

Florida Crown Workforce Board, Inc.

1389 US Hwy. 90 West, Suite 170-B

Lake City, FL 32055

Phone: 386-755-9026 * Fax: 386-752-6461 * www.floridacrown.org



Member of

EMPLOY FLORIDA

One-Stop/Youth Service Provider

Directions for completion and submittal

Invitation to Negotiate

Public Notice: January 27, 2011

Issue Date: January 27, 2011

Expression of Interest Due: February 14, 2011

Notification of Qualification: February 24, 2011

One-Stop Center Review: February 28 – March 4, 2011

Question & Answer Period: February 28 – March 11, 2011

Scope of Work Due: April 4, 2011, 4:00 pm

Staff Review: April 4 - 11, 2011

Interviews: February 25 – April 11, 2011

Review by Board committees: April 19, 2011

Final Board Action: April 25, 2011

Preliminary Budget Negotiation: To Be Determined

Final Contract Negotiations: To Be Determined

Transitional Period: June 2011

Initial Contract Period: July 1, 2011 through June 30, 2012

DESCRIPTION OF THE ONE-STOP SYSTEM:

Florida Crown Workforce Board, Inc., (FCWB) is a private, non-profit 501(c)3 corporation incorporated in 1998 and designated as the administrative entity, planner and grant recipient to administer workforce services for the rural Florida counties of Columbia, Dixie, Gilchrist and Union. **ALL PROVIDERS MUST BE WILLING AND ABLE TO DELIVER SERVICES IN EACH OF THE FOUR (4) COUNTIES WITHIN THIS WORKFORCE BOARD REGION.**

This Invitation to Negotiate (ITN) is for a One-Stop/Youth Service Provider throughout these four (4) counties. The FCWB One-Stop system is both physical and technological. The system includes connectivity between the various partners and service providers. A listing of all current centers along with participating partners, technologically linked partners and services offered is included as Attachment 1.

The goal of the One-Stop System is to provide full-service, staffed sites, offering a full array of Workforce Investment Act (WIA), Welfare Transition (WT), Wagner-Peyser (WP), Food Stamp Employment and Training (FSET)/Supplemental Nutrition Assistance Program (SNAP), Priority Re-Employment Planning (PREP) and Veteran's services to our area residents, which will assist individuals (hereinafter called customers) through "core and intensive services" in obtaining employment through an individualized mix of core and assisted core employment and training-related activities. Our One-Stop System will be developed through our four (4) One-Stop Centers located one each in Columbia and Dixie, Gilchrist & Union Counties and through "electronic access". **Our employer-driven service centers, (located in Columbia & Gilchrist Counties) are the focal point for employer services.** This goal is attained by providing:

- Outreach and recruitment
- Orientation for Services
- Registration for Work
- Resource Area Management and Coordination
- Employment Referrals
- Development of Employment Opportunities
- Eligibility determination
- Individualized employment plans
- Referral to appropriate work or training activity
- Case management, general and intensive

- Specialized Case Management and One-Stop Services
 - Educational Referral
- Development of un-subsidized employment opportunities
- Coordination and provision of support services
- Employer Services
- Post placement and job retention follow-up
- Automated tracking and reporting of all customer activities
- Maintenance of records and reporting
- Individual Training Accounts management
- Customer payments
 - Tuition, books, fees, day care, transportation and other support services
- Veteran Services (management/oversight)
- Priority Re-Employment Planning (PREP) services (management/oversight)
- Food Stamp Employment & Training and Supplemental Nutrition Assistance Program (SNAP)
- Wagner-Peyser Services
 - Employment Services
- Youth Services
 - In-School
 - Out of School

Responses may be submitted by a single entity or by a group of organizations or agencies that have agreed to work cooperatively to deliver services and achieve desired outcomes. FCWB requires that for Responses submitted by a group, a single lead entity must be designated for contracting purposes.

FCWB reserves the right to select none of the Responses made in response to this Invitation To Negotiate (ITN). Nothing obligates FCWB to pay the cost of Response preparation and submission. Final contract approval with the selected organization(s) for One-Stop System services will be subject to negotiation.

Questions regarding the ITN should be directed to:

acschneider@flcrown.org. All questions must be submitted in writing to this e-mail address. All questions will then be answered and forwarded to all interested parties as part of the process. No questions will be addressed on a one-to-one basis.

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PART I: GENERAL INSTRUCTIONS

Deadline for Receipt of Response

Scope of Work (Full Responses) to this ITN must be **received by 4:00 p.m., April 4, 2011**. Responses received after that date and time will not be considered. Please note the time-table listed on the front page of these instructions. Crucial dates to remember are:

Expression of Interest Due: February 14, 2011

One-Stop Center Review: February 28 – March 4, 2011

Full Scope of Work Due: April 4, 2011

Electronically transmitted documents will not be accepted. Respondents are responsible for ensuring that Responses meet all the requirements set forth in this ITN, and for ensuring that Responses are received on time.

Where to Mail Responses & Number of Copies Needed

Submit **one (1) original (marked “Original”)** and **seven (7) copies** to:

Florida Crown Workforce Board, Inc.
1389 US Hwy. 90 West, Suite 170-B
Lake City, Florida 32055

Contract Period

Any Response submitted should be based upon a one-year period of performance. Contracts will be renewable for up to four (4) additional years for a five (5) year total period, based upon performance, and will be renegotiated annually.

Location of Services to Be Provided

To ensure quality and consistency of service delivery, respondents must be able to provide services in the established locations noted in this ITN. Specifically, services must be provided through the established One-Stop Centers as noted in Attachment 1.

Funding Available

Funding for this current year is being released for informational purposes. We do not yet have budget figures for the year under discussion. The following outlines the amounts reflected in that contract.

\$1,277,000 was the total in the FY 2010-2011 contract for our One-Stop Service Provider's operating expenses and does not include the funds set aside to pay for participant costs such as tuition, books, fees, child care, support services, etc.

With anticipated budget cuts, and lack of some funding streams, an anticipated amount for the coming year would be approximately a twenty percent (20%) cut for operating expenses. As noted earlier this will not be known until the legislature and Workforce Florida, Inc. (WFI) have made their funding and allocation decisions.

