



**Heartland Workforce Investment Board, Inc.
d/b/a CareerSource Heartland
Local Workforce Development Board 19 Serving
DeSoto, Hardee, Highlands, and Okeechobee
Counties**

Request for Proposals

**Provide Temporary Staffing Services
in Response to
Work Experience Training**

ISSUE DATE: MARCH 24, 2021
QUESTIONS*: BY 5:00 p.m., APRIL 7, 2021
PROPOSALS DUE: By 3:00 p.m., APRIL 26, 2021

See Timeline for Schedule of All Due Dates

Submit proposals to: Brian Mercurio, Executive Assistant
CareerSource Heartland
5901 US Hwy 27 S, Suite 1
Sebring, Florida 33870

***Submit questions to:** bmercurio@careersourceheartland.com

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NOTE:

Program specifics identified in this RFP subject to change pending Federal and State guidelines as related to the Workforce Innovation and Opportunity Act (WIOA).



I. GENERAL INFORMATION

A. Purpose

CareerSource Heartland (CSH) is accepting proposals for the provision of temporary staffing services to meet CSH's staffing needs with recruitment, payroll, and job placement of workers into temporary jobs for a Work Experience program. CSH is Local Workforce Development Board (LWDB) 19, serving DeSoto, Hardee, Highlands, and Okeechobee Counties.

Successful proposers should state that they are able to accomplish all referenced, relevant responsibilities as explained in this RFP, in the Executive Summary (see Proposer Application Form).



Work Experience Training

General

Paid Work Experience Training is a planned, structured learning experience that takes place for a limited period of time in an employer worksite, pre-approved by CSH. It is intended to provide training and development of the skills necessary to successfully obtain and retain employment. Work Experience Training will be developed at local non-profit agencies, governmental agencies, and private for-profit companies throughout the CSH Local Workforce Development Area (LWDA).

Work Experience Training will not exceed 12 weeks or 480 hours. Work Experience Training jobs do not provide benefits such as paid vacation and/or sick leave, paid holidays, and health/dental/life insurance coverage.

Billing rates quoted must reflect all costs related to the services, including the cost of any required background checks, drug tests, and other pre-hire costs. Proposer will not be required to perform drug testing and/or background check for a participant at a worksite unless requested by CSH, based on the regular practices of the worksite employer.

Proposer(s) should submit the cost and type(s) of drug screening and/or background checks available to CSH.

CSH does not provide advance payments. Proposer must be able to fund the payroll until reimbursement is made by CSH.

CSH Responsibilities

1. Target Work Experience Training to those individuals who are long-term unemployed; recently discharged Veterans; recently released ex-offenders; single parents; and underemployed individuals. However, any individual meeting eligibility as a WIOA Adult, Dislocated Worker, Youth or Temporary Assistance to Needy Families (TANF) who is determined able to benefit from Work Experience may also participate.
2. Determine eligibility of individuals who wish to participate in Work Experience Training, including the individuals' right to work in the United States and supporting documentation.

Proposer/Provider Responsibilities

The selected proposer(s) must be able to fill positions at employer worksites as determined through CSH and will be responsible for general payroll services as detailed below. Responsibilities include:

- Accept referrals of eligible participants by CSH.
- Arrange for interviews between CSH-approved employers and eligible workers.
- Serve as Employer of Record for individuals referred to jobs for Work Experience Training. Proposer will provide the wage rate as determined by CSH.
- Manage the payroll, filing all required state and federal reports and ensuring payment of all applicable payroll taxes, with the exception that the State of Florida will provide workers compensation insurance coverage for program participants.
- Work Experience participants may work up to a maximum of 40 hours per week. No overtime will be reimbursed under this agreement. Hours worked in excess of 40 hours in a work week will be the proposer's responsibility.

- Duration of Work Experience may not exceed 12 weeks or 480 hours. Proposer is responsible to track the hours worked. Any hours paid in excess of the 480 maximum hours allowed will be the proposer's responsibility.
- Temporary employees participating in Work Experience Training must be paid the higher of the Federal, State, or local minimum wage or prevailing wages for a similar occupation by the same employer.
- Timesheets/cards not signed by the approved verified signatory(ies) should not be processed. Approved signatures will be on file with CSH for verification purposes.
- Submit to CSH for reimbursement:
 - An original invoice - submitted monthly, at minimum - and copies of approved/signed participant timesheets/cards which have been paid. Invoices will be cost reimbursement.
 - A payroll register and a schedule which reconciles the participants' wages, taxes, staffing fee(s), etc., to the total billed amount, with the exception of workers compensation insurance coverage.
- Provide safety training.
- Assist with job placement of temporary workers following the termination of their Work Experience training, if not hired by the employer.

