



**REQUEST FOR PROPOSAL  
FOR  
ONE STOP OPERATOR**

**Issued: January 29, 2021**

**Deadline for Responses: March 3, 2021 @ 3:00 P.M. CT**

Each Respondent must submit a completed Appendix A – Organization Information;

- One (1) signed original response, marked “ORIGINAL”; and
- Four (4) copies marked “COPY”.

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: Lauren Morris

Questions can be submitted by emailing: [RFP@careersourcechipola.com](mailto:RFP@careersourcechipola.com). Deadline for questions is **February 24, 2021**.

Please reference “ONE STOP OPERATOR” in the subject line.

The answers will be posted on CareerSource Chipola’s website:  
[www.careersourcechipola.com/rfps & bids](http://www.careersourcechipola.com/rfps_&_bids)

## **I. Introduction**

### **Purpose**

The vision for One-Stop career centers under the Workforce Innovation and Opportunity Act, hereinafter called the Act, is characterized by providing excellent customer service to job seekers and employers, customer-centered service delivery, and continuous improvement. This vision is the foundation of the One-Stop Operator services being solicited through this Request for Proposal (RFP) as we strive to ensure that quality services are delivered in the most efficient and effective way possible, through full integration and coordination of One-Stop career center partners and resources that support seamless service delivery.

In accordance with the requirements of Act, CareerSource Chipola (CSC) is seeking the services of an appropriate organization with the expertise to serve as our One-Stop Operator for an initial contract period ending June 30, 2022 and subject to no more than three one-year renewals.

## **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 has three career centers that are dedicated to helping the employers and citizens of Calhoun, Holmes, Jackson, Liberty and Washington Counties looking for employment. The Marianna career center is the only full-service center in the region. 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**

CSC is seeking an organization with the expertise and established track record for providing services required of a one-stop operator. For purposes of this Request for Proposal, CSC defines the basic role of a One-Stop Operator as an entity that will coordinate the service delivery of participating one-stop partners and service providers within the Marianna career center, the only full service center in the CSC region. The selected party will be responsible for working with CSC to assure that the region is coordinating services across program lines and with other organizations required by the Act. The selected service provider shall, at a minimum be responsible for:

- 1) Providing quarterly reports showing how the one-stop center was evaluated to determine compliance, any necessary actions, and any recommendations or suggestions for improvement including, but not limited to, practices outlined in item 3 below;
- 2) Disclose any potential conflict of interest arising from the relationship of the One-Stop Operator with particular training service providers or other service providers;
- 3) Establish practices approved by the Board that encourage the One-Stop partners to provide services to individuals with barriers to employment, including individuals with disabilities, who may require longer-term services, such as intensive employment training and education services; and
- 4) Comply with Federal regulations and procurement policies.

CSC has been approved to provide and will continue to provide direct career services as defined by the WIOA, sec. 134(c)(2) and shown below. As a result, this RFP's Scope of Services does not include the One-Stop Operator providing training services or providing any of the following career services or information:

- Eligibility determination
- Outreach, intake, orientation
- Initial assessment of skills and support service needs
- Labor exchange services (job search and placement assistance and career counseling) and services to businesses
- Referrals and coordination with other programs
- Providing Labor Market Information
- Providing performance and program cost information of training contractors
- Providing performance information on the local Board in regard to accountability measures
- Providing information on the availability of and referral to support services, SNAP, and TANF
- Providing information and assistance on filing claims on UC
- Providing assistance in establishing eligibility for financial aid for programs not funded through WIOA

- Providing services in order to obtain and retain employment, such as comprehensive assessment, IEP development, group and individual counseling, career planning, internship and WE, financial literacy, out of area job search, ESOL, etc.
- Providing follow-up services.

### **Funding Available**

CSC will make sufficient funding available from various sources to deliver the services requested in this RFP. CSC does not anticipate the necessity of committing funding in excess of \$4,000 per year. This amount is provided as a planning figure only and does not commit CSC to award a contract for this amount.

## **IV. Specific Information Requested in the Response**

Should your organization be interested in providing the one-stop operator services as described in the Scope of Services section of this RFP, please prepare a response to this RFP and include the following information in your response in the order presented below:

- a) Cover letter that includes a statement that the organization understands the scope of services sought and a statement guaranteeing the price for the term of the contract. The cover letter must be signed by an individual with the authority to bind the organization to the response presented.
- b) Scope of Services. In this section Respondent should explain its proposed approach to providing one-stop operator services.
- c) A resume or organization history showing the responding party has a background in providing workforce services and a clear understanding of the Act.
- d) Appendix A – Organization Information
- e) Budget Information. Provide a total cost for the delivery of the services described in the Scope of Services section of this RFP as well as budget detail by line item.
- f) Your budget should indicate the number of hours per year to deliver the services requested in this RFP. A for-profit entity submitting a proposal must present any proposed profit in a separately identifiable budget line item. Profit must be negotiated separately from costs to ensure it is fair and reasonable and is based on the contractor's efforts and risks in achieving the intended results.
- g) Other information. Please include any additional information not already requested that your organization wishes to provide for consideration. If there is no additional information to include, please state, "There is no additional information our organization wishes to present."