Following is a breakdown of this year's funding in the One-Stop/Youth Service Provider contract:

Total Budget:	2,138,624
Total Operating:	981,205
Total Participant Training Budget:	227,243
WIA Total:	999,594
WIA Operating:	808,124
WIA Participant Training Budget:	191,470
WT Budget:	743,388
WT Operating:	743,388
WT Participant Training Budget:	120,000 (Rural Region funds)
Other Budget:	156,199 (SNAP & Navigator)

At the time of this ITN, it is projected (based on historical figures) that the following Welfare Transition, FSET/SNAP, Wagner-Peyser and WIA clients will need to be served annually:

- WIA Adults – 150
- WIA Youth – 179
- WIA Dislocated Worker – unknown
- WT – 150 monthly caseload –, includes transitional
- FSET/SNAP – 150 average
- Wagner-Peyser
 - Registered – 2,000
 - Job Orders Received – 180
 - Job Orders Filled – 75%
- Veterans

Within the Youth Program there are two (2) categories of services: 1) In-School; and 2) Out-of-School. Coordination with the respective school districts is mandatory and additional consideration will be given to programs that bring in financial resources and demonstrate these additional resources in their ITN Response.

Youth Enrollees as of January 2011:

	In-School Youth	Out-of- School Youth
Columbia	35	48
Dixie	14	10
Gilchrist	16	
Union	09	
Total:	74	58

Technical Questions

Any technical questions regarding how to respond to this ITN should be directed to acschneider@flcrown.org. All questions will be gathered, tabulated, answered and distributed to all interested and qualifying parties. Questions will not be answered on an individual basis.

One-Stop Center Review

A review of all One-Stop Centers will be conducted by FCWB staff by appointment during the period from February 28 – March 4, 2011 for all qualified respondents planning to respond to this ITN. This Center review is mandatory for all who wish to submit a full ITN Response.

Once your Expression of Interest is received and considered qualified, FCWB staff will contact you to make arrangements for this review.

This One-Stop Center review will be a scripted tour of Centers including introductions to partners and a briefing on services that are available with any projected changes. Any questions asked that are outside of the scripted tour will be answered in writing as referenced above. This method is being used in order to guarantee the distribution of like information to all interested parties.

Current Contractor/Clients in Active Service

FCWB currently has in place contractual agreements for the services solicited in this ITN. If the selected organization(s) is other than the current provider(s), the Board will assist in the transition to a new provider. Transition will take place during the month of June 2011.

Because WIA, WT, WP, **VETS** and **FSET/SNAP** services are currently in place and operating, a number of customers will be in an active service mode as of July 1, 2011 (the effective date of the agreement covered in this ITN). The successful respondent(s) to this ITN will be expected to incorporate all active customers into their plan of service.

Who May Apply

All governmental and non-governmental agencies, whether operated for profit or nonprofit, may apply for funding. Each respondent must be a legally recognized entity that has received appropriate licenses prior to submittal of the Response.

No Response will be accepted from an entity if it has not been pre-qualified through the **Expression of Interest** and if:

- The entity has been debarred, suspended, or otherwise determined to be ineligible to receive funds by an action of any governmental agency; or
- The entity has not complied 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; or
- The entity's previous contract(s) with the FCWB have been terminated for cause; or
- The entity's name appears on the State's convicted vendor list; or
- For any other good and just causes.

Profit charged by private for-profit entities must be fair and reasonable. Such profit will be reviewed in conjunction with the requirements of 20 CFR, Section 627.420(e)(3), U.S. Department of Labor Final Rule.

Each organization that submits a Response must be capable of supporting its own operation. Payment is made on a performance driven/cost reimbursement basis after the organization(s) selected submits invoices.

Authorized Signatures and Contact People

The individual who is legally authorized to submit the Response for the respondent must sign the Response.

The Response must provide the name, title, address, and telephone number of the person who has the authority to negotiate on behalf of the organization and to bind the organization to a contract.

The Response should also list a contact person who is usually available to answer questions about the Response.

If a single Response is submitted on behalf of more than one organization, a lead agency should be designated by all parties to provide all the information requested in this section.

EOI Evaluation

Expression of Interest documents will be reviewed by FCWB staff.

Prior to the continuation in the ITN process, a full determination will be made about the demonstrated ability of the organization(s) to perform successfully under the terms and conditions of the proposed program. That determination will take into consideration such matters as whether the organization has:

- Adequate financial resources or the ability to obtain them (annual audited financial statements);
- Qualified Management Team (resumes of key personnel);
- The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet specified performance goals;
- A satisfactory record of past performance in related areas, including demonstrated quality of services, the ability to provide for or arrange for appropriate supportive services, placement and retention in employment and earnings rates of customers;
- A satisfactory record of business ethics, integrity, and fiscal accountability;
- The necessary organizational experience; accounting, data base and operational controls; and
- The technical skills to perform the work.

The respondent is responsible for including sufficient information in the EOI that will allow FCWB to evaluate these matters.

All respondents will be notified of qualification February 24, 2011.

ITN Evaluation

The Review Tool that the FCWB staff will be using to perform the initial review and rating is included (Attachment 7).

The review of the written Responses to this ITN will be conducted by FCWB staff with completion scheduled for April 11, 2011. Results of the review process will be presented to the FCWB Committees and is scheduled for completion April 19, 2011. All respondents who are considered to be responsive to the ITN directions will be scheduled for Management Team interviews from February 25 through April 11, 2011. Final Board action is projected to take place on April 25, 2011.

Other Required Information

- Copy of most recent annual audited financial statement
- Resumes of key management and program supervisory staff
- Job descriptions and pay grades for all staff involved in services (Attachment 4)
- Salary structure of organization
- Performance information for the past four (4) years of operation, most importantly placement and retention. The State of Florida Monthly Management Report (MMR), **Balanced Scorecard Report (BS)** or other State or local WFB certified performance measures within the State of Florida are acceptable. See the following website for State of Florida performance reports.
http://www.floridajobs.org/workforce/os_reports.html.
- Background and details of organizational experience, including involvement in a current One-Stop System.
- Service Plan; include number of customers served and in what activities.
- References (3)

Professional Image

The One-Stop and FCWB strive to create, develop and implement programs that impact our communities through the development of our workforce. As we strive to set an example for our customers, it is our responsibility to set a tone as role models and as part of our service to customers. Professionalism is portrayed through professional image which is expected in our overall personal appearance.

When visiting customers, attending meetings, or participating in other outside activities, on any day of the week employees are expected to present the most professional image that is in keeping with the event.

Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire, jeans, denim, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats, or similar items of casual attire that do not present a businesslike appearance.

