting						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Advertising						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Insurance						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Legal Fees						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Marketing/Outreach						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Postage/Shipping						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Printing/Duplicating						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Program Supplies (materials, books, etc.)						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Professional Fees						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Rent/Equipment						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Rent/Facilities						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Repairs/Maintenance						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Office Supplies						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Telephone/ Communications						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Utilities						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Sub-Total						
Indirect Costs/Rate						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Profit						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Allocable
Total Costs	In-School Youth:	Out-of-School Youth	Total In-Kind/ Cash Match:			
Total Budget						

ATTACHMENT D – RELATIONSHIP DISCLOSURE FORM

This form must be completed by the Respondent.

In the event any information provided on this form should change, the Respondent must file an amended form on or before the date the item is considered by CareerSource Heartland.

Part I: Information on Respondent

Legal Name of Respondent: _____

Business Address: _____

Phone Number: _____ Fax Number: _____

Part II:

Is Respondent a relative of any CareerSource Heartland principal? Yes No

Is any CareerSource Heartland principal an employee of respondent? Yes No

Is Respondent an employee of any CareerSource Heartland principal? Yes No

Is Respondent a business associate of any CareerSource Heartland principal? Yes No

If you responded “Yes” to any of the above questions, please state with whom and explain the relationship (use additional sheets if necessary):

Part III: Original Signature Required

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to the date of which CareerSource Heartland awards a contract for youth services. In accordance with s.837.06 Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s.775.082 or s.775.083, Florida Statutes.

Printed Name/Title of Person Completing Form _____

Signature _____ Date _____

ATTACHMENT E – CERTIFICATIONS & ASSURANCES

CareerSource Heartland will not award a grant where the Proposer has failed to accept the GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this section. In performing its responsibilities under this agreement, the Proposer hereby certifies and assures that it will fully comply with the following:

By signing the agreement, the Proposer is providing the assurances and certifications as detailed below:

1. COMPLIANCE WITH POLICIES AND LAWS

The warranty of this Section specifically includes compliance by Proposer and its subcontractors with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the Workforce Innovation and Opportunity Act (WIOA, the Workforce Innovation Act of 2000, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement. Office of Management and Budget (OMB) Circulars: Proposer agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200. Proposer will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction subagreements.

2. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS, SOLID WASTE

Clean Air and Water Act: When applicable, if this Contract is in excess of \$100,000, Proposer shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). The Proposer shall report any violation of the above to the contract manager. Energy Efficiency: The Proposer shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

Proposer will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205). The Proposer will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

3. CONFIDENTIALITY

It is understood that the Proposer shall maintain the confidentiality of any information, regarding client customers and the immediate family of any applicant or customer, that identifies or may be used to identify them, and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Proposer shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by client for purposes related to the performance or evaluation of the Agreement may be divulged to client or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State

laws, and policies of the client. No release of information by Proposer, if such release is required by Federal or State law, shall be construed as a breach of this Section.

4. RIGHTS TO DATA/COPYRIGHTS AND PATENTS

The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement. Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

5. MONITORING

At any time and as often as CSH, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector Generals of the United States and the State of Florida, or their designated agency or representative may deem necessary, Proposer shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpts or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. The above referenced records shall be made available at the Proposer's expense, at reasonable locations as determined by Client. Proposer shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from Client.

6. PUBLIC ANNOUNCEMENTS AND ADVERTISING

Proposer agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Proposer shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program.

7. THE PRO-CHILDREN ACT

Proposer agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Proposer shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

8. TERMINATION FOR DEFAULT/CONVENIENCE

This agreement may be terminated as follows:

- a. Either party may request termination of modified agreement upon 30 days prior written notice to the other party.
- b. CSH may unilaterally terminate or modify this agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
- c. CSH may unilaterally terminate this agreement at any time that it is determined that:
- d. Proposer fails to provide any of the services it has contracted to provide; or
- e. Proposer fails to comply with the provisions of this agreement; or

- f. Such termination is in the best interest of CSH
- g. Written notification of termination must be by registered mail, return receipt requested.

If Proposer disagrees with the reasons for termination, they may file a grievance in writing according to the Appeal Procedure identified in Section V-G.

In the event this agreement is terminated for cause, Proposer shall be liable to CSH for damages sustained for any breach of this modified agreement by the Proposer, including court costs and attorney fees, when cause is attributable to the Proposer.