As Employer of Record, proposer accepts all responsibilities on behalf of program participants, with the exception that the State of Florida will provide workers compensation coverage for all Work Experience participants.

CSH will enter into Worksite Agreements with eligible employers. Worksite Agreements will include required cooperation with the Employer of Record. Worksite employers may offer continued employment to participants without the Proposer receiving a placement fee.



B. Funding Source

Work Experience Training - Funded under the Workforce Investment and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth Programs and/or TANF.

This RFP for temporary staffing services is fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture, and the Florida Department of Economic Opportunity, as part of awards totaling \$6,077,083.

C. Who Can Apply

This solicitation is open to personnel or staffing agencies licensed by the State of Florida with the capacity, experience, and financial resources to manage and follow through with the services as outlined in this RFP. CSH may select one or more proposers, as necessary, to meet program needs.

To be considered, interested proposers must have a minimum of two (2) years of experience in meeting the temporary staffing needs of businesses and/or governments in the CSH LWDA. Proposers may be governmental units, public agencies, business organizations, public or private not-for-profit corporations, private for-profit corporations, organized in accordance with state and federal laws.

Proposers should provide a statement in the proposal response that indicates that they meet each of these requirements.

D. Period of Performance

Period of Performance shall be July 1, 2021- June 30, 2022.

Services funded under this RFP are to be provided on an as-needed basis by CSH. Should services not be required during this period, no compensation will be made to the proposer(s). CSH may award a contract to one or more proposers for the services requested in this RFP.

A contract will be executed upon successful negotiations with the recommended proposer(s). If CSH is unable to successfully negotiate a contract with the recommended proposer(s), as determined by CSH at its sole discretion, CSH may negotiate with the next highest ranked proposer(s) until a contract is executed, or CSH may terminate the selection process.

CSH reserves the right to negotiate for continued services with the same proposer(s) up to two (2) additional program years (2022-2023 and 2023-2024) commencing July 1 through June 30 annually, based on proposer(s) performance.

In the event following issuance of this RFP, additional funds become available for the services requested, in excess of that announced – or, if not announced, expected to become available - CSH shall have the right to negotiate and contract with the successful proposer(s) for additional services without the need for an additional RFP.

E. Bidders' Conference

CSH will not conduct a bidders' conference; however, CSH will accept questions as described below.

F. Proposal Submission

Questions & Technical Assistance

Questions and technical assistance will be provided through a written question and answer format. Beginning with the release of the RFP, Proposers may submit questions to CSH in writing (mail, email, or fax) to the contact person listed on the front page of this RFP **no later than 5:00 p.m. EDT Wednesday, April 7, 2021**. No questions will be accepted after that date.

Questions & Answers will be posted on the (CSH) website at www.careersourceheartland.com and available to all entities as soon as is practical. It will be the Proposer's responsibility to check the website frequently to stay informed and up to date throughout the RFP process. CSH reserves the right to decline a response to a question if, in CSH's assessment, the information cannot be shared with all potential proposers.

Proposal Due Date

Proposals must be received **no later than 3:00 p.m. EDT, Monday, April 26, 2021**. No proposals will be accepted after this date/time. All proposals will be maintained until a contract is negotiated for the solicited services.

Communication is prohibited between the proposers, their employees, representatives or agent(s), and with any CSH employee, representative or agent, other than as stated above. Violation of this provision by the proposer or by CSH personnel may result in rejection of the proposal.

Conditions of Proposal

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.

Instructions to Prospective Contractors

Proposals should be addressed and submitted as indicated on the cover page of this RFP.

Proposals will be reviewed by CSH staff for responsiveness and substance. An evaluation team will rate the proposals. Evaluations will be presented to the Finance & Operations Committee to determine a recommendation for presentation to the Board of Directors. When time is of the essence, final determination may be made by the Executive Committee.

Proposers should not contact CSH Board members or elected officials charged with oversight of these programs during the review process, to avoid conflicts of interest or the appearance of such conflicts or undue influence over the process.

Right to Reject

CSH retains the right to accept, reject, or negotiate proposals received as well as to vary or waive any provisions set forth in this request for proposal.