Award Process and Limitations

Once the primary service provider has been selected, preliminary negotiation of the contract will begin on TBD 2011. The overall budget of FCWB Workforce Connection is solely determined by the actions of the Legislature and Workforce Florida, Inc. FCWB will conduct final negotiations as soon as a determination can be made for the budgetary figures. However, the final contract offering is subject to the budgetary process of the Legislature and WFI and may be changed by FCWB at any time.

Cost Reimbursement/Performance Based Contract

FCWB intends to award a cost reimbursement/performance based contract(s) to one or more organization(s) providing services for the One-Stop System. The final contract(s) will contain provisions for contract cancellation or re-negotiation based on the performance of specific, measurable performance outcomes based on the MMR, BS report or other State certified performance reports.

Expected measurable performance goals will be negotiated each contract year with the service provider chosen and the performance goals will be placed in their contract. It will be expected of the chosen service provider to meet if not exceed the negotiated performance goals. FCWB's performance for the past five (5) years can be reviewed on the MMR and BS Report and other State certified reports at:

http://www.floridajobs.org/workforce/os_reports.html.

The development of specific contract provisions detailing how funds will be tied to performance standards will be a significant part of the negotiation process. Any successful respondents will be expected to submit a line item budget showing all expected costs associated with delivering the proposed services by TBD 2011.

FCWB intends to provide monitoring and oversight activities designed to identify and correct any operational or financial deficiencies. Any service provider in the One-Stop System will be required to work closely with monitoring staff in the conduct of these activities.

Monitoring of performance against outcome measures will be conducted at least quarterly. Failure to achieve desired outcomes may result in contract cancellation or re-negotiation.

Method of Solicitation

Historically, we have issued Requests for Proposals (RFP) for our One-Stop services. Generally, the RFP process results in a competitive pricing approach that takes into account the quality and service level issues contained in the RFP.

Section 287.057 of the Florida Statutes provides that in certain circumstances where an agency determines "... that an invitation to bid or an RFP will not result in the best value..." it can opt to use an Invitation to Negotiate (ITN).

FCWB knows the budget for FY 11-12; however, funding for the coming years is uncertain. With the budget so dependent on the Legislature, asking for competitive bids via the RFP process may prove unrealistic.

Secondly, the Board has stressed high-level performance. This concern, measured by the MMR, BS Report or other State certified performance measures, focuses our decision-making on service providers who have experience in Florida and have a record of achievement which we can compare using the MMR, BS Report or other State certified performance measures.

This ITN is being used as the method of solicitation to insure the selection of highly skilled professional workforce management services, not the low bid. This method will result in our region acquiring the best technical Responses and quality of services.

Public notice of this ITN has appeared in local newspapers of general circulation. All known organizations recognized as being involved in the provision of services solicited will be sent a notification of this ITN. All requests for copies of this ITN will be honored and is available on our website.

The method of solicitation represented herein, as well as the selection process detailed, are in accordance with the laws governing the fund sources expected to be used in contracting for the services solicited.

FCWB reserves the right to request additional information in support of the Response and/or to ask the respondent to make a presentation about the Response. In particular, FCWB may ask to examine an organization's personnel policies and grievance procedures.

The successful respondent(s) will participate in negotiations and, prior to the final award of a contract, will submit any budget, technical and/or other revisions to the Response.

FCWB reserves the right to reject any and all Responses submitted and/or to negotiate with all qualified sources. Receipt of a Response does not commit FCWB to award a contract, pay any costs associated with preparation of the Response, or reimburse a contractor for any costs incurred prior to the signing of a contract agreement.

The contract award will be based on review and rating of the Responses. The final amount of the contract will be determined during contract negotiations. Final award of a contract is contingent upon:

- Successful negotiation of an agreement;
- Acceptance by the respondent of the contract terms and conditions;
- Satisfactory verification of past performance, where applicable; and
- Acceptance by the respondent of responsibility for achieving contract goals and objectives.

FCWB intends to provide all service providers in the One-Stop System technical assistance, if necessary, in the delivery of listed activities and services including, where applicable, necessary forms, written policies and procedures and equipment.

Transition

FCWB owned computers and furniture are available in sufficient quantities for staff support and learning laboratory operation, if required. FCWB will provide the service provider in the One-Stop System with technical support for installation and ongoing maintenance of the computer equipment provided by the Board.

Otherwise, the service provider will be solely responsible for the conduct of all activities and services described.

No changes, modifications, or additions can be made to the Responses after the submittal deadline unless FCWB makes such request of all respondents. The Board reserves the right to waive any minor technical irregularity.

Appeal Procedures

Any organization that submits a Response to FCWB will receive fair and unbiased consideration.

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

Submit a letter of protest within ten (10) days of the final decision addressed to:

John Chastain, Executive Director
Florida Crown Workforce Board, Inc.
1389 US Hwy. 90 West, Suite 170-B
Lake City, FL 32055

PART II

Expression of Interest

PACKAGE

PART II: EXPRESSION OF INTEREST PACKAGE

A pre-qualification review will be conducted regarding all expression of interest respondents for the One-Stop/Youth Service Provider sought through this ITN.

This Expression of Interest Package must be submitted in its entirety.

SUBMISSION DUE DATE: February 14, 2011

CONTENTS OF PACKAGE:

1) Certifications

- Drug-Free Workplace Certification
- Debarment & Suspension Certification
- Certification Regarding Lobbying Activities
- Sworn Statement on Public Entity Crimes

2) Business Papers

- For **Private Incorporated Organizations:**
 - Copy of the most recent annual/audit report on file with the appropriate state agency, or
 - Copy of Articles of Incorporation and Charter Number
 - State of Incorporation
- For **Private Unincorporated Organizations:**
 - Copy of appropriate business or occupational license
- For **Non-Profit Organizations:**
 - Copy of the most recent audit report or
 - Copy of Articles of Incorporation and Charter Number
 - State of Incorporation

3) Letter stating your interest.

- Include Legal Corporate Name and DBA if applicable.
- Corporate Address and Telephone number
- List of officers and members of the Board of Directors

4) Qualifications of Business:

- Resumes of Management and top Supervision Staff
- Job descriptions of all other staff
- Summary (no longer than 4 pages, 12 font) of Business involvement in providing services as they relate to contents of this ITN. List dates and locations.
- Supporting Performance Data for the past four (4) years as proof of ability to run programs. For Florida organizations, include copy of the Monthly Management Report (MMR) and Balanced Scorecard Report (BS) for the past four (4) years. For out of state organizations, submit performance in measurements that relate to the Monthly Management Report (MMR) and Balanced Scorecard Report (BS) measures for the past four (4) years, and have these measures validated by either the State or local Workforce Board. See State of Performance Reports at the following website:
http://www.floridajobs.org/workforce/os_reports.html.
- Listing of Organizational Experience, resume format.
- Organizational Chart that details flow, parent company, support levels.

