



**INVITATION TO NEGOTIATE
FOR
SERVICES TO IN-SCHOOL YOUTH**

Issued: July 28, 2020

Question & Answer Period: July 29 - August 12, 2020

Deadline for Submittal of Responses: August 26, 2020

Each Respondent must submit a completed Appendix A – Submittal Form either by electronic means in PDF format containing a scanned or electronic signature or by printed hard copy on 8.5” by 11” single sided printed paper signed in blue ink.

All responses are to be submitted to the address and contact person listed below:

CareerSource Chipola
4636 Highway 90 East, Suite K
Marianna, FL 32446
Attn: Richard Williams, Executive Director
Or
ITN@careersourcechipola.com

Questions can be submitted by emailing ITN@careersourcechipola.com during the Q&A period. Please reference “SERVICES TO IN-SCHOOL YOUTH” in the subject line. The answers will be posted on CareerSource Chipola’s website at: www.careersourcechipola.com/AboutUs/CurrentRFPsandBids.

I. Introduction

Purpose

CareerSource Chipola (CSC) seeks to implement an in-school youth program in Calhoun, Holmes, Jackson, Liberty and Washington counties meeting the requirements of the Workforce Innovation and Opportunity Act (WIOA). CSC is particularly interested in programs that expose in-school youth between 14 and 21 years of age at the time of enrollment to promising career opportunities within the region and surrounding areas that offer an opportunity for self-sufficient wages and upward mobility.

The selected provider may offer a range of services as outlined in PART 681 – YOUTH ACTIVITIES UNDER TITLE I OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT Subpart 681.460.

The contract to be negotiated under this ITN will be no longer than one year in length with two additional one-year extensions available if deemed necessary and funding is available.

The contract is not expected to exceed \$250,000 and is funded entirely through Workforce Innovation and Opportunity Act funds.

Standards

Proposers may be any organization(s) organized in accordance with state and federal laws with successful experience in education and job skill training for youth.

No parties debarred or suspended from doing business with the State of Florida or the Federal government will be eligible to do business with CSC.

Parties must be able to show successful engagement with in-school youth facing various barriers as described in WIOA.

Initial Review, Grading, and Negotiation Team

The CSC Director of Programs and Centers and the CSC Administration and Outreach Director will be tasked with initial review of all responses and shall do so independently. After completion of the review the two will share their findings. In the event both individuals find a proposal fails to meet the minimum requirements the proposal shall be deemed non-responsive and shall not be forwarded to the graders for further review.

Grading of proposals by Rating Criteria Scores will be completed by an independent grading team. All grading of proposals will be completed independently. Final grades will be collected by the CSC Administration and Outreach Director and delivered to the Negotiation Team as appointed by the CSC Youth Committee.

Final grades are public information and shall be available to the public. All documents submitted in response to the ITN are public information and will be made available after final selection.

Negotiations

Upon receipt of final grades, the Negotiation Team shall determine which proposal(s) should be part of negotiations for award. Upon reaching what the Negotiation Team deems as a final and best offer, the team shall forward to the Selection Committee any proposal(s) deemed in the best interest of CSC.

The Selection Committee shall either accept one or more of the proposed contracts and forward to the Board for final approval, direct the Negotiation Team to reenter negotiations with one or more respondents, or determine no proposal acceptable and declare the process ended subject to a decision to reissue by the Board.

II. Description of CareerSource Chipola

General Information

CareerSource Chipola is a private, not-for-profit corporation governed by an independent board of directors serving as the administrative entity and fiscal agent for Calhoun, Holmes, Jackson, Liberty and Washington counties. CSC administers local workforce development and welfare reform programs as part of the State of Florida and the Federal Government's initiatives.

CSC and its three centers are dedicated to helping the employers and citizens of Calhoun, Holmes, Jackson, Liberty and Washington Counties looking for employment. We work to connect local businesses with qualified employees, provide access to a statewide database of job openings, offer quick links to the most up-to-date job market research, assist with resume writing and interviewing techniques and offer educational workshops to sharpen job search skills. We also work with local economic development organizations, local leaders in education, private industry and community-based organizations.

