



**INVITATION TO NEGOTIATE
(ITN)

FOR

ONE-STOP OPERATOR**

RELEASED: May 4, 2020

PROPOSAL DUE DATE: May 29, 2020 @ 2:00 P.M. CDT

CONTACT PERSON: Janay Sims, Executive Secretary
6913 N. 9th Avenue, Suite 12
Pensacola, Florida 32504
jsims@careersourceescarosa.com

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This project is supported by the U.S. Departments of Labor, Health and Human Services, Education, and Agriculture as part of awards totaling \$7,433,775 with 0% financed from non-governmental sources.

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I. GENERAL INFORMATION

A. Purpose of Solicitation

CareerSource Escarosa (CSE) is soliciting proposals from interested and qualified entities (public, private, or non-profit) to serve as the One Stop Operator for CSE under the provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014.

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Proposals are being solicited for our two-county service delivery area:

- Escambia County
- Santa Rosa County

CareerSource Escarosa is issuing this ITN (ITN) to solicit qualified organizations with the expertise and capacity to implement innovative approaches to delivering services through the one-stop delivery system. CSE anticipates receiving a wide variety of innovative proposals that meet the needs of the community in Escambia and Santa Rosa counties.

The Respondent will design a system to coordinate the delivery of workforce services to job seeker customers in Escambia and Santa Rosa counties. The plan must satisfy the design and elements found in the WIOA, its rules and regulations, and all other applicable local, state, and federal rules, regulations, and guidance. A primary goal for the use of these funds is to improve the quality of the workforce by providing workforce investment activities that increase the employment, retention, and earnings of job seekers; and increase attainment of recognized post-secondary credentials by participants. Achieving these outcomes will reduce welfare dependency; increase economic self-sufficiency; meet the skill requirements of employers; and enhance the productivity and competitiveness of our local economy.

The services provided to job seeker customers also serve to ensure the needs of our business customers are also met by aiding them with meeting their workforce and talent needs.

The coordination of services for this initiative will be provided under the provisions of the programs listed below and their related federal and state laws and regulations; and local policies and procedures.

- Workforce Innovation and Opportunity Act (WIOA)
- Welfare Transition (WT)
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)
- Wagner-Peyser (WP)
- Veteran Services
- Migrant and Seasonal Farmworker (MSFW)
- Trade Adjustment Assistance (TAA)
- Ticket-to-Work
- Other special grant-funded programs/projects, as awarded

It is the Respondent's responsibility to be familiar with all laws, statutes, rules, regulations, policies and procedures that are applicable to the above-referenced services. Further, the proposal shall sufficiently articulate the Respondent's plan of action to deliver the solicited services and demonstrate a successful performance track record of having delivered the solicited services or comparable services.

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B. Eligible Respondents

Any non-profit, for-profit, educational or public entity/organization properly organized in accordance with applicable federal, state or local laws is eligible to submit a proposal. To be eligible, Respondents must be authorized to do business in Florida and must have been in business for at least three years prior to the point the proposal is submitted. Minority and women-owned and operated businesses are encouraged to submit a proposal.

No entity may compete for funds if: (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contract(s) with CareerSource Escarosa have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; or (4) the entity's name appears on the convicted vendor list.

Respondents shall have direct experience with, and extensive knowledge of, the federal workforce investment system and the services and programs associated therewith. Further, Respondents shall document a knowledge of the fiscal, administrative and programmatic requirements of the multiple funding streams identified under the section titled: Purpose of Solicitation.

C. Method of Solicitation

This ITN is a competitive solicitation method being used by CareerSource Escarosa to maximize the likelihood of selecting a high performing, extremely competent One-Stop Operator for the CSE comprehensive centers in Escambia and Santa Rosa Counties.

Notice of this ITN will be published in various avenues in the CSE operating area and will also be distributed via email to organizations on the CSE Bidder's List. Upon its release, the ITN, and all accompanying attachments, will be posted on CSE's website at www.careersourceescarosa.com.

D. Contract Term

It is the intent of CSE to award a single contract for the services identified herein.

The expected contract term under this solicitation will be from July 1, 2020 through June 30, 2021, provided that measurable outcomes are successfully achieved and that sufficient funds for the contract term remain available. CSE will have the option to renew the contract for up to three additional one-year periods as outlined below, with Board approval.

- Optional Renewal One – July 1, 2021 to June 30, 2022
- Optional Renewal Two – July 1, 2022 to June 30, 2023
- Optional Renewal Three – July 1, 2023 to June 30, 2024

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Note: the option to renew is not guaranteed and the initial award of the initial contract does not imply an exercise of the option to renew.

E. Type of Contract

CSE contemplates payment under a cost-reimbursement, performance-based contract that will be based upon actual costs and performance delivery outcomes. The expected performance delivery outcomes for CareerSource Escarosa will be linked to the customer satisfaction and delivery of a Quarterly One-Stop Operator Report. Other criteria may be added as determined and negotiated between CSE and the subrecipient.