5) Contact Person, Telephone Number, Fax and e-mail.

One original and 7 copies of the Expression of Interest Package should be mailed to:

John Chastain, Executive Director
Florida Crown Workforce Board, Inc.
1389 US Hwy. 90 West, Suite 170-B
Lake City, FL 32055

Package is due no later than 4:00 pm on February 14, 2011

All entities that submit an Expression of Interest package will be notified of ability to continue with ITN process. Notification will be sent via e-mail February 24, 2011.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;
 - b. Have not within a three (3) year period preceding this Response 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements 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 1.b. above, of this certification; and
 - d. Have not, within a three (3) year period preceding this application/Response had one or more public transactions (federal, state, or local) terminated for cause or default.

2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the Response.

Name & Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

CERTIFICATION REGARDING LOBBYING

The undersigned 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 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--LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification can be included in the award documents for all sub-awards at all tiers (including Sub-Contracts, 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 subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor/Name of Certifying Official: _____

Signature of Certifying Official: _____

Date: _____

CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

I, _____, an authorized representative of the Contractor do hereby make the following certification with respect to the execution of responsibilities assigned to the FCWB by the Workforce Investment Act and WAGES, and the Drug-Free Workplace Act of 1988. The Contractor will:

- a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying action that will be taken against employees for violation of such prohibition;
- b. Establish a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The Contractor'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;
- c. Make it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (a) of this certification;
- d. Notify the employees in the statement required by paragraph (a) of this certification that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. Notify the Contractor of any criminal drug statute conviction, for a violation occurring in the workplace, no later than five (5) days after such conviction; and
 - a. Notify the FCWB within ten (10) days after receiving notice under this subparagraph (d) (2), from an employee or otherwise receiving actual notice of such conviction;
- f. Take one of the following actions, within thirty (30) days of receiving notice under the subparagraph (d)(2), with respect to any employee who is so convicted:
 1. Take appropriate personnel action against such an employee, up to and including termination; or

- 2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, Local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The Contractor shall insert in the space provided below the site(s) for the performance of work done in connection with the specific Contract.

Place of Performance (street address, city, state, zip code and county)

Contractor: _____

Street Address: _____

City, State, ZIP Code: _____

County: _____

Signature of Certifying Official

Date

**SWORN STATEMENT UNDER SECTION 287/133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

(To be signed in the presence of a notary
public or other officer authorized to
administer oaths.)

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, who, being by me first duly sworn, made the following statement:

1. The business address of (Contractor) is _____.

2. My relationship to (Contractor) _____ is (relationship such as sole proprietor, partner, president, vice-president).

3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

4. I understand "convicted" or "conviction" is defined by the statute to mean 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 a result of a jury verdict, non-jury trial or entry of a plea of guilty or nolo contendere.

5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public-entity crime, or a person or a corporation convicted of a public entity crime, or (2) 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, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Contractor nor any affiliate of the Contractor has been convicted of a public entity crime subsequent to July 1, 1992.

(Draw a line through paragraph 6 if paragraph 7 below applies.)

7. There has been a conviction of a public entity crime by the Contractor or an officer, director, executive, partner, shareholder, employee, member or agent of the Contractor who is active in the management of the Contractor or an affiliate of the Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vender list. The name of the convicted person or affiliate is _____ . _____ A copy of the order of the Division of Administrative Hearings is attached to this statement.

(Draw a line through paragraph 7 if paragraph 6 above applies.)

Signature/Date

Sworn to and subscribed before me in the state and county first mentioned above on the ____ day of _____, 2011.

Notary Public (affix seal)

Notary Public Printed Name

PART III

One-Stop/Youth Service Provider

ITN

INSTRUCTIONS

PART III: ONE-STOP/YOUTH SERVICE PROVIDER FULL RESPONSE PACKAGE

Individuals Eligible to Receive Services

The services must be available to any customer who seeks them or, in the case of specialized services for individual target groups and funding sources (such as WIA, WT, WP, VETS and FSET/SNAP), any customer who is eligible for them.

Description of One-Stop Services Sought

A service provider in the One-Stop System will perform all of the following services in Columbia, Dixie, Gilchrist and Union Counties. Provision of services must be coordinated with and provided at all FCWB One-Stops. Service provider will have primary responsibility for delivery of WIA, WT, WP, VETS and FSET/SNAP services. The service provider will also exercise management and oversight of assigned AWI personnel for the delivery of VETS and PREP services.

FCWB is looking for innovative and creative approaches to the delivery of the following services:

1 Outreach and Recruitment: These activities are designed to inform potentially eligible individuals and employers about the availability of services and may include formal advertising, use of reciprocal referral agreements, word of mouth, face-to-face meetings, and other activities as appropriate. WIA, VETS, FSET/SNAP and WT Programs have varying needs for both outreach and recruitment. Discuss based on differing target groups and how it relates to the One-Stop System in whole or in part. *(FCWB is looking for a provider that is actively involved in the community to include home visitation, after-school contact, personal involvement and neighborhood participation.)*

2. Orientation Services: This activity is designed to provide information about the “full array of services” available to customers, including information about services available through other providers and information about opportunities in non-traditional career areas for men/women. Once again, discuss varying techniques for each population served under WIA, WT, VETS and FSET/SNAP. Discuss how these sessions may be coordinated with other partners in the One-Stop such as Wagner-Peyser.

3. Registration for Work: Registration for work is a mandated activity for all WT customers. Working in conjunction with TANF it is necessary to register those who have applied but are not eligible for WT. Also included in this category are those “general public”, WIA, VETS and FSET/SNAP customers looking for work. This service is provided in coordination with orientation for services. Discuss how registration will be handled for all populations and how does this relate to performance measures.

4. Resource Room Management and Coordination: A resource room is complete with comprehensive information concerning jobs, job openings, skill requirements for jobs, training and education available and automated access to Internet based services. Resume writing, word processing, faxing, copying and telephone services are also provided. Explain how the resource areas in all the One-Stops will be managed and coordinated within the One-Stop System. Focus on customer service for self-help issues and how these services relate to performance measures.