### **Proposed Schedule**

This schedule may be altered at any time at the discretion of CSC.

| Description                        | Dates                          |
|------------------------------------|--------------------------------|
| Release of Invitation to Negotiate | January 29, 2021               |
| Question and Answer Period         | January 29 – February 24, 2021 |
| Proposal Deadline                  | March 3, 2021 @ 3:00 P.M. CT   |
| Anticipated Final Decision         | March 26, 2021                 |

**Standards**

Respondents may be any organization(s) organized in accordance with state and federal laws with successful experience in workforce development.

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.

**Response Format**

Respondents should follow the instructions in this RFP document in order 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, marked “Original” and four (4) paper copies, marked “Copy”.
- c) Proposal submissions must be submitted in a sealed package that is clearly marked.

Additionally, all responses will become the property of CSC and, in accordance with TEGl 15-16, information contained in the proposals submitted will be maintained in a manner that is confidential to avoid the use of the information by another responder to their advantage and to prevent collusive bidding.

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

**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 March 3, 2021 @ 3:00 P.M. CT to the address and contact person listed below.

Attn: Lauren Morris  
 CareerSource Chipola

4636 Highway 90 East, Suite K  
Marianna, FL 32446

### **Requests for Interpretation of RFP**

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

## **V. Contract Terms and Conditions**

The RFP and the evaluation and selection process shall in no way be deemed to create a binding contract or agreement of any kind between CSC and a Respondent. All legal rights and obligations between the successful Respondent, if any, and CSC will come into existence only when a contract is fully executed by both parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the contract and any other document specifically referenced in that contract.

The term of this contract shall be for a period commencing on or about July 1, 2021 and terminating June 30, 2022, with an option to extend for up to three (3) additional years based on performance, business needs and the availability of funds. Invoices for services must be submitted by the 10<sup>th</sup> of the month on a quarterly basis.

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

### **Subrecipient vs. Contractor**

In accordance with USDOL TEGL 15-16 issued January 17, 2017, Any entity selected to provide the requested one-stop operator services, including for-profits, nonprofits, educational organizations, and State or Local governments shall be considered a subrecipient when acting as a One-Stop Operator and therefore must comply with 2 CFR 200, including any requirements identified by the USDOL under 2 CFR part 2900. A summary of the Uniform Administrative Guidance requirements along with links to the above referenced Code of Federal Regulations (CFRs) can found on the USDOL website at this [link](#).

### **Evaluation and Selection**

The evaluation of each response to this RFP will be based on the Respondent's overall expertise and track record in delivering the services requested in this RFP and proposed price. Consideration will be given to the entity's integrity, compliance with public policy (Uniform Guidance), record of past performance and financial and technical resources.

A Selection Committee will be made up of members selected by the CSC Executive Director. When the Selection Committee has made its decision regarding which organization it deems to be the most suitable and qualified for this project, based on the Criteria for Selection, all Respondents will be notified of that decision. CSC will then set up a meeting with the organization selected and commence negotiations relative to specific 1) scope of services, 2) timetables for implementation, and 3) costs. If negotiations are unsuccessful, CSC retains the right to initiate contract negotiations with the next most qualified Respondent, resolicit for the services, identify an operator and develop a contract under a sole source method consistent with 2 CFR 200.320(f) or postpone/cancel the RFP as determined by the Executive Director. CSC retains the sole authority to make its selection based on what it determines to be in its best interest. CSC, at its sole discretion, may reject any and all responses as not meeting the needs of this project. CSC anticipates that a selection decision will be made by March 26, 2021.

Final award of a contract will be contingent upon:

- Identification of a Respondent qualified and capable of successfully providing the services sought by CSC in this RFP and performing under the terms and conditions of this procurement and the resulting contract;
- Successful negotiation of a contract at a price CSC determines to be fair, competitive and reasonable; and
- The availability of sufficient funding.

## VI. Criteria for Selection

| Criteria  | Weight Factor |
|---|---------------|
| Requirements<br>a. The response was received by the due date and time.<br>b. The response was presented in the required format, all questions in this RFP answered, an original and the correct number of copies were provided. | MANDATORY     |
| Experience of the Respondent and key staff that would be involved in the delivery of these one-stop services as described in this RFP.  | 50 points     |
| Cost Reasonableness: The Respondent's budget information reflects reasonable costs for the staff and services as detailed in the Scope of Service.  | 50 points     |
| <b>Total Points:</b>  | <b>100</b>    |



## Appendix A: Organization Information

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Business Website: \_\_\_\_\_

# Years in Business: \_\_\_\_\_

Dunn & Bradstreet #: \_\_\_\_\_

FEIN #: \_\_\_\_\_

FL Division of Corporations Info: \_\_\_\_\_

Does your company/organization have an approved indirect cost rate?

Yes \_\_\_\_ No \_\_\_\_ If so, which agency approved the rate?

\_\_\_\_\_

\_\_\_\_\_  
*Signatory Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*