For the purposes of responding to this ITN, Respondents should develop a line-item budget showing all expected costs associated with delivering the proposed services and a performance payment proposal showing the proposed amount of performance revenue (incentives).

Additionally, CSE may elect to provide a contract modification that allows for the attainment of incentive funding provided that CSE is awarded incentive funding from CareerSource Florida, Inc. through the achievement of performance metrics identified in the state's Continuous Improvement Model.

Due to the nature of CSE's funding sources, potential changes in legislation and policies, and performance achieved, Respondents are advised that any contract awarded under this ITN may be modified to incorporate such changes or adjustments in the delivery system, or any activities provided.

F. Appeal Procedures

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

- Submit a letter within 3 business days from the date of the contract award to the Chief Executive Officer of CSE stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on the four criteria below:
 - Clear and substantial error or misstated facts by the review team upon which the decision was made by the Board.
 - Unfair competition or conflict of interest in CSE's decision making process.
 - Any illegal or improper act or violation of law.
 - Other legal basis on grounds that may substantially alter the Board's decision.

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- The Chief Executive Officer will review the appeal and respond within 10 business days. In the event the Chief Executive Officer's response is not satisfactory to the proposer, an appeal to the CSE Board of Directors may be submitted. The request for appeal must be addressed in writing to the address below within 15 days from receipt of response from CSE's Chief Executive Officer.

CareerSource Escarosa
Attention: Board Chair
6913 N. 9th Avenue, Suite 12
Pensacola, Florida 32504

- The appeal will be heard at a time set by the Board Chair after consultation with legal counsel.

G. Authorized Signatures and Primary Contact

The individual who is legally authorized to submit the response for the entity must sign 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 ITN.

H. Monitoring of One-Stop Operators

CareerSource Escarosa is subject to extensive compliance and performance monitoring by both State and Federal agencies. Oversight and monitoring are an integral function of the Local CareerSource Board of Directors to ensure the one-stop operator's compliance with the requirements of WIOA, the activities per the Statement of Work, performance reporting requirements, and the terms and conditions of the contract or agreement governing the one-stop operator.

II. FUNDING AUTHORITY

A. Stevens Amendment

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B. Workforce Innovation and Opportunity Act (WIOA) of 2014

The workforce services to be provided shall be in accordance with the Workforce Innovation and Opportunity Act (WIOA), P.L. 113-128, enacted July 22, 2014. As the first legislative reform of the public workforce system in more than 15 years, WIOA

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superseded the Workforce Investment Act of 1998 and amended the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In addition to its core programs, WIOA authorizes the Job Corps, Youth Build, and Migrant and Seasonal Farmworker programs. WIOA is designed to strengthen and improve our nation's public workforce system and help put Americans back to work.

WIOA is one of CSE's primary sources of funding for workforce development services. Respondents shall be familiar with WIOA and the federal regulations applicable to the WIOA. Both WIOA and the regulations can be accessed at the Department of Labor's website: <https://www.dol.gov/agencies/eta/wioa>

C. Florida's Workforce Innovation Act of 2000

The State of Florida's Workforce Innovation Act of 2000 is the short title for Florida Statutes Chapter 445 - Workforce Services. It is the governing state law for workforce development activities in Florida. It is the Respondent's responsibility to be familiar with this law and the State rules and regulations applicable to it. This law can be found at

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Index&Title_Request=XXXI#TitleXXXI Florida's governing policy can be accessed from the Florida Department of Economic Opportunity's website: www.floridajobs.org.

III. FUNDING AVAILABILITY / AWARD

Funding for this solicitation may come from the following sources:

- WIOA Adult (CFDA 17.258)
- WIOA Dislocated Worker (CFDA 17.278)
- WIOA Youth (CFDA 17.259)
- Temporary Assistance for Needy Families (TANF) (CFDA 93.558)
- Supplemental Nutrition Assistance Program (SNAP) (CFDA 10.561)
- Re-employment Assistance (CFDA 17.225)
- Wagner-Peyser, as available (CFDA 17.207)
- Disabled Veterans Outreach Program (DVOP) (CFDA 17.801)
- Local Veteran Employment Representative (LVER) (CFDA 17.801)
- Military Family Employment Advocacy (MFEA) Program (CFDA 17.207)

Certain workforce development services are integrated into the framework of the one-stop delivery system with funding sources managed separately by CSE (i.e., Trade Adjustment Assistance (TAA), and Ticket-to-Work).

Funding awarded under this ITN is not expected to exceed \$20,000. This amount is provided as a planning figure only and does not commit CareerSource Escarosa to award a contract for this amount. The Respondent is responsible for

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proposing a reasonable total cost for delivering the services described in this ITN. Funding during the contract period may be adjusted due to changes in funding received.