5. Rapid Response: Describe your process and experience for responding to lay-offs and other emergency situations.

6. Employment Referrals: For both the “general public” and for those who are found eligible under a myriad of partner services, after the customer is assessed and barriers are identified to employment, customers are referred to training opportunities and employment related services as appropriate. The focus of each One-Stop Center is to find employment for the customer and retention of said job. The current system has an Employment Services Center that is focused on the employer customer. Discuss employment referrals, management of the system and how it relates to performance.

7. Development of Employment Opportunities: This service consists of a team of professionals that provide marketing, incentives and job development services to employers. Through these efforts higher placement rates can and are being reached. Discuss how an employer services team would be configured and how this team would interact with the other One-Stop staff in finding employment for our customers.

8. Eligibility/Enrollment/Participation Determination: This includes the collection of documentation and completion of the forms required to document an applicant’s eligibility for targeted program services. Eligibility must be certified

and carries with it liability for dollars spent in serving individuals who were not eligible. Policies and procedures of WIA, WT, VETS and FSET/SNAP need to be followed. Discuss how you would manage this process, how would your agency supervise this function? How does this relate to performance measures?

9. Employment/Career Plan: A service provider in the One-Stop System is expected to complete an employment/career plan for each eligible customer that includes, at a minimum, the identification of an employment goal, appropriate achievement objectives, appropriate services and activities to reach these objectives and a time line for said completion. Plans shall also cover retention strategies and special strategies to deal with segments of the population that have significant barriers. Explain methods for providing this plan to customers from WIA, WT, VETS and FSET/SNAP. Show any Policies or procedures you have in place in relation to this portion and discuss how these decisions are coordinated with partners.

10. Referral to Appropriate Work and Training Activities: A service provider in the One-Stop System will be responsible for referral of customers to the activities and services outlined in the employment/career plan. The referral should, where appropriate, give the customer a choice of where to find training and other services. Referrals for training will be made for only those skill areas deemed to be in demand for the four (4) county region and only to institutions and organizations approved by the FCWB. Discuss how you have managed this in the past and highlight any creative and innovative methods that you have used. How does this relate to performance measure?

11. Case Management: Case management is the staff activity that ensures that intensive customers are progressing toward the goals and objectives outlined in their Individualized Employment Plan. Case management is a critical component of the overall service delivery system. It is necessary to ensure that the needs of the customers are met and that information required for program performance evaluation is collected. Case management includes advocacy on behalf of the customer with other agencies, organizations and individuals. Describe the level of expertise, experience and training that you require for case management staff. What do you think is an appropriate case level for case manager by funding source? How does this relate to performance measures?

12. Specialized Case Management: Specialized case management shall include case management as defined above and includes at a minimum the following:

educational programs including documentation of financial aid coordination of services, medical deferments, domestic violence program, relocation program, hardship program and substance abuse program. This will also include the case management of those customers who are enrolled in a training component such as On-the-Job Training and Work Experience. In this part discuss services to the disabled, your understanding of the ADA and how able your staff will be in making necessary accommodations for customers with disabilities. Include any policies or procedures that you have used in the past. How does this relate to performance measures?

13. Operation of Job Search Assistance Workshops: These should occur in at least one location in each county so that customers have ongoing access to such workshops, as well as to individualized job search assistance, either as a primary activity or in conjunction with other activities. Job Search Workshops are a required component of WTP. Provide method for provision of workshops and curriculum. Discuss any creative methods of providing workshops in light of budgetary restraints.

14. Development of Subsidized Employment Opportunities: The service provider will be responsible for development of subsidized training opportunities including On-the-Job Training, Customized Training and Work Experience. Each of the subsidized employment programs requires a formal written agreement or contract prior to customers entering that activity. The service provider is responsible for developing and monitoring such agreements. Explain process for the development of these contracts, how this process is monitored, and any policies or procedures currently in place. How does this relate to performance measures?

15. Development of Un-Subsidized Employment Opportunities: This includes placement in a job unsubsidized by public funds at a pay rate that allows the customer to be economically self-sufficient. To accomplish this goal, the One-Stop Systems Provider is expected to have systems in place to link customers with the labor market in meaningful ways. Describe methods used in the past and how they relate to performance measures.

16. Employed Worker Training: Explain your process for marketing this tool to regional employers.

17. Coordination and Provision of Support Services: The service provider will develop and maintain agreements with a wide variety of support agencies and

vendors to ensure access is provided to customers in need of such services. Discuss internal controls that emphasize internal control. Discuss priority of services and methods for implementation. Discuss organization's community involvement and how this results in increased opportunities for the customer.

18. Job Placement and Job Retention Follow-up: Job placement services are those services needed by the customer in order to succeed at self-sufficiency. Transitional services will be provided which at a minimum, include the following: childcare, transportation, education and/or training, domestic violence and substance abuse. Job retention follow-up must be provided to track for performance purposes as well as to assist in intervention if the customer or employers are having problems. Discuss methods of providing these services and the relation to performance measures.

19. Updating Services: Explain what updating countable services will be provided to individuals in OSMIS, OSST and/or other State systems. Explain the methods you will employ to make sure that these services are provided and prioritized. Discuss Performance standards as they relate to Wagner-Peyser services. Discuss integration with Veteran Services.

20. Referrals to Job Openings: Explain the screening process and how you will determine qualifications of individuals. Discuss any levels of preference given.

21. Placement Services: Describe how Wagner-Peyser placement services will be provided to the One-Stop System customer.

22. Management of Wagner-Peyser services: Describe what services and how these services will be coordinated and managed through the One-Stop System. Describe all other services not mentioned here that are represented in a One-Stop such as Job Corps, Veterans Services, PREP and how these will be managed and directed in the flow of services within the One-Stop. See Attachment 2 for current positions and management of Wagner-Peyser personnel.

23. Retention: Describe how you will address retention measures for adult jobseekers in all programs.

24. Automated Customer Tracking and Reporting: All customer information for specific programs will be maintained using the existing State system(s) to track and report customer activity. The service provider(s) will be

accountable for the integrity of the data presented and responsible for ensuring that staff is appropriately trained in the use of these systems and any other MIS systems that are put in place. Other automated systems may be used to provide customer services, as long as those systems enhance rather than duplicate existing systems. Explain how support will be provided throughout the system for this automation. Describe staff knowledge and expertise. Explain understanding of management of these programs and connection to performance standards.