Small and/or Minority-Owned Businesses

Efforts will be made by CSH to utilize small businesses and minority-owned businesses. A Proposer qualifies as a small business, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

Notification of Award

Upon conclusion of final negotiations with the successful firm, all Proposers submitting proposals in response to this RFP will be informed, in writing, of the name of the successful firm.



G. Description of Entity

CSH is the designated Administrative Entity and sub-state grantee for Local Workforce Development Board 19, which has been chartered by the Governor. As such, CSH oversees the planning and implementation of a variety of workforce development programs in DeSoto, Hardee, Highlands, and Okeechobee Counties.

CSH is a private, not-for-profit corporation registered under Section 501 (c)(3) of U.S. Internal Revenue Code. A board of directors, comprised of volunteers from all four counties in the LWDA who represent private sector business, economic development, education, organized labor, community-based organizations, Veterans, juvenile justice, and state and local government agencies, governs CSH. Joint oversight is provided through an agreement with the Board of County Commissioners from each of the four counties in LWDA 19.

H. Service Expectations

Proposer must agree to assume full responsibility for all costs including funds spent for payments of hours not supported by properly completed time records.

CSH will identify the approved worksites and identify the eligible program participants. Eligibility will include the individual's right to work in the United States and supporting documentation. Selected proposer will be expected to arrange interviews between the worksite employer and the eligible program participant and to serve as the Employer of Record.

Proposer will be required to comply with Equal Opportunity Laws, Older Worker Laws, and the Americans with Disabilities Act, and provide these and other Assurances and Certifications (see Exhibits).

Proposer will be expected to monitor the funded project in accordance with contract requirements and sound management practices, particularly with regard to participant time and attendance.

I. Administrative Requirements

1. Selected proposer(s) will be required to list CSH as an additional insured on their general liability, umbrella and fidelity bond insurance policies and evidence upon successful contract negotiation.
2. This Request for Proposal does not commit or obligate CSH to pay for any costs incurred in the preparation of a response or in advance of the execution of a contract. All contracts must be fully executed prior to the program start date.
3. All proposals will be subject to negotiation of terms, conditions, and amounts. Proposals that cannot be successfully negotiated will not be funded.
4. CSH frequently monitors and evaluates its programs. Proposer must agree to participate in evaluations and allow access to monitors who will examine books, financial transactions and records related to the funded project as well as temporary worker personnel files. The evaluation may include customer satisfaction at various customer exit points.
5. Records associated with this project must be retained for five (5) years, and are subject to monitoring by state, local and federal agencies.



J. Charges and Budget

Proposers must complete the required Price Sheet included for the proposal response to be considered complete.

To be reimbursed, Proposer will have to submit an invoice and copies of approved temporary worker time sheets/cards. Rates quoted on the Price Sheet must include all costs related to the project including the cost of any required background checks, drug tests, and other pre-hire costs. CSH does not provide advance payments. Proposer must be able to fund the payroll until reimbursement is made by CSH. Invoices for payment should be submitted monthly, at minimum. Invoices must be accompanied by copies of paid and approved temporary worker time sheets/cards, payroll register detail and staffing agency costs.

Refer to the General Information section for additional information.

K. Statement of Qualifications/Selection Criteria

Proposers will be selected through a scored qualification-based selection process. Proposer is to complete all forms - including Proposal Questions - in the Required Forms sections for Work Experience, as well as the Certifications and all Exhibits. All information provided in the proposal response will be used to evaluate the proposer.

L. Evaluation Criteria

Proposals will be reviewed by CSH staff for responsiveness and substance. An evaluation team will rate the proposals. Evaluation ratings will be presented to the Finance & Operations Committee to determine a recommendation for presentation to the Board of Directors. When time is of the essence, final determination may be made by the Executive Committee. Proposals received will be evaluated based on the cost for services and the qualifications for performing the services as required in this RFP. Evaluations will include a point rating system, and will consider the following:

Cost of Services: Overall cost for performance of the required services.

Qualifications for performing services:

- Organizational structure and size of entire firm
- Qualifications of proposing entity
- Experience in performing same or similar functions, particularly in the extensiveness, variety, and timeliness in performing the services
- Understanding of the work and timetable to complete required services

The evaluation forms follow.