A. Cost Reimbursement/Performance Based Contract

CSE intends to award a cost reimbursement/performance-based contract to one eligible entity that will provide one-stop operator services. The final contract(s) will contain:

- Provisions for contract cancellation or re-negotiation based on the performance and level of service provided.
- Expected measurable performance goals.
- Details how funds will be tied to services rendered.
- 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.

IV. PROCUREMENT PROCESS AND TIMELINE

Critical Date	Time	Procurement Action
May 4, 2020	4:00 p.m.	ITN issued by CareerSource Escarosa
May 12, 2020	4:00 p.m.	Questions/Requests for Clarification Deadline
May 13, 2020	4:00 p.m.	Answers to questions posted at www.careersourceescarosa.com
May 29, 2020	2:00 p.m.	Proposal submittal Deadline
June 17, 2020	4:00 p.m.	Proposers Notified
July 1, 2020	8:00 a.m.	Contract Begins

All times shown are Central Daylight Time (CDT). CareerSource Escarosa reserves the right to adjust the schedule when it is in the best interest of CareerSource Escarosa or to extend any published deadline in this ITN upon notification to those who have submitted a Letter of Intent to Propose by the date and time specified.

A. Questions and Requests for Clarification

All questions/requests for clarification must be submitted in writing, via e-mail, to the Executive Secretary not later than 4:00 p.m., May 12, 2020:

Janay Sims, Executive Secretary
jsims@careersourceescarosa.com

Verbal questions/requests for clarification shall not be accepted. Further, CSE

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reserves the right to reject any or all requests for clarification, in whole or in part.

All written questions/requests for clarification that are accepted by CSE will be posted on the CareerSource Escarosa website by 4:00 p.m., May 13, 2020:

www.careersourceescarosa.com.

To avoid actual or perceived conflict, or undue influence over the process, all respondents are prohibited from contacting any CSE board member, committee member, or staff (other than the contact listed above) regarding this ITN. Contact with anyone for purposes of influencing the outcome of the procurement will result in disqualification of the prospective Respondent from this competitive procurement process.

B. Responsive Proposal

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

- Proposals must be received via email by the CareerSource Escarosa's administrative office (jsims@careersourceescarosa.com) **no later than the due date and time shown in the Procurement Timetable in this ITN**. The timely delivery of a proposal is entirely the responsibility of the Respondent. Proposals postmarked on or before the proposal due date but delivered after the due date or time will be considered non-responsive. Proposals hand delivered after the due date or time will be considered non-responsive. Proposals that do not have all required attachments and do not follow length guidelines will be considered non-responsive.
- Proposals are limited to 12 pages. **Note:** Attachments and required forms are not included in this page count. Each section must begin on a new page and be clearly identifiable.
- Must be printed single-sided on 8.5" x 11" paper with 1" margins on each side using a 12-point font.
- Each page (except the cover sheet) must be sequentially numbered at the bottom of each page.
- Electronic proposals must bear the signature of a person authorized to sign by the respondent company.
- Proposals must be presented in the same order as set forth in "Proposal Outline and Format" section below and contain all requested information.
- Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.

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- Respondents must demonstrate a general understanding of the service delivery system, the services solicited by this ITN and the ability to effectively and efficiently manage and deliver those requested services.

CareerSource Escarosa will not return proposals, binders or exhibits to respondents. All proposals become the property of CareerSource Escarosa and will be a matter of public record subject to the provisions of Chapter 119, Florida Statutes. CareerSource Escarosa shall have the right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this ITN without the necessity of paying a fee, license, or royalty. Selection or rejection of the proposal will not affect this right.

C. Proposal Review and Award Process

The proposals submitted in response to this ITN will be reviewed by members of the CareerSource Escarosa Ad Hoc Committee and given a numerical score using the One-Stop Operator Response Evaluation Form at Attachment F. The Rating Committee will make recommendations for funding to the full CareerSource Escarosa Board of Directors based on the proposal rating. The full Board shall make the final decision on approval of proposals. Proposals that are approved by the CareerSource Escarosa Board of Directors will be eligible for Grant Agreement negotiation subject to the availability of funds. The approval of the Board provides approval for only the program concept and the total funding amount that may be contracted. It does not provide approval for any unit cost(s) or for any specific terms and conditions. These details will be negotiated after a full review and discussion of the proposed program and costs by representatives of the proposer and CareerSource Escarosa staff. The negotiation session will be held at the CareerSource Escarosa administrative office location, 6913 N. 9th Avenue, Suite 12, Pensacola, Florida 32504.

V. SERVICE COMPONENT

CSE is soliciting proposals for the *One-Stop Operator Services* component of the workforce system as described below:

A. One-Stop Operator

WIOA Section 121(d) establishes the requirement for the procurement of One-Stop Operators in the workforce system. 20 CFR, Subpart D - sections 678.600 – 678.635 establishes the parameters for a One-Stop Operator. Based on these provisions, the CSE Board, has established the following framework for one-stop operator services:

- Conduct quarterly assessments of the One-Stop career center/affiliate sites in the two-county area to ensure effective delivery of all partner programs.