CareerSource Chipola Board

The CSC Board of Directors is comprised of representatives of business, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners and other individuals deemed appropriate. All members are either appointed by the county commissioners of the five counties we represent or the CSC Consortium which is made up of either the county commission chair or their representative from each of the five counties we represent.

III. Scope of Services to be Provided

Respondents may propose to provide any or all the services required to youth participants as long as service is provided in all five counties served by CSC. With the exception of Item “3” below not every service offered must be made available in every county to be served. More information on requirements for Item “3.” is outlined after the list of services below. Those services required by WIOA are:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year;
 - b. Pre-apprenticeship programs;
 - c. Internships and job shadowing; and
 - d. On-the-job training opportunities;
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local WDB determines that the programs meet the quality criteria described in WIOA sec. 123;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services, including the services listed in § 681.570;
8. Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
9. Follow-up services for not less than 12 months after the completion of participation, as provided in § 681.580;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;

13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

Respondents should show how services being proposed will further the CSC objective of preparing in-school youth for placement and advancement in careers available within the region providing self-sufficient wages.

All programs accepted will be required to expend at least thirty percent (30%) of funds awarded for paid or unpaid work experience activities. These paid or unpaid work experiences may be provided at an actual work site or as part of an approved virtual experience.

Expenditures for this portion of the program include:

1. Wages or stipends paid for participation in a work experience.
2. Staff time working to identify and develop a work experience opportunity including staff time spent working with employers to identify and develop the work experience.
3. Staff time working with employers to ensure a successful work experience.
4. Staff time spent evaluating the work experience.
5. Participant work experience orientation sessions.
6. Employer work experience orientation sessions.
7. Classroom training or the required academic education component directly related to the work experience.
8. Incentive payments directly tied to the completion of work experience.
9. Employability skills or job readiness training to prepare youth for a work experience.

CSC is especially interested in proposals utilizing outside resources to leverage funds provided by CSC to accomplish the goals of the CSC In-School Youth program.

IV. Specific Information Requested in the Response

All responses must follow the outline below, in the following order:

1. Appendix A – Submittal Form, Section I – Organization Information
2. Appendix A, Section II – Services Provided
3. Appendix A, Section III – Cost for Service

Proposed Schedule:

This schedule may be altered at any time at the discretion of CSC. An aggressive negotiation period is included to allow the proposed project to move forward as quickly

as possible. Respondents must be prepared to participate in an aggressive negotiation period that will require quick turn arounds from all parties.

Description	Dates
Release of Request for Proposal	7/28/2020
Question and Answer Period	7/29/2020-8/12/2020
Post Responses to Questions and Answers	Within 7 days of end of Q&A period
Quotes from Respondents Due	8/26/2020
Grading Completed	9/02/2020
Negotiation End	9/07/2020
ITN Selection Committee will Meet & Evaluate Proposals	9/08/2020
Results to CSC Executive Committee / Board of Directors	9/10/2020

V. General Conditions

A. Response Format

Respondent should follow the instructions in this ITN document to be considered fully responsive. Submissions should be concise and easily understood.

- a) Responses should be submitted on 8 ½ x 11” pages, printed or typewritten and single-spaced. Text should be presented single-sided on each separate page.
- b) Respondents should submit one (1) copy with original signatures or one electronic version in PDF format with scanned or electronic signatures.
- c) Mailed proposal submissions must be submitted in a sealed package that is clearly marked. Email proposal submissions shall contain have a subject that reads, “IN-SCHOOL YOUTH PROPOSAL” and be emailed to ITN@careersourcechipola.com.

B. Delivery of Proposals

The delivery of the Proposal prior to the deadline is solely and strictly the responsibility of the Respondent. Any Proposal, or portion thereof, received after the submittal deadline will be returned unopened to the sender.

All responses are to be submitted on or before 4 PM Central Time, August 26, 2020 to the address and contact person listed below.