CareerSource Heartland
2021 Request for Proposals to Provide Temporary Staffing Services
In Response to Work Experience Training
EVALUATION: WORK EXPERIENCE TRAINING

Name of Responding Firm						
Does the proposing entity appear to be qualified to carry out the services identified in the Request for Proposal?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proposer's experience in meeting employer staffing needs in temporary and/or temporary-to-permanent employees: (see Required Forms, specifically Form 3, Section A)						
Points:	0	5	10		Points:	
Values:	no experience	1-4 years	5+ years			
Proposer's ability to perform the necessary pre-employment requirements. (see Required Form 3, Section B)						
Points:	5	10	15		Points:	
Values:	1 staff	2-3 staff	5+ staff			
Proposer's plans for performing/carrying out the services identified in Required Form 3, Section C:						
Points:	0	5	10		Points:	
Values:	does not appear to understand	appears to have some understanding	appears to have full comprehension			
Proposer's ability to comply with the processes identified in Required Form 3, Section D:						
Points:	0	5	10		Points:	
Values:	does not appear to have the required processes in place	appears to have some processes in place	appears to have all the required processes in place			
Proposer's cost to perform the services identified in the RFP for Temporary Staffing Services in Response to Work Experience Training:						
Points:	5	10	15	20		Points:
Values:	\$50,000 +	\$40,000 - \$49,999	\$30,000 - \$39,999	\$20,000 or less to - \$39,999		
Raters overall confidence in Proposer's ability to perform, utilizing all the information provided by the proposing entity for Work Experience:						
Points:	0	5	10		Points:	
Values:	no confidence	somewhat confident	very confident			
Proposer's cost to perform the services identified in the RFP for Temporary Staffing Services in Response to Work Experience Training:						
					TOTAL POINTS	

Rater's Name and Signature

Date



II. TIMELINE

Procurement Action	Date
RFP Release	Wednesday, March 24, 2021
Final Date for Questions (All questions must be in writing — mail, fax, or email)	By 5:00 p.m., Wednesday, April 7, 2021
Proposals Due	By 3:00 p.m., Monday, April 26, 2021
Submit proposals to Rating Team	On or about May 10, 2021
Finance & Operations Committee review/recommendation	On or about June 17, 2021
Board of Directors meeting	June 23, 2021
Contract Negotiations	By June 30, 2021
Proposing Entity Should Be Prepared for Provision of Services to Begin	July 1, 2021

All times are shown in Eastern Daylight Time (EDT). CareerSource Heartland (CSH) reserves the right to adjust the schedule when it is in the best interest of CSH, or to extend any published deadline in this RFP. Such notification will be posted on the CSH website at www.careersourceheartland.com.

It will be the Proposer's responsibility to check the website frequently to stay informed and up to date throughout the RFP process.



III. PROPOSAL PREPARATION INSTRUCTIONS

A. Responsive Proposals

To be considered responsive, proposals must meet the following minimum criteria:

- One (1) original proposal, six (6) copies, and a computer disk or other portable storage media on which the proposal has been saved, indicating the program type file used, e.g., Microsoft Word, must be received by CSH Administrative office by no later than the due date and time shown on the front cover of this RFP. The timely delivery of a proposal is entirely the responsibility of the proposer. Proposals postmarked on or before the proposal due date but delivered, for any reason, after the due date or time will be considered non-responsive. Proposals hand delivered, for any reason, after the due date or time will be considered non-responsive.
- The original proposal must be manually signed in BLUE ink by an official authorized to represent and bind the proposing agency and must be marked "original". ONLY THE ORIGINAL PROPOSAL is to include the exhibits.

B. Proposal Format

Each proposal is to be prepared simply and economically, providing a straightforward response to this RFP. Elaborate or expensive bindings, colored displays, and promotional materials are not desired and are not to be included.

CSH will not return proposals, binders, exhibits, or computer disc/portable storage media to proposers. All proposals become the property of CSH and will be a matter of public record subject to the provisions of Chapter 119, Florida Statutes.

All proposals must be assembled according to the following outline, single-spaced, on 8.5 X 11" paper, 12-point type and with one-inch margins.

- Proposal Cover Sheet
- Table of Contents
- Proposer Application Form (includes an Executive Summary)
- Price Sheet
- Certifications
- Signed Exhibits

C. Proposal Design

CSH is seeking proposals for:

1. Work Experience Temporary Staffing Services in support of CSH's programs

D. Proposal Review and Contract Award

CSH staff, and, at their discretion, other knowledgeable individuals, will conduct an initial review of the proposals submitted in response to this RFP. A Review Team will make recommendations to be presented to the Finance & Operations Committee, with subsequent decision by the Board of Directors. When time is of the essence, the Executive Committee may make the final selection of the successful proposer.