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- Coordinate with senior management, key partners, and officials to review program delivery efficiencies and make recommendations of best practices and training options for continuous improvement via quarterly strategy meetings.
- Implement approved Memoranda of Understandings (MOUs) with partnering agencies and programs, to establish an integrated workforce system that extends beyond basic workforce services.
- Oversee execution and implementation of MOUs within the One-Stop career centers.
- Perform additional and relevant services at the option of the CSE Board and Chief Executive Officer as necessary for the operations of the career center/affiliate site. Additional services may include areas such skill gap reviews, labor market studies, cross-regional labor market/labor studies and comparisons.
- Be willing to coordinate with other workforce development boards and operators for 'regional' planning purposes as directed by the CSE Board and Chief Executive Officer.
- Review and discuss all recommendations that affect system partners with such partners prior to Board review.
- Conduct planning and review meetings/sessions with mandatory and non-mandatory partners at the beginning of each Program Year (During the month of July).
- Conduct ongoing meetings as directed by the CSE Board and Chief Executive Officer.

Further, it is the One-Stop Operator's responsibility to ensure non-discrimination, whereas, customers' have an equal opportunity to access programs and services administered by CSE. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with programs on the basis of race, color, religion, sex, national origin, disability, age, political affiliation, marital status, sexual orientation or status as a workforce services, and each customer shall have such rights as are available under any applicable Federal, State, or local law prohibiting discrimination.

B. Locations and Hours of Operation

The subrecipient shall deliver the services described in this ITN at the following locations as determined by CSE.

- **CareerSource Career Center**
6913 N. 9th Avenue Ste. 12
Pensacola, FL 32504
Hours: Monday – Friday 7:30AM – 4:30PM

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- **CareerSource Career Center**
5723 Highway 90
Milton, FL 32583
Hours: Monday – Friday 7:30AM – 4:30PM

VI. SCOPE OF WORK - RESPONSES REQUIRED

A. One-Stop Operator Primary Role

- ***The basic role of the one-stop operator is to coordinate the service delivery of participating one-stop partners and service providers.*** At a minimum, the one-stop operator must do the following in carrying out this function:
 - Disclose any potential conflicts of interest arising from the relationships of the one-stop operator with particular training service providers or other service providers, including but not limited to, career services providers.
 - In coordinating services and serving as a one-stop operator, refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
 - Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.

B. Service Delivery Role

- The One-Stop Operator must coordinate the service delivery of required one-stop partners and service providers throughout the service delivery area.
- Establish and/or maintain linkages between all One-Stop partners designated by CSE to improve communication, referral, service delivery, and tracking of performance of the partners.
- Establish practices 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.
- Facilitate and encourage participating one-stop partners to use the principles of universal design in their operation to ensure customer access.
- Manage, track, and oversee CSE's Customer Satisfaction initiatives. Conduct annual customer surveys.
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- Coordinate and hold at least quarterly meetings with all mandatory and co-located One-Stop partners. The meetings may be virtual or in-person with approval of the Chief Executive Officer.
- Ensure all mandatory partners have a current Memorandum of Understanding (MOU). Develop a tool to easily track organizational involvement and expiration dates of the MOUs.
- Assist with coordinating information posted to social media and the CSE website. The goal of this Service Delivery is to increase participation in workforce programs.

C. Performance

Performance goals are subject to change based on State and Federal decisions. A minimum of 10% of funds will be withheld until achievement of measurable performance outcomes have been documented. The remaining funds will be used to reimburse allowable expenditures submitted on a monthly invoice with appropriate documentation. Measurable performance outcomes for this ITN include:

- Quarterly One-Stop Operator's Report detailing CSE and partner outcomes during the quarter.
- Annual Career center customer satisfaction rating 90% or higher.

VII. TECHNICAL PROPOSAL REQUIREMENTS

A. Demonstrated Ability to Perform as One-Stop Operator

- Describe your organization. Include a discussion of the history of your organization as well as a description of any activities similar to or relevant to your proposed program design. Be specific and identify projects, dates, services performed and results. Respondent must describe its ability to provide, at a reasonable cost, the services offered in the proposal. The Respondent must address any prior performance in delivering One-Stop Operator or similar services.
- Describe your organization's structure. List the name(s) and title(s) of all the owners, members of the board of directors, and other officers of the agency, corporation or business. Indicate owners, or members, or officers who are present members of the CSE Board or employed by an organization currently participating in any workforce development services funded by the CSE Board; or are related to such individuals. Include your organization's efforts to ensure transparency with the proposed services and to avoid conflict of interest.

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- If hiring a One-Stop Operator, describe your organization’s hiring processes for the One-Stop Operator, including recruitment, interviewing, background checks, initial onboarding, and ongoing staff training and capacity building activities.
- Provide three references for current or past projects that are similar to scope and size to the One-Stop Operator’s services that your organization is applying for under this ITN. Include the organization’s name; location; key representative’s name, title, and contact information (email and phone); and a brief description of the services provided.