25. Logistics/Customer Services Support to all One-Stop Centers: The One-Stop System includes connectivity between various partners and service providers who deliver programs and services to customers. The One-Stop Center is a partnership of agencies. Once the customer enters a One-Stop Center the customer either accesses self-help services (core) or is provided assisted core services and possibly screened for job readiness, referred to a partner agency, determined eligible for a program or assisted in their job search. Following this process, if necessary, a customer is directed to the appropriate service by a career management staff member. The customer is given a referral and tracking of this referral and its results will be necessary, as appropriate. Once again describe how support will be given to the system and to the partner staff within the One-Stop system. Describe ability to track each customer and ability to make appropriate referrals.

26. Maintain Records and Reporting: The service provider will need to coordinate informational reports and development of statistical reports. It is also necessary for the provider to maintain records on all aspects of the operation that will document decisions made and provide back up to expenses. Discuss the capacity of the organization to understand and appropriately provide both the maintenance and the reporting.

27. Individual Training Account Program Management: ITA training or education will be based upon an objective assessment of the customer's skills and abilities and referral from their career manager. The career manager will include a specific curriculum that is approved for training and a time frame for the completion of the training with their "ITA request". To insure the success and continued employment of the customers the service provider must conduct follow-up. It will be necessary to track for performance purposes but also to assist in intervention, if necessary. Discuss safeguards that would be in place to insure proper management of tuition related expenses. Discuss financial aid coordination. Include any procedures currently in place.

28. Customer Payments: The service provider will be responsible for the maintenance of a system to provide payments for educational expenses and for supportive services, and all required tracking thereof for eligible customers. The service provider will also be responsible for implementing a system to provide training vouchers and or Individual Training Accounts to eligible customers. Discuss agency experience with providing this depth of financial management; include safeguards, oversight, expertise of agency and staff.

29. Quality Assurance and Corrective Actions: The service provider must have an active internal quality review process and be proactive in correcting inaccuracies that are identified through this internal review. Describe this process.

30. Indirect Services: Clearly delineate those services the contractor will provide in return for indirect fees.

Description of Youth Services Sought

The program description should describe the process that your organization will take from day one of the contract until the end of the period, June 30, 2012. The description should include start-up activities, outreach and recruitment, assessment and referral, eligibility determination, development of an individual service strategy, goal setting process, case management process and documentation, the management and coordination of service delivery with goal attainment, methods used to verify setting and attaining goals.

Include in your program description how the following program elements may be provided through coordination, in-kind services, or budgeted in the Response. If the respondent does not provide a required program element, the proposal should state who the respondent will partner with to provide the element, and how the participant will access the required element. A letter of confirmation from the partner should be included in the proposal to substantiate the relationship and provision of the required element. Required program elements (s) are:

1. Outreach and Recruitment: Describe what actions your organization will take to reach the youth of this community and recruit them to our program.

2. Eligibility Determination: Eligible youth will be low-income, ages 14 through 21. Up to five percent (5%) of the youth participants served may be

individuals who do not meet the income criterion for eligible youth, provided they are within one or more of the following categories:

- School dropout;
- Basic skills deficient;
- Are one or more grade levels below the grade level appropriate to the individual's age;
- Homeless or runaway;
- Pregnant or parenting;
- Possess one or more disabilities, including learning disabilities;
- An offender; or
- Face serious barriers to employment as identified by the local board.

Youth customers also must face one or more of the following challenges to successful workforce entry:

- School dropout;
- Basic literacy skills deficiency;
- Homeless, runaway, or foster child;
- Pregnant or a parent;
- An offender; or
- Need help completing an educational program or securing and holding a job.

Discuss how you would manage this process, and how your agency would ensure eligibility and supervise this task. How does this relate to performance measures?

3. Tutoring: Tutoring is provided in math, reading and writing with a focus on helping youth customers to pass the FCAT, to stay in school and to graduate with a diploma. Life/job skills training is also a primary focus. In addition, FCWB operates its own GED program and Job Club. Discuss how you will address operation and enhancement of these programs.

4. Summer Employment Opportunities: Discuss your ideas for a summer work component.

5. Leadership Development Opportunities: Discuss your ideas for leadership development opportunities, which may include community service and

peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours.

6. Support Services: Discuss your ideas for support services to youth.

7. Mentoring: FCWB operates a mentoring program under a Ready to Achieve Mentoring (RAMP) grant from The Governor's Able Trust which assists high school students with disabilities as a complement to our High School/High Tech after-school program. Discuss your ideas for operating and enhancing these services to youth.

8. Guidance and Counseling: Discuss your ideas for comprehensive guidance and counseling services for youth, which may include drug and alcohol abuse counseling and referral.

9. Retention: Retention includes actions necessary to keep youth active in their assigned programs, staying in school and maintaining a part-time job (when applicable). Discuss your ideas for retention services for youth.

10. Positive Outcome: Discuss your process for ensuring positive outcomes including job placement, enlistment in military or enlistment in Jobs Corps.

RESPONSE CONTENT AND INSTRUCTIONS: ONE-STOP/YOUTH SERVICE PROVIDER

Format Requirements

Prepare the Response as follows:

- Use the same topic headings, in the same order, as described in Response Outline, below.
- Answer all requests for data or information or mark the information “Not Applicable”.
- Type or word-process all Responses.
- Use 12-point font.
- Copy all pages and forms on only one side of the page.
- Attach all requested documentation to the back of the Response and label it clearly.
- Number all pages of the Response, including the attachments.
- Submit an original, marked “Original”, and seven (7) copies of the complete Response.
- Submit Response in three-ring binders or use map clips, do not bind professionally.

Helpful Tips

Please remember that to be competitive, respondents must:

- Remember that clarity and completeness are essential. Use specific details to describe: all program activities and tasks; the objective measurement of those activities and tasks; and the knowledge, skills, and abilities to be acquired by the customers. A journalistic outline of “Who? What? When? Where? How? Why? How Much?” can be helpful here. ***Remember: innovation and creativity often lead to cost savings. FCWB is willing to entertain original ideas that will result in improved service delivery.***

One-Stop/Youth Service Response Outline and Required Content

All Responses must follow the outline below.

1. Cover Page (Attachment 3)

Complete the cover page provided in Attachment 3.