Final award of a contract will be contingent upon:

- Successful negotiation of a contract
- Acceptance by the proposer of the contract terms and conditions
- Availability of funding

E. Appeal Procedure

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

1. Submit a letter, within three (3) business days from the date of the contract award, to the CareerSource Heartland 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 criteria below:
 - a. Clear and substantial error or misstated facts by the review team upon which CareerSource Heartland 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 CareerSource Heartland Board of Director's decision.

The CareerSource Heartland President/CEO will review the appeal and respond within ten business days.

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

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

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

F. Conditions of this RFP

This RFP does not commit or obligate CSH to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies. CSH reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources for additional program modules and services, participant levels, or budget line items or to cancel in part, or in its entirety, this RFP if it is in the best interest of CSH. The CSH contracting officer may require the successful proposers to participate in negotiations to submit price/cost, technical, programmatic, or other revisions of their proposals in writing that may result from negotiations.

The following conditions are applicable to all proposals. CSH reserves the right to:

1. Accept or reject any or all proposals in whole or in part, which it considers not to be in its best interest;
2. Change or waive any provisions set forth in this RFP;
3. Reject non-conforming proposals without review;
4. Waive informalities and minor irregularities in proposals received;
5. Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, and all other specifics;
6. Request additional data, technical or price revisions, or oral presentations in support of the written proposal;
7. Independently determine that an arms-length agreement exists between the proposer and any subcontractors or vendors they might select;
8. Require the establishment of escrow accounts for a Contractor that currently has outstanding debts to CSH as a result of audits or monitoring reviews;
9. Conduct a pre-award review that may include, but is not limited to, a review of the proposer's record keeping procedures, management systems, accounting and administrative systems, and program materials;
10. Change specifications and modify contracts as necessary to facilitate compliance with the legislation, regulations, and policy directives, to manage funding and/or to meet the needs of the customers; and,
11. Terminate contract negotiations if acceptable progress, as determined by CSH, is not being made within a reasonable time frame.



PROPOSAL REQUIRED FORM 1*
For the provision of Temporary Staffing Services in response to
WORK EXPERIENCE

PROPOSAL COVER SHEET

Organization's Legal Name			
Address			
Telephone		FAX	
Contact Name/Title			
E-mail			
DUNS # Organization's Federal ID #			
Number of years proposer has been in business under the corporate/business structure			
Number of Years proposer has been in the business of staffing services			
What is the organization's state of incorporation?			
Is the corporation registered to do business in the State of Florida?			
Is the corporation a subsidiary or wholly owned corporation of another corporation?			
If yes, please identify			
If applicable, how long has the subsidiary or wholly owned corporation been in business?			

Business type – check all that apply:

	For-Profit Corporation	
	Not-for-profit Corporation	
	Educational Institution	
	Business Association	
	Small Business	
	Minority -Owned Business	
	Partnership (identify)	
	Sole Proprietorship	
	Faith Based Organization	
	Labor Organization	
	Community based Organization	
	Public Agency (identify)	
	Other (identify)	

***SEE RFP EXCERPT FOR REQUIRED FORMS IN MS WORD FORMAT**

PROPOSAL REQUIRED FORM 2
For the provision of Temporary Staffing Services in response to
WORK EXPERIENCE

EXECUTIVE SUMMARY

Provide a summary of the proposal below, including any information you would like CSH to know that is not covered by any of the Request for Proposal questions. (Attach separate pages if more room is needed).

PROPOSAL REQUIRED FORM 3
For the provision of Temporary Staffing Services in response to
WORK EXPERIENCE

PROPOSAL QUESTIONS
please provide your responses after each question
(Attach separate pages if more room is needed)

A. Experience

1. Describe proposer's experience in:
 - a. meeting employers staffing needs.
 - b. providing employers with temporary and/or temporary-to-permanent employees.

2. Describe the largest project worked on by proposer in terms of filling employer job requests and the time frame in which the jobs needed to be filled.

3. Explain why proposer believes they have the capacity to provide the requested/proposed services. Indicate levels of current payrolls and the number of temporary staff placed during the last two (2) years. Also, include:
 - a. the number of worksites/employers;
 - b. the incidence of error in the distribution of payrolls;
 - c. the ability of proposer to monitor worksites and to assure the integrity of the payroll as it relates to actual individuals working; and
 - d. other information which will assist CSH in assessing proposer's ability to deliver the proposed services.