B. Proposal Outline

All proposals must be assembled according to the following outline:

- **Attachment A – Proposal Cover Sheet**
- **Attachment B – Organizational Background**
- **Attachment C – Organization References**
- **Attachment D – Budget Summary**
- **Attachment E – Proposed Budget: Salary Details**
- **Proposal Abstract/Executive Summary:**
 - Provide a description of your organization to include its mission, vision and values.
 - Demonstrate an understanding of the workforce development system in Florida.
 - Outline key organizational achievements within the past three years.
 - Briefly describe why your organization is seeking award of this ITN and any unique or innovative aspects that may set your organization and/or your response apart from others.
- **Proposal Narrative**

Clear, thorough, concise answers are preferred rather than overly verbose narrative that does not provide a specific response. Get to the point as quickly and completely as possible. Do not repeat statements or ideas within the text of the proposal. Referring the reviewer to another section of the proposal for other information is preferred rather than repeating the information.

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- o Describe your organization’s financial and administrative experience and capabilities. Include in that description experience in managing and accounting for multiple federal, state and local funding sources in accordance with the generally accepted accounting principles (GAAP) for local governments.
- o Describe your organization’s experience conducting self-monitoring for contract performance and compliance.
- o Describe your organization’s experience with developing and implementing a continuous improvement model.
- **Scope of Work Responses**
 - o Describe your plan for service delivery coordination throughout the two-county service delivery area. Include any prior experience in service delivery coordination and your ability to execute the proposed plan.
 - o Describe your plan to maintain linkages between CSE’s One Stop centers and with the other employment and training partners.
 - o WIOA prohibits the establishment of practices that create disincentives to providing services to individuals with barriers who may require long term services. Describe how you will ensure that these types of practices are not established among partners and programs throughout the service delivery area.
 - o Describe your strategy for ensuring services are provided to customers with barriers to employment.
 - o Describe your plan to encourage participating one-stop partners to use the principles of universal design.
 - o Describe your strategy for providing excellent customer service to job seeker customers as well as measuring customer satisfaction.
 - o Submit a Quarterly One-Stop Operator’s Report detailing CSE and partner outcomes during the period. Include any ideas you may have for the type of data that should be included in the report.
 - o Describe any experience that you may have working with any social media campaigns.
 - o Describe any experience that you have working with any social media campaigns.
 - o Describe the strategy that you would use to increase participation in workforce programs.

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- **Budget Narrative**

Using the attached budget forms, provide a summary of your budget.

C. 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”.
- 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 proposal and a copy of the signed Certifications via email to: jsims@careersourceescarosa.com. These documents will become part of the contract.
- Response no later than May 29, 2020, 2:00 p.m. (CDT).

VIII. CONDITIONS APPLICABLE TO ALL PROPOSALS

- Proposals submitted after the date and time stated on the proposal timeline will not be considered. It is the respondent’s responsibility to ensure that their proposal meets all submission requirements.
- Non-conforming proposals are subject to return without review; however, CSE reserves the right to waive informalities and minor irregularities in proposals received.
- Proposers are subject to applicable equal employment opportunity and affirmative action requirements. CSE reserves the right to request copies of your latest Affirmative Action and Equal Employment Opportunity reports.
- No proposal will be considered if:
 - The entity has been disbarred by an action of any governmental agency; or
 - The entity's previous contracts with CSE have been canceled for cause; or

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- 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 has any record of public entity crimes; or
 - For any cause the proposer is determined irresponsible.
- CSE may reject any and all proposals. No guarantees, expressed or implied, are made by CSE or its agents as to the availability of funds. CSE assumes no liability for any expenses incurred in connection with the preparation of responses to this ITN.
 - By submission of this proposal, the proposer certifies that in connection with this proposal:
 - The fees or costs in the proposal have been arrived at independently without consultation, communication, or agreement with any other proposer, or with any competitor for the purpose of restricting competition, as to any matter relating to such fees; and
 - No attempt has been made or will be made by the proposer to induce any other person or firm to submit a proposal for the purpose of limiting or restricting competition.
 - Each person signing the proposal certifies that:
 - He/she is the person in the proposer's organization legally responsible, within that organization, for the decision as to the prices or costs being offered in the proposal and that he/she has not participated in any action contrary to (1) and (2) above; or
 - He/she is not the person in the proposers organization legally responsible, within that organization, for the decision as to the prices or costs being offered in the proposal; however, that he/she has been duly authorized in writing, with a copy attached, to act as agent for the persons legally responsible for such decision, and certifies that such persons have not participated, and will not participate, in any action contrary to (1) and (2) above.