In instances where Proposers/sub grantees violate or breach agreement terms, CSH will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

9. HATCH ACT

Proposer will comply with the provisions of the HATCH ACT, 5 U.S.C. 1501-1508 and 7328 which limit the political activities of employees whose principal employment activities are funded in whole or part with Federal funds.

10. CONFLICT OF INTEREST/STANDARDS OF CONDUCT

Proposer agrees that in administering the contract it will comply with standards of conduct that maintain the integrity of the contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

11. ETA SALARY INFORMATION

Proposer certifies that it is in compliance with Public Law 109-234, and that none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditures on or after June 15, 2006 (as stated in the law), shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under Section 101 of Public Law 109-149. This limitation shall not apply to Proposers providing goods and services as defined in 2 CFR200.

12. TRAFFICKING VICTIMS PROTECTION ACT

Proposer will comply with the Trafficking Victims Protection Act of 200 (2 CFR 175).

13. VETERAN'S PRIORITY OF SERVICE

Proposer agrees to comply with the Veteran's Priority of Service Provisions (38 U.S.C. 4215 and 20 CFR 1010).

14. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS

Proposer will comply with 29 CFR 2, Subpart D which prohibits any State or local government receiving funds under any Department of Labor program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Subpart D 2.32(c) Prohibits religious organizations from engaging in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by direct financial assistance from the Department of Labor, in providing services, from disqualifying a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

15. PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS

Proposer assures that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act will be American-made (P.L. 103-333 §507).

16. CODE OF CONDUCT

The Proposer shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts in accordance with 29 CFR 95.42, or abide by CareerSource Heartland's code of conduct.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative

Date

ATTACHMENT F - SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to: The Workforce Board of the Treasure Coast, Inc. d/b/a CareerSource Heartland

by _

(print individual's name and title)

for _

(print name of entity submitting sworn statement)

whose business address is _

and (if applicable) its Federal Employer Identification Number is _ (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1) (a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the applicable statement which I have marked below is true in relation to the entity submitting this sworn statement.
- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989; however, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Proposer list. Attached is a copy of the final order.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED, OR THROUGH THE END OF THE CONTRACT FOR WHICH IT IS BEING SIGNED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

NOTARY PUBLIC

STATE OF _____ COUNTY OF _____

PERSONALLY, APPEARED BEFORE ME, the undersigned authority,

(name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space

provided above on this _____ day of _____, 202__

My commission expires: _____

ATTACHMENT G - CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

1. The Proposer certifies to the best of its knowledge and belief, that it and its principal:
 - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
 - B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
 - C. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and
 - D. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the Board.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

ATTACHMENT H – BYRD ANTI-LOBBYING CERTIFICATE

Certification for Contracts, Grants, Loans, and Cooperative Agreements (to be submitted with each bid or offer exceeding \$100,000)

APPLICABLE TO THIS PROPOSAL: Yes No

The undersigned Proposer certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The Proposer, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

ATTACHMENT I - NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS ASSURANCE STATEMENT

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the Proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation & Opportunity Act (WIOA), 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- Financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- Section 654 of the Omnibus Budget Reconciliation Act of 1981 prohibiting discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
- The American with Disabilities Act of 1990, P.L. 101-336 prohibiting discrimination in all employment practices, including the job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities; and

The Proposer also assures that it will comply with 29 CFR Part 37 and all other regulation implementing the laws listed above.

For construction contracts in excess of \$10,000, the Proposer will comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and supplemented on Department of Labor regulations at 41 CFR Chapter 60.

Failure to comply with these provisions may result in termination of any contract or agreement with the Workforce Development Board-Region 19.

I certify that I have read the above statement and on behalf of _____
agree to comply fully with the provisions contained therein.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

ATTACHMENT J - DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION

Pursuant to the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CRF 98, Subpart F, I

_____, the undersigned, in representation of _____
attest and certify that the grantee will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notifying the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).
8. Notwithstanding, it is not required to provide the workplace address under the grant. As of today, the specific sites are known, and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the grant, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific grant including street address, city, county, state, and zip code:

Check () if there are workplaces on file that are not identified here.

Check () if an additional page was required for the listing of the workplaces.

I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

I certify that I who sign this Drug-Free Workplace Certification on behalf of the Proposer, do so by the authority given by the Governor of the State of Florida, that such signing is within the scope of my powers.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date