2. Table of Contents

Paginate the complete document and provide a table of contents indicating the beginning page for each section and major subsection of the Response, including each attachment. Provide section dividers that relate to the table of contents and submit copies and original in a three ring binder. Do not have professionally bound.

3. Response Summary

Summarize the Response, including any unique or innovative aspects that may set your organization and/or your Response apart from others.

If the Response represents a joint submittal by more than one agency or organization, list all partners and briefly describe the role of each in service delivery.

List the individual with the authority to negotiate and bind the respondent to a contract. Include: name, title, organization represented, full mailing address, full e-mail address, if available, telephone number and fax number.

List the individual who is usually available to answer questions about the Response. Include: name, title, organization represented, full mailing address, full e-mail address, telephone number and fax number.

4. Description of Organization and Staff Qualifications

Describe the organization's mission, history and major funding sources. How does the organization fit into the community?

How do the administrative structure, staff qualifications and successful experience with similar projects qualify the organization to provide services? Include documentation of the success rates of previous projects, including statistical information such as customer survey results, program completion rate, job placements, etc.

If the Response is from two or more organizations, explain how those organizations achieved the coordination necessary to submit the Response and how that collaborative effort will be maintained throughout service delivery.

Describe how the organization will financially support the costs of the program until a reimbursement can be requested for actual program expenditures. Include a description of how the organization will be able to cover the costs until any performance holdback is earned and reimbursed.

Describe how outcomes will be tracked.

- A description of the administrative and financial management capabilities of the organization. How will contracted funds be kept separate from other funds? How will financial information be made available for monitoring and auditing purposes? What are the qualifications of the organization's key program management and financial staff, and to what extent will they be involved with this project?
- A list of seven (7) references that includes agencies and individuals with first-hand knowledge about the organization's performance in serving and placing customers into employment. Each reference should include a current address and telephone number.
- Full resumes of proposed management and complete staff.

5. Work Plan, including plans for each of the following (Service Provider):

Describe how the organization will coordinate Service Delivery with the other employment and training partners in the four (4) county region.

Prepare a time line for full operation of services, assuming full operation of a contract by July 1, 2011. At a minimum, include:

- Hiring of staff;
- Training of staff;
- Preparation of space—furniture and equipment is in place, discuss moving in time and readiness to begin functions;
- Begin case management for existing cases;
- Begin accepting new applicants/referrals; and
- Full operation in place—all services functional, all agreements in place.

Describe (in the same order) how each of the services and activities listed below will be provided.

One-Stop Services

- (1) Outreach and recruitment
- (2) Orientation for Services
- (3) Registration for Work
- (4) Resource Room Management and Coordination
- (5) Rapid Response
- (6) Employment Referrals
- (7) Development of Employment Opportunities
- (8) Eligibility determination
- (9) Employment/Career Plans
- (10) Referral to appropriate work or training activity
- (11) Case management
- (12) Specialized Case Management and One-Stop Services
 - a. Educational Case Management
 1. Must include financial aid coordination services
- (13) Operation of job search assistance workshops
- (14) Development of subsidized employment opportunities
- (15) Development of un-subsidized Employment Opportunities
- (16) Employed Worker Training
- (17) Coordination and provision of support services
- (18) Job placement and job retention follow-up
- (19) Updating Services
- (20) Referrals to Job Openings
- (21) Placement Services
- (22) Management of all Wagner-Peyser related services
- (23) Automated tracking and reporting of all customer activities
- (24) Logistics/customer services support to all One-Stop Centers
- (25) Maintain records and reporting
- (26) ITA Program management
- (27) Makes customer payments for case managers
 - a. Tuition, books, fees, day care, transportation and other support services
- (28) Quality Assurance and Corrective Actions
- (29) Indirect Services

Youth Services

- (1) Outreach and Recruitment
- (2) Eligibility Determination
- (3) Tutoring
- (4) Summer Employment Opportunities
- (5) Leadership Development Opportunities
- (6) Support Services
- (7) Mentoring
- (8) Guidance and Counseling
- (9) Retention
- (10) Positive Outcome

6. Performance Objectives for services sought

Performance is a critical portion of this Response, discuss in detail and in depth for all programs. Under WIA, all regions must meet certain, quantifiable Performance Measurements each Program Year. These performance measures are determined on a yearly basis and are included in the contract. The State of Florida has developed reports which are referred to as the Monthly Management Report (MMR) and Balanced Scorecard Report (BS). The development of the proposal and the resulting activities should support the region's efforts to obtain a top quartile rating on these and any other State certified performance reports. For your reference in reviewing these reports, we are Region 7 and the reports can be found at: http://www.floridajobs.org/workforce/os_reports.html.

7. Customer Satisfaction

Include summaries of both positive and negative customer surveys over the past four (4) years, as applicable.

8. Reasonableness of Cost

Complete Attachment 4 with a listing of positions in your agency along with salary range. Use as many copies as necessary.

9. Budget Narrative: Complete Attachment 6 with budget information. Provide a detailed narrative that explains the information on the budget form and justifies the requested funds. Include a summary of the in-kind services in the program, how they will be provided, by whom, and an estimate of the value.

10. Partnerships: Describe any partnerships that will be used in the project. Who is involved? What are the roles and responsibilities of each partner?

ATTACHMENT 1

LIST OF CURRENT CENTERS AND PARTICIPATING PARTNERS
(SEE NEXT PAGE)

ATTACHMENT 1

	Lake City 1389 US Hwy. 90 W Lake City, FL 32055	Old Town 25821 SE Hwy 19 Old Town, FL 32680	Trenton 211-B SE 11 St. Trenton, FL 32693	Lake Butler 30 S. Lake Ave. Lake Butler, FL 32054
WIA Adult and Dislocated Worker Programs	x	x	x	x
Migrant and Seasonal Farm Worker Programs	referral	referral	referral	referral
Youth Services	x	x	x	x
Wagner-Peyser Programs	x	x	x	x
Vocational Rehabilitation	referral	referral	referral	referral
Older Worker Programs	referral	referral	referral	referral
Veterans Employment and Training Programs	x	x	x	referral
Unemployment Insurance Programs	x	x	referral	referral
Food Stamp Employment and Training	x	x	referral	referral
Supportive Service-Child and Transportation	x	x	x	x
Employer Services - OJT; CWEX; WOTC; Employed Worker etc	x	x	x	x
Welfare Transition	x	x	x	x