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ATTACHMENTS

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ATTACHMENT A REQUIRED FORM 1: PROPOSAL COVER SHEET

LEGAL NAME OF RESPONDENT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

Name and title of person authorized to answer any questions about the proposal, negotiate the contract terms, and contractually bind the Respondent:

I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined in ITN Audit Services 2017 that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other proposer or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the proposer to induce any other person or agency to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this agency can and will provide and make available, at a minimum, all services described in this proposal.

Typed Name of Individual with Signatory Authority

Title

Signature

Date

<p>CSE USE ONLY:</p> <p>Date Received: _____</p> <p>Time Received: _____</p> <p>Received By: _____</p>



ATTACHMENT B REQUIRED FORM 1-2: ORGANIZATIONAL BACKGROUND

- 1. Name of Organization: _____
- 2. Contact Person: _____ e-mail: _____
- 3. Address: _____
- 4. Telephone Number: () _____ 5. FEID Number: _____
- 6. DUNS Number: _____
- 7. The Proposer's organization operates as (check as applicable):
 an individual, a partnership, a public agency (specify): _____
 a corporation incorporated under the laws of the State of _____,
 other (specify): _____
- 8. Check to indicate if your organization is: community-based organization (CBO),
 minority-owned enterprise, female-owned enterprise
- 9. The proposer's organization operates on: not-for-profit, profit basis
- 10. The proposer certifies without exception, with exception, as explained on the attached,
that:
 - a. it has no outstanding liens, claims, debts, judgments, or litigation pending against it, which would materially affect its programmatic or financial abilities to implement and carry out its proposed program;
 - b. it has not been required to comply with an official order of any agency of the State of Florida, or the United States Department of Labor to repay disallowed costs incurred during its conduct of projects or services;
 - c. it is current in its payment of applicable Federal, State, and local taxes;
 - d. it is free and clear of any disallowed audited costs;
 - e. its costs and pricing data submitted with this proposal are representative of only those reasonable, allowable, and allocable costs necessary for carrying out its proposed program;
 - f. it will comply with WIOA and its promulgated rules and regulations;
 - g. it is authorized to submit this proposal in accordance with the policies of its governing body; and
 - h. the attached certification for suspension or debarment has been signed by the organization's authorized person.

By my signature, I am empowered and can act on behalf of the proposing organization in submitting this proposal. I certify that the information contained herein is true and correct to the best of my knowledge, and that the offer contained herein is true and correct to the best of my knowledge, and that the offer contained herein is firm and valid for a period not to exceed 60 days from this proposal's date.

Organization		
Name of Authorized Official	Signature	Date

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ATTACHMENT C REQUIRED FORM 1-3: Organization References

Name of Proposer:

Respondent must include a list of three references that can speak to the respondent's current or past projects that are similar to the scope and size that your organization is applying for under this ITN. CareerSource Escarosa reserves the right to contact any person(s) or organization(s) who is familiar with the work of respondent to document the qualifications and successful experiences of respondent, as well as to solicit character references.

Reference No. 1	Reference No. 2	Reference No. 3
Organization Name:	Organization Name:	Organization Name:
Address:	Address:	Address:
Key Representative: Name Title Phone # Email	Key Representative: Name Title Phone # Email	Key Representative: Name Title Phone # Email
Description of Services Provided:	Description of Services Provided:	Description of Services Provided:

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ATTACHMENT D

REQUIRED FORM 2: BUDGET SUMMARY

Direct Services	Budget Request 7/1/2020-6/30/2021
Salaries/Per Hour (List each position on a separate line with hourly rate and initials of employee if known)	
Total Salaries	
Fringes:	
FICA and Medicare	
Unemployment	
Worker's Compensation	
Retirement	
Health Insurance	
Other:	
Total Fringes	
Supplies	
Rent/Lease	
Utilities	
Phone	
Postage	
Travel – Staff	
Other: Specify each Item	
Indirect %	
Total	

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ATTACHMENT E

REQUIRED FORM 2-1: Continued'

PROPOSED BUDGET: Salary Detail

Position/Job Title	Initials	Annual Salary	% Charged to this Proposal
Total			

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ATTACHMENT F

**One-Stop Operator
Response Evaluation Form**

Respondent: _____

Criteria	Maximum Points Available	Maximum Points Available	Score
1. Clear, concise, relevant, and complete responses		25	
2. Capacity to provide the Service(s)		20	
3. Experience providing the Service(s) or Similar Services		15	
4. Organizational/Management Capability		20	
5. Financial Systems and Resources		10	
6. Ability to improve current services or performance		10	
Total		100	

Signature of Reviewer: _____ Date: _____

Recommendations & Comments

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ATTACHMENT G

Conflict of Interest Statement

The Respondent must execute either Section 1 or Section 2 hereunder relative to Florida Statute 112.313(12). Failure to execute either Section may result in rejection of this Proposal.