4. Proposing entity should also indicate positions for which they will not place staff due to insurance, overhead cost, liability, or other reasons.

B. Services

1. How long would it take to perform employer required background checks? Please specify different time periods for different types of background checks, if applicable.

2. Does proposing entity have an established vendor relationship with a company to conduct drug screening? If so, what is the estimated timeframe to obtain results?

3. How will proposing entity assure compliance with anti-discrimination laws in the recruitment of individuals for temporary jobs?

4. How is the safety training for employees/participants conducted?

C. Job Placement

1. How will Proposer match individuals to the temporary jobs?

2. How will Proposer follow up to assure that the individual referred shows up for the job?

3. How will Proposer follow up with the employer to assure that the employer (worksite) is satisfied?

4. Overtime pay is prohibited under this contract. What controls will be put into place to assure that workers do not work overtime or exceed 12 weeks or 480 hours total?

D. Performance, Fiscal Information and Required Reports

1. Describe the process proposer will put in place to report on the number of placements on a daily basis for the first two weeks and on a weekly basis thereafter? Please list the elements to be included in the report.

2. Proposer must provide CSH with access to original documentation to substantiate proposer invoices. Can proposer provide an assurance CSH will be given required access, and can proposer maintain worker records for five 5 ears?

3. Have any of proposer's officers been indicted or convicted of a crime involving fraud, embezzlement, theft, or conversion? If yes, explain.

The proposal must be signed by a corporate officer. The undersigned certifies that no representative of the corporation has exerted any undue influence on the procurement process, violated any federal or state procurement, conflict of interests or ethics law in seeking funding under this Request for Proposals.

Officer Name and Title

Officer Signature

Date

PROPOSAL REQUIRED FORM 4
For the provision of Temporary Staffing Services in response to
WORK EXPERIENCE

PRICE SHEET

Job Category*	Approx. Wage Per/Hour	Cost Per Individual Placed Expressed in Terms of the Wage (multiplier rate) ⁽¹⁾	Volume Discount ⁽²⁾	Cost of Background Check	Cost of Drug Screen	Cost of Safety Training
Light Industrial						
Clerical						

(1) This price assumes proposer reflects the up-charge on the wage, including charges for FICA and Medicare. Workman's Compensation for Work Experience participants is covered by the State of Florida and will be so designated in the final contract).

(2) CSH would like the discount information based upon number of employees placed, amount of total wages paid, and total weeks on the payroll. Proposer is asked to provide CSH with a consolidated discount percentage.

*** Examples:**

Light Industrial

- Manual Labor
- Maintenance
- Clean Up

Clerical

- Secretarial
- Data Entry
- Counselors



**CAREER SOURCE HEARTLAND 2021 REQUEST FOR PROPOSALS
FOR WORK EXPERIENCE**

CERTIFICATIONS*

The individual signing below certifies that:

- A. He/she is authorized to contract on behalf of the Proposer.
- B. Proposer is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Proposer.
- C. The fees/rates quoted in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The fees/rates quoted in this proposal have not been knowingly disclosed by the Proposer prior to an award to any other Proposer or potential Proposer.
- E. There has been no attempt by the Proposer to discourage any other potential Proposer from submitting a proposal.
- F. He/she has read and understands all of the information in this Request for Proposal.
- G. The Proposer, and any individuals who may be assigned to a resulting contract, does not have a record of sub-standard work and has not been debarred or suspended from doing work with any governmental organization.

Name of Organization

Printed Name and Title of Certifying Official

Signature of Certifying Official

Date

***SEE RFP EXCERPT FOR CERTIFICATIONS AND EXHIBITS IN MS WORD FORMAT**



EXHIBITS

Exhibit A
ORGANIZATIONAL BACKGROUND

Name of Organization	
Address	
Phone Number	
Contact Name & Title	
Contact Phone	Ext.
Contact Email Address	

Organization's DUNS Number			
Organization's FEIN			
Type of organization (check all that apply)	An individual	A partnership	A public agency (specify):
	A corporation incorporated under the laws of the State of:		
	Other (specify):		
	A CBO	Minority owned	Female owned
	Not-for-Profit	For-Profit	
Year the organization was established			
Is your organization a recipient of Federal funds and does it have a cumulative expenditure of \$500,000 or more of Federal funds in a fiscal year? (If yes, your organization will be required to have a Single Audit or program-specific audit performed)			
			Yes
			No