ATTACHMENT 2

**CURRENT AGENCY FOR WORKFORCE INNOVATION POSITIONS
IN REGION 7**

- 1 Employment Security Representative I
- 1 Employment Security Representative II/LVER
- 1 Customer Service Specialist
- 1 OPS part-time staff – 32 hours

ATTACHMENT 3

COVER PAGE
(Complete Cover Page on Next Page)

RESPONSE

To

Florida Crown Workforce Board, Inc.
1389 US Hwy. 90 West, Suite 170-B
Lake City, Florida 32055
(386) 755-9026 ext. 3218

For

Invitation to Negotiate
July 1, 2011 through June 30, 2012

Proposing Organization's Legal Name and Address

Organization's Federal Tax Identification Number _____
Organization's Florida Tax Identification Number _____
Organization's Unemployment Insurance Number _____
Organization's Workers' Compensation
Insurance Number _____
Name of Contact Person _____
(For questions about Response) _____
Telephone Number of Contact Person _____

FOR BOARD USE ONLY

Date Received:
Time Received:
Received by:

ATTACHMENT 4

STAFF JOB TITLES AND SALARY RANGES
(SEE NEXT PAGE)

ATTACHMENT 5

YOUTH PROGRAM PLANNING
(SEE NEXT PAGE)

ATTACHMENT 5

Program Planning Summary Directions

Program Name: Enter the name of the programs you currently operate and their location. If you are responding with more than one program or more than one location, please complete this form for each program and/or location.

Current Performance: By program location, identify how many youth are currently being served by age group.

Planned Performance Outcomes:

Enter your planned performance outcomes for the program. Refer to the Red and Green Report as previously noted in the ITN. Listed are the seven required federal measures for youth served with WIA funds. Additional space is available for other measures if wanted.

Program Name/Location: _____

Enrollment Information

Participant Information	Prior Program Year	Current Program Year	Projected Program Year
Younger Youth 14-18			
Intakes			
Exits			
Active Enrollments			
Older Youth 19-21			
Intakes			
Exits			
Active Enrollments			
Total Youth			
Intakes			
Exits			
Active Enrollments			

Planned Performance Outcomes

Outcomes	Prior Program Year	Current Program Year	Projected Program Year
Younger Youth			
Skill Attainment Rate			
Diploma or Equivalent Attainment Rate			
Placement and Retention Rate			
Older Youth			
Entered Employment Rate			
Employment Retention Rate			
Earnings Change in Six Months			
Credential Rte			
Others			
Specify			
Specify			

ATTACHMENT 6

BUDGET
(SEE NEXT PAGE)

ATTACHMENT 6

Program Budget and Instructions

Vendor Name: _____

Program Name: _____

ITN Budget Form Instructions

- I. Funds Requested:** Funds being requested in the proposal.

Category: The cost line items.

Staff Positions: List the title and salary of all staff positions to be funded by the grant.

Fringe: List the fringe benefits provided to the staff and the cost.

Other Costs: If not included in the following list, please describe. Provide specific information on indirect costs.

Profit: Identify your proposed profit margin.

Rent: Office space to be provided by FCWB.

Supplies: FCWB will provide supplies.

Travel: Cost of staff travel.

Communications: FCWB will provide postage, telephone and Internet costs.

Equipment: Staff computers will be provided by FCWB.

ATTACHMENT 7

**RATING CRITERIA
(SEE NEXT PAGE)**

Contractor: _____

Rater: _____

Date: _____

RATING CRITERIA AND FORM

1. Does the contractor provide four (4) years of performance data comparable to Florida MMR or BS standards? Yes _____ No _____
2. Were the organization's certifications acceptable? Yes _____ No _____
3. Does the ITN conform to the proposal Outline? Yes _____ No _____
4. Has the Proposal Summary and proposal Application with organizational information and certifications been completed? Yes _____ No _____
5. Is the ITN deemed responsive for further consideration? Yes _____ No _____

	<u>Points Awarded</u>
I. <u>Management Capabilities:</u> Has the contractor demonstrated that the management team has the depth and breadth of knowledge necessary to operate the program and meet the program performance goals. 10 Points	_____
II. <u>Meeting the Needs of the Target Population:</u> Does the contractor's proposed activities appropriately target the population and Address the mix of services necessary to fulfill Federal and State program requirements. 10 Points	_____
III. <u>Sustainability:</u> Does the contractor demonstrate the ability to sustain and maintain operations for the duration of the contract? 10 Points	_____
IV. <u>Performance:</u> Does the contractor have a proven track record of performance for the past four (4) consecutive years? 10 Points Does the contractor address:	_____
a. Outreach and Recruitment? 5 Points	_____
b. Certification of Eligibility/Enrollment processes and procedures? 5 Points	_____
c. Training/Work Readiness/Goal Attainment processes? 5 Points	_____
• Does the proposal provide for occupational skills training at the secondary level that will lead to employment upon graduation.	
• Does the proposal provide for academic tutorial training that leads to graduation or a GED?	
• Does the proposal provide for life skills training?	

- d. Employment/Placement/Retention practices. **5 Points** _____
- e. Recordkeeping and Compliance. **5 Points** _____
- f. State System Data Input quality assurance procedures? **5 Points** _____
- g. Does contractor have a quality control and corrective actions process that includes timeliness? **5 Points** _____

- V. Does the proposal provide for a means of tracking 12 month results, at a minimum? **5 Points** _____

- VI. Rate the proposal's commitment to providing qualified staff that can implement the proposed program and achieve results. **5 Points** _____

- VII. Does the proposal offer innovative strategies for service delivery? **5 Points** _____

- VIII. Rate the reasonableness of the proposal. Are the costs reasonable, necessary and allowable? **15 Points** _____

- IX. Does the overall proposal demonstrate an understanding of WIA, WT, WP, FSET/SNAP, VETS and PREP? **10 Points** _____

- X. Does the proposal provide in-kind contributions? **5 Points** _____

- XI. Does the contractor clearly delineate the corporate services to be provided in return for indirect fees? **5 Points** _____

Total Possible Points 125: _____

BONUSES:

Does the proposal include a faith-based organization as a Partner? **5 Points** _____

Does the proposal include 12-month activities for those youth most at risk? **5 Points** _____

Does the proposal include an innovative/non-traditional mode of service delivery? **5 Points** _____

Does the proposal include ongoing and dynamic community outreach by staff and management personnel? **5 Points** _____

Total: _____

Comments: _____

PROPOSAL RECOMMENDED: _____

NOT RECOMMENDED: _____