SECTION 1

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

Signature: _____

Name of Official (Type or Print): _____

Company Name: _____

Business Address: _____

City, State, Zip Code: _____

SECTION 2

I hereby certify that no official or employee of CSE, or any Board member, or any immediate family member of a CSE employee or Board member has a material financial interest(s) [in excess of 5%] in this firm and has filed the appropriate Conflict of Interest statements with CSE prior to the review and discussion of this proposal.

Name: _____ Title: _____

Signature: _____ Date Of Filing: _____

Name of Official (Type or Print): _____

Company Name: _____

Business Address: _____

City, State, Zip Code: _____



ATTACHMENT H

Individual Non-Disclosure and Confidentiality Certification Form

CareerSource Escarosa adheres to the Privacy Act and General Conduct and Confidentiality Policies established by the CareerSource Escarosa Board.

Work in some areas will bring employees, board members, committee members, volunteers, and community workers in contact with information and records that are confidential. Client records and personnel files are considered confidential and are not to be shared or discussed with unauthorized persons. Any question regarding the confidentiality of a particular item should be directed to the Chief Executive Officer before the information is shared with an individual or agency.

I understand that I will or may be exposed to certain confidential information, including but not limited to personally identifiable information of individuals who receive public assistance, employment and unemployment insurance records maintained by the Department of Economic Opportunity (DEO), made available to my employer, for the limited purpose of performing its duty pursuant to a Contract for Services and Non-Disclosure and Confidentiality Certification agreement.

These confidential records may include name (or other personally identifiable information), social security numbers, wage and employment data and public assistance information which are protected under federal and state law. Such information is confidential and may not be disclosed to others. In order to perform my duties associated with the program requirements set forth under contract or agreement, I am requesting an approved username, password, and additional instructions for accessing the One Stop Management System, Employ Florida Marketplace (EFM), the One Stop Service Tracking (OSST) system, and any other applicable systems, (hereinafter collectively referred to as "the Workforce Systems"). Prior to receiving such means of access, I acknowledge and agree to abide by the following standards for the receipt and handling of confidential information:

1. I shall use access to the Workforce Systems only to secure information to conduct official program business under such contract/agreement.
2. I shall not disclose my username, password, or other information needed to access the Systems to any party nor shall I give any other individual access to information secured.
3. If I should become aware that any other individual – other than an authorized employee – may have obtained or has obtained access to my username, password, or other information needed to access the Workforce Systems, I shall immediately notify the Regional Workforce Board Security Officer.
4. I shall not share with anyone any other information regarding access to the Systems unless I am specifically authorized by the DEO.

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5. I shall not access or request access to any social security numbers, personal information, wage or employment data unless such access is necessary for the performance of my official duties.

6. I shall not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) involved.

7. I shall retain the confidential data only for that period of time necessary to perform my duties. Thereafter, I shall either arrange for the retention of such information consistent with federal or state record retention requirements or delete or destroy such data.

8. I have either been trained in the proper use and handling of confidential data or I have received written standards and instructions in the handling of confidential data from my employer or DEO. I shall comply with all confidentiality safeguards contained in such training, written standards, or instructions, including but not limited to the following: a) protecting the confidentiality of my username and password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following procedures for the timely destruction or deletion of confidential data.

9. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training, and/or instructions I have received, my user privileges may be immediately suspended or terminated. I further acknowledge that applicable state and/or federal law may provide that any individual who discloses confidential information in violation of any provision of that section may be subject to a fine and/or period of imprisonment and dismissal from employment. I have been instructed that if I should violate the provisions of the law, I may receive one or more of these penalties.

10. Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately ask my supervisor and be guided by his/her response.

In performance of duties pertaining to CareerSource Escarosa the undersigned agrees to abide by the confidentiality policy stated above.

Printed Name

Signature

Date

Please circle to indicate your status with CareerSource Escarosa:

CSE Employee Center Partner Volunteer Temporary Staff Other



ATTACHMENT I CERTIFICATIONS AND ASSURANCES

CareerSource Escarosa (CSE) will not award federal workforce funds where the contractor has failed to complete the CERTIFICATIONS AND ASSURANCES contained in this attachment. In performing its responsibilities under the Grantee-Sub grantee Agreement, the contractor provides the following certifications and assurances:

- A. Debarment and Suspension Certification (29 CFR, Part 98 and 45 CFR Part 74)
- B. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)
- C. Drug Free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)
- D. Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 37 and 45 CFR Part 80)
- E. Certification Regarding Environmental Tobacco-Smoke (42 U.S.C. 7181 thru 7184)
- F. Certification Regarding Public Entity Crimes, section 287.133, F.S.
- G. Association of Community Organizations for Reform Now (ACORN) Funding Restriction Assurance (Pub. L 111-117)
- H. Certification Regarding Scrutinized Companies Lists section 287.135, F.S.
- I. Termination for Cause and for Convenience by the Non-Federal Entity (2 CFR Appendix II to Part 200 (B))
- J. Stevens Amendment (Public Law 115-31, Division H, Title V, Section 505)

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.