Contractor certifies ___ without exception ___ with exception (if exception, please explain on a separate attached sheet) that:

- a. it has no outstanding liens, claims, debts, judgments, or litigation pending against it, which would materially affect its programmatic or financial abilities to implement and carry out its proposed program;
- b. it has not been required to comply with an official order of any agency of the State of Florida, or the United States Department of Labor to repay disallowed costs incurred during its conduct of projects or services;
- c. it is current in its payment of applicable federal, state, and local taxes;

- d. it is free and clear of any disallowed audited costs;
- e. its costs and pricing data submitted with this proposal are representative of only those reasonable, allowable, and allocable costs necessary for carrying out its proposed program;
- f. it will comply with the assurances attached to this Contract, and the WIOA and its promulgated rules and regulations;
- g. it is authorized to submit this proposal in accordance with the policies of its governing body; and
- h. the attached certifications for suspended or debarred, lobbying, and assurances have been signed by the organization's authorized person.

By my signature, I am empowered and can act on behalf of the Contracting organization. I certify that the information/data contained herein is true and correct to the best of my knowledge and that the data contained herein is firm and valid for a period not to exceed 60 days from this date.

Name of Organization

Name and Title of Certifying Official

Signature

Date

Exhibit B

ADMINISTRATIVE AND FINANCIAL CAPABILITIES CHECKLIST

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

	Category	Yes	No
1.	All employees meet the minimum qualifications specified in their job descriptions.		
2.	All W-4's and 1-9's with appropriate documentation are on file.		
3.	Withholding and FICA deposits have been made in full on a timely basis.		
4.	Insurance and bonding policies are current and all appropriate staff are covered.		
5.	The books of account are auditable.		
6.	Administrative and internal accounting controls are adequate to safeguard program assets.		
7.	The accounting system adequately accounts for program funds.		
8.	Financial reports fairly present accrued program expenditures by established cost categories.		
9.	Budgetary procedures are adequate to control expenditures.		
10.	The agency has a written accounting procedures manual that includes procedures for: <ul style="list-style-type: none"> a. coding of expenditures by b. contract year or program year c. funding source d. cost category, sub-category and activity if necessary 		
11.	The agency has a written accounting procedures manual that includes procedures for: <ul style="list-style-type: none"> a. bank reconciliations b. posting to books c. monthly close-out d. trial balancing e. development of accruals f. cost allocation g. segregation of duties h. budgetary control cash management i. cash receipt and disbursement j. payroll k. reconciliation of any petty cash fund 		
12.	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 		

13.	Internal controls for checks ensure that negotiable instruments are: a. pre-numbered b. adequately safeguarded c. properly mutilated when voided d. not allowed to be written for cash e. not allowed to be signed in advance		
14.	Internal controls for cash disbursements ensure that: 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 is adequate e. disbursements are made only by check f. checks are not returned to preparer after signing		
15.	Internal controls for bank reconciliation ensure that: a. they are performed on time b. they are performed by someone who does not perform cash functions c. unusual items are investigated promptly		
16.	Internal controls for payroll ensure that: 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		
17.	Internal controls for purchases ensure that: 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		
18.	The agency's budget has no areas for potential cost overruns.		
19.	The agency is not trying to make up for a shortfall in another program by using the funds from this program.		

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 of the proposing agency, accept responsibility for providing financial services adequate to ensure the establishment and maintenance of an accounting system with internal controls adequate to safeguard program funds.

Name of Organization

Name and Title of Certifying Official

Signature

Date

EXHIBIT C:
Certification regarding Debarment, Suspension,
And other Responsibility Matters Primary Covered Transactions

BEFORE SIGNING CERTIFICATION, PLEASE READ ATTACHED INSTRUCTIONS
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 (Section 98.510) and 45 CFR Part 7 4.

1. Proposer/Contractor certifies to the best of its knowledge and belief, that it and its officers / principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, state or local governmental department or agency;
 - b. Have not 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 or embezzlement, theft, forgery, bribery, falsification or destruction of statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted 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 had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the Proposer/Contractor is unable to certify to any of the statements in this certification, Proposer/Contractor shall attach an explanation.