Attn: Richard Williams, Executive Director
 CareerSource Chipola
 4636 Highway 90 East, Suite K
 Marianna, FL 32446

Or by email to: ITN@careersourcechipola.com

CSC is not responsible for proposals not received by the deadline of 4 PM Central Time, August 26, 2020. Emails should be sent return receipt requested.

C. Assignment of Contract

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this ITN without the written consent of CareerSource Chipola.

D. Rejection of Responses

CSC reserves the right to reject any or all responses, to re-advertise this ITN, to postpone or cancel this process, to waive irregularities in the process or in responses thereto, and to change or modify the project schedule at any time.

E. Cost of Preparing Response

The cost of preparing a response to this ITN shall be borne entirely by the Respondent.

F. Requests for Interpretation of ITN

All requests for interpretation or clarification of the ITN document must be submitted in writing and received by CSC within the dates listed in the ITN. Any follow-up interpretation or clarification responses will be added to our website for review.

G. Selection Process

Proposals deemed responsive shall be graded by the CSC Executive Director, CSC Director of Programs and Centers, and three board members as appointed by the CSC Chair. All grading of proposals will be completed independently. Final grades will be collected by the CSC Administration and Outreach Director and delivered to the Negotiation Team.

A Negotiation Team of no fewer than three individuals shall be appointed by the Executive Director. The Negotiation Team shall continue negotiations or eliminate responses from negotiations as negotiations progress in the best interest of the Board. Upon completion of negotiations the Negotiation Team shall present final offers to the Selection Committee.

The Selection Committee will be comprised of the CSC Youth Committee. In the event any member of the youth committee has a conflict of interest that member will not participate in the process. If a member has a conflict, the Board Chair may appoint another Board member as part of the Selection Committee.

After review, the Selection Committee must do one of the following:

1. Vote to accept one or more proposals for award and direct the Executive Director to prepare the final contract for approval of the Board.
2. Vote to eliminate proposal(s), if any, deemed by the Selection Committee to require further issues to be negotiated.
3. Vote to cease negotiations and declare the process ended without a successful proposal.

When final negotiations have been accepted by the Selection Committee, a contract will be forwarded to the CSC Board of Directors for approval or rejection. If the final contract, as presented, is approved the contract will be signed. CSC reserves the right to negotiate with lower ranked Respondents or reopen the response process. Prospective Respondents are not allowed to contact board or staff members regarding this procurement except as follows:

1. Respondents may submit written questions during the question and answer period by email to ITN@careersourcechipola.com.
2. Respondents may request from the CSC Executive Director a list of all accepted responses to be provided after contract award or decision not to award a contract.
3. Respondents may request from the CSC Executive Director a list of respondents with which initial negotiations will be conducted.
4. Respondents may request notification of termination of negotiations with any party.
5. Respondents may attend any public meeting at which the ITN and/or responses are a topic of discussion and comment as requested except those portions which allow the board to hold discussions, but not votes, without the presence of the public.

All other contact with respondents shall be initiated by the CSC Executive Director or other staff as appointed by the Selection Committee.

VI. Criteria for Selection

The services requested in the ITN will be procured competitively based upon the responsiveness to the ITN and reasonableness of costs. CSC will evaluate and rank proposals using the Rating Criteria specified in this ITN. The Rating Criteria Scores will be provided to the Negotiation Team.

A. Selection and Negotiation

CSC will review responses based upon a score sheet that ranks:

1. Experience of the organization/individual in the area of services to in-school youth.
2. Experience of the organization/individual in working with rural areas.

3. The proposal as written and services to be provided.
4. Quality and ability of organization staff to perform the task.
5. Guaranteed outcomes
6. Overall Costs
7. Overall perception of the response.

Proposal Grading

All responses will be graded using the attached grading sheets. Grading will be accomplished by the Review Team in the following manner.

Points may be earned from scoring from the responses submitted using grading sheet. All members of the Selection Committee shall grade the responses independently and submit their information to Lauren Morris at CSC who shall be responsible for compiling the scores which will be released to the Negotiation Team.