The undersigned Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a Federal department or agency.
2. Have not within a three-year period preceding this Grant Agreement been convicted 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 Grant Agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.2 of this certification; and/or
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

If Contractor is unable to certify to any of the statements in this certification, they shall attach an explanation.

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B. CERTIFICATION REGARDING LOBBYING – Certification for Contracts, Grants, Loans, and Cooperative Agreements.

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

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, and 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.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying” available at:

<https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/SFLLL.PDF>, in accordance with its instructions.

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. Additionally, the undersigned will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7328).

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, US Code (Byrd Anti-Lobbying Amendment). 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.

C. DRUG FREE WORKPLACE CERTIFICATION (29 CFR Part 98 and 45 CFR Part 82)

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR Part 94, the undersigned Contractor attests and certifies that it will provide a drug-free workplace by the following actions:

1. Publishing 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 the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;

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- b. The contractor's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the Grant Agreement be given a copy of the statement required by paragraph (1) of this certification;
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the Grant Agreement, the employee will:
 - a. Abide by the terms of the statement, and;
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying CareerSource Escarosa in writing ten (10) calendar days after receiving notice under subparagraph 4. b. from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/Grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4. b., with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - b. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

D. NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title 1 of the WIA/WIOA, the Contractor assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) which

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prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I B financially assisted program or activity;

2. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45, CFR Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Section 504 of the Rehabilitation Act of 1973 (Pub. L.93-112) as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 84), to the end that, in accordance with Section 504 of that Act, and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity for which the Applicant receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L.94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
5. Title IX of the Education Amendments of 1972 (Pub. L.92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.
6. The American with Disabilities Act of 1990 (Pub. L.101-336) prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities, and;

The Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the

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Contractor makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that DEO and the United States have the right to seek judicial enforcement of the assurance.

E. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO-SMOKE

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where Federally funded children services are provided. Grants are subject to these requirements only if they meet the Act’s specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of Federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

F. CERTIFICATION REGARDING PUBLIC CRIMES, SECTION 287.133, F.S.

Contractor hereby certifies that neither it, nor any person or affiliate of Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, no placed on the convicted vendor list.

Contractor understands and agrees that it is required to inform CareerSource Escarosa immediately upon any change of circumstances regarding this status.

G. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE (Pub. L. 111-117)

As a condition of the Grant Agreement, Contractor assures that it will comply fully with the Federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act, 1010, Division E, Section 511 (Pub. L.111-117). The Continuing Appropriations Act, 2011, Sections 101 and 103 (Pub. L.111-242) provides that appropriations made under Pub. L.111-117 are available under the conditions provided by P. Law 111-117. Note: As of June 20, 2011, this matter is in litigation in the District Court for the Eastern District of New York.

The undersigned shall require that language of this assurance be included in the documents for all subcontracts at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients and contractors shall provide this assurance accordingly.

H. SCRUTINIZED COMPANIES LISTS CERTIFICATION, SECTION 287.135, F.S.

If Grant Agreement is in the amount of \$1 million or more, in accordance with the requirements of Section 287.135, Florida Statue Contractor hereby certifies that it is not

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

This project is supported by the U.S. Departments of Labor, Health and Human Services, Education, and Agriculture as part of awards totaling \$7,433,775 with 0% financed from non-governmental sources.



listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes.

Contractor understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Contractor to civil penalties, attorney’s fees, and/or costs.

If Contractor is unable to certify to any of the statements in this certification, Contractor shall attach an explanation to this Grant Agreement.

I. **2 CFR Appendix II to Part 200 (B):** This Agreement/Contract is subject to modification or termination due to actions taken by the Federal, State, or Local governments that result in a frustration of contract purpose. Such actions include but are not limited to withdrawal of funding by the United States Congress, or the failure by the United States Congress to reauthorize program activities.

1. **Termination for Convenience:** The CareerSource Board or Employer may terminate this Contract upon thirty (30) days written notice to the other party. In the event of a termination for convenience, the Workforce Board shall be responsible for any outstanding allowable costs incurred up through the revised ending date of the Contract.

2. **Termination for Cause:** The CareerSource Board may terminate immediately the whole or any part of this Contract if the Employer fails to provide proper training or demonstrates a pattern of failing to retain trainees after they have completed the training. Failure to comply with any of the terms and conditions of this Contract shall constitute grounds for termination. Notice of Termination for cause must be posted by certified mail/return receipt requested and must specify and document the reason (s) for termination. The Employer shall be entitled to receive payment only for approved costs incurred prior to the effective date of the termination.

J. **Stevens Amendment:** This *project* is supported by the *Employment and Training Administration of the U.S. Department of Labor* as part of an award totaling \$7,433,775 with 0% financed from non-governmental sources.

By signing below, Contractor certifies the representations outlined in parts A through J above are true and correct.

Printed Name and Title

Date

Signature

Company or Organization Name

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