Name of Organization

Name and Title of Certifying Official

Signature

Date

INSTRUCTIONS FOR EXHIBIT C

1. By signing and submitting this certificate, the Proposer/Contractor is providing the certification set out below.
2. The inability of a Proposer/Contractor to provide the certification required will not necessarily result in denial of participation in this covered transaction. If the Proposer/Contractor cannot provide the certification set out below, the Proposer/Contractor shall provide an explanation of why it cannot provide the certifications. The certification or explanation will be considered in connection with CareerSource Heartland's determination of whether to enter into this transaction. However, failure of the Proposer/Contractor to furnish a certification or an explanation shall disqualify Proposer/Contractor from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when CareerSource Heartland entered into this transaction. If it is later determined that the Proposer/Contractor knowingly rendered an erroneous certification, in addition to other remedies available, CareerSource Heartland may terminate this transaction for cause or default.
4. The Proposer/Contractor shall provide immediate written notice to the CareerSource Heartland President/CEO if at any time the Proposer/Contractor learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549. You may contact CareerSource Heartland for assistance in obtaining a copy of those regulations.
6. The Proposer/Contractor agrees, by submitting this certificate, that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a contractor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the CareerSource Heartland President/CEO.
7. The Proposer/Contractor further agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by CareerSource Heartland, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A Proposer/Contractor in a covered transaction may rely upon a certification of a contractor in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A contractor may decide the method and frequency by which it determines the eligibility of its principals. Each Contractor may, but is not required to, check the List of Parties Excluded from Procurement / Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a Proposer/Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a contractor in a covered transaction knowingly entered into a lower tier covered transaction with a contractor who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available, CareerSource Heartland may terminate this transaction for cause or default.

<p>EXHIBIT D: Certification regarding Lobbying; Certification for Contracts, Grants, Loans, and Cooperative Agreements</p>

Proposer/Contractor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C.1352) 29 CFR Part 93, and 45 CFR Part 93. When applicable, for contracts in excess of \$100,000, the Proposer/Contractor must complete this Certification Regarding Lobbying form. The undersigned certifies, to the best of his or her knowledge and belief, that:

3. 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.

4. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence 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.

5. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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 section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subjected to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Organization

Name and Title of Certifying Official

Signature

Date

EXHIBIT E:
Sworn Statement Pursuant to Section 287.133(3)(a) Florida Statutes, Public Entity Crimes
Page 1 of 2

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

This sworn statement is submitted to CareerSource Heartland

by

_____ (print individual's name and title)

by

_____ (print name of entity submitting sworn statement)

Whose business address is _____

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

1. 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, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. 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, non-jury trial, or entry of a plea of guilty or nolo contendere.
3. 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.

4. 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 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.

5. Based on information and belief, the applicable statement, which I have marked below, is true in relation to the entity submitting this sworn statement.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO CAREERSOURCE HEARTLAND FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) 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.

Signature of Certifying Official _____ Date _____

STATE OF _____ COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority _____

who, after first being sworn by me, affixed his/her signature in the space provided above on
 this _____ day of _____, 20_____

NOTARY PUBLIC _____

My commission expires: _____

**EXHIBIT F:
Equal Opportunity Assurance**

As a condition of this proposal, the Proposer/Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and 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 WIOA Title I B financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Proposer/Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Proposer's/Contractor's operation of the WIOA Title I - financially assisted program or activity, and to all contracts/agreements the Proposer/Contractor makes to carry out the WIOA Title I financially assisted program or activity. The Proposer/Contractor understands that CSH and the United States have the right to seek judicial enforcement of the assurance.

By signing below, the Proposer/Contractor certifies and assures that it will fully comply with the applicable assurances outlined above.

Name of Organization

Name and Title of Certifying Official

Signature

Date

**EXHIBIT G:
Conflict of Interest Certification**

SECTION 1

I hereby certify that no official or employee of CareerSource Heartland, or any CareerSource Heartland Board member, or any immediate family member of a CareerSource Heartland employee or Board member has a material financial interest in this organization.

Name and Title of Certifying Official (Type or Print)

Signature

Name of Organization

Business Address

City, State, Zip Code

SECTION 2

I hereby certify that the following named CareerSource Heartland official(s), employee(s), Board member(s), or immediate family member of a CareerSource Heartland employee or Board member has a material financial interest(s) in this organization and has filed the appropriate Conflict of Interest form with CareerSource Heartland.

Name

Title or Position

Date of Filing

Name and Title of Certifying Official (Type or Print)

Signature

Name of Organization

Business Address

City, State, Zip Code