RESPONDENT: _____

RATER: _____ DATE: _____

RATING CRITERIA & FORM

- 1. Does the ITN conform to the Proposal Outline? Yes _____ No _____
- 2. Are the Submittal Forms, Sections I, II and III completed as requested? Yes _____ No _____
- 3. Is the ITN deemed responsive for further consideration? Yes _____ No _____

Criteria		Weight Factor
Experience of the Respondent in the area of services to in-school youth.	How many years of experience are represented? Does the Respondent have experience at the regional level? Has the Respondent previously successfully developed and implemented programs for target populations of in-school youth?	10 points
Experience of the Respondent in working with rural areas	Can the Respondent clearly show an ability to understand rural areas? Does the Respondent have a firm understanding of factors that impact the health of a rural economy and rural education?	10 points
The proposal as written and services to be provided.	Which of the fourteen services are proposed to be provided? Each proposed service should be graded upon quality, cost, and number of qualified individuals to receive the service. Each Service available to be provided shall be awarded from zero to ten points based upon quality of service, delivery method, and number of youth to be served.	140 points
Quality, Quantity, and Ability of Staff	How qualified are those individuals tasked with providing the proposed services to in-school youth? What is the staff to Youth ratio? What special abilities do staff bring to the program?	20 points
Guaranteed Outcomes	Overall number of Youth to be served? Number of Youth to receive a certification? Number of Youth to receive work experience? Number of Youth to have contact	50 points

	with quality employers in the region? Average Cost per Served?	
Overall Cost	Value provided for anticipated cost? Note: if the proposal does not show how 30% of all costs will be for work experience zero points should be awarded.	50 points
Overall perception of the response	When considered as a whole, what is the quality of the response?	20 points
Total Points:		300



APPENDIX A - SUBMITTAL FORMS

Section I – Organization Information

Name of Organization: _____

Contact Person: _____

Business Address: _____

City, State, Zip: _____

Business Phone: _____

Business E-Mail: _____

Business Website: _____

Years in Business: _____

Dunn & Bradstreet #: _____

FL Division of Corporations Info: _____

Signatory Name

Title

Signature

Date

Section II - Capability and Services Provided

1. Provide information related to the capability of the organization to provide services to in-school youth. If multiple organizations have joined to submit the response each organization must provide items “a” and “b” below.
 - a. Include a history of the organization of no more than one page.
 - b. Include a description of key individuals for this project including their experience and examples of past performance. No more than one page per individual.
 - c. Provide an example or examples of projects involving in-school youth currently being operated the respondent believes best displays the ability of the respondent to work with in-school youth. No more than two pages.
2. List each of the items under the Scope of Services to be Provided the respondent will provide. For each item listed the respondent must:
 - a. List the item number from the Scope of Services description that will be provided.
 - b. List the counties the service will be provided if not to be provided in all counties.
 - c. Describe the way and or manner the service will be provided.
 - d. Include any information about existing programs being used to leverage the funding provided under this ITN.
 - e. Describe the desired outcome of the service.
 - f. Propose guaranteed outcomes from the activity including number of in-school youth to receive the service.
 - g. If services will vary by county a description of the services for each county must be included. If all proposed services will be available in all counties no break out of services by county is required.
3. Describe how the organization will work with CSC to determine youth eligibility.
4. Describe how the organization will maintain records related to attendance, performance, certifications obtained, and other necessary documentation to show proof of program activities.
5. List necessary timelines from start to final product delivery.
 - a. Days from awarding of final contract until services to first youth will begin.
 - i. If not beginning in entire region at same time list date by county.
 - ii. If various services will have different start dates list the expected start date of each activity.

Section III – Cost for Service

Provide a program budget including any overhead or related costs proposed as part of any agreement.

Section III must include a total cost and an average cost per youth served. Provide a cost per youth served regardless of the number of services received. Each youth will only count once for this calculation regardless of the total services provided to the youth.

Section III must also include a breakout, by expenditure category, of funds that will be attributed towards the thirty percent (30%) work experience expenditure requirement. As an example, if the budget lists staff costs the budget must also breakout how much, if any, of those staff costs are for work experience related activities.