



CareerSource
RESEARCH COAST

Request For Proposals

For

YOUTH WORKFORCE SERVICES

For The Period

July 1, 2016

to

June 30, 2021

RFP # 15-003-YWS (2nd Release)

Date Issued: February 23, 2016

Deadline for Submission: APRIL 8, 2016 at 4:00 PM EST

Proposals should be directed to:

Glenda Harden, Vice President of Operations

CareerSource Research Coast

584 NW University Blvd., Suite 100

Port St. Lucie, FL 34986

(866) 482-4473



The Workforce Development Board of the Treasure Coast, Inc., d/b/a CareerSource Research Coast, is requesting proposals for the provision of Youth Workforce Innovation and Opportunity Act (WIOA) services. Parties interested in submitting a proposal should review this entire document.

Request for Proposals (RFP) must be submitted by 4:00 p.m. EST on April 8, 2016 to:

CareerSource Research Coast
 Attention: Glenda Harden, Vice President of Operations
 584 NW University Blvd
 Suite 100
 Port St. Lucie, FL 34986

The official opening will be held at the CareerSource Research Coast conference room at 584 NW University Boulevard, Suite 100 Port St. Lucie, FL 34986 on April 8, 2016 at 4:30 p.m. EST. Submitted RFPs will be recorded. Any RFP or portion thereof, received after the submittal deadline will not be considered and returned to the submitting entity.

Questions may be submitted by email to YouthRFP@careersourcerc.com from March 1, 2016 to March 31, 2016. Please reference RFP #15-003-YWS in the subject line. Answers will be posted on the CareerSource Research Coast website at http://careersourcerc.com/rfps_&_bids by 5:00 p.m. EST on the next business day.

Action	Date
Issue RFP	February 23, 2016
Question and Answer Period	March 1, 2016 – March 31, 2016 5:00 pm EST
Final Q&A Responses Posted	April 1, 2016 5:00 pm EST
RFP Due	April 8, 2016 4:00 pm EST
Technical Review	April 11, 2016 – April 15, 2016
Rating Team Review	April 18, 2016 – April 21, 2016
Selection of Proposal*	April 22, 2016

* Tentative date subject to the identification of a qualified respondent.

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I. BACKGROUND OF ORGANIZATION

The Workforce Development Board of the Treasure Coast, Inc. (Board) d/b/a CareerSource Research Coast (CSRC) is a private not-for-profit corporation registered under Section 501(c)(3) of U.S. Internal Revenue Code and serves the Local Workforce Development Area (LWDA) 20; a three-county area that includes Indian River, Martin and St. Lucie Counties. A Board of Directors comprised of volunteers, who represent private sector business, economic development, education, organized labor, community-based organizations, veterans, and state and local government agencies from all three counties in the region, governs CSRC. Joint oversight is provided through an agreement with CSRC and County Commissioners from each of the three counties in LWDA 20. These commissioners make up the region's workforce Consortium. The Consortium oversees CSRC. Additional information regarding CSRC and its members is located on CSRC's website at www.careersourcerc.com.

CSRC has been chartered by the State of Florida to create a local workforce development system and to provide strategic planning and oversight of local Workforce Innovation and Opportunity Act (WIOA) initiatives including youth activities, high skills/high wage jobs, career centers, the local Welfare Transition Program (WTP) and Wagner-Peyser labor exchange programs. CSRC receives federal pass-through funds from the State of Florida and the United States Department of Labor. CSRC is a grant recipient and administrative entity for WIOA, WTP and other funds, and CSRC operates under a Memorandum of Understanding with the local elected officials and the State. CSRC utilizes funds to purchase services from other entities.

A. RFP Objectives

CSRC is seeking experienced youth services provider(s) who collaborate with other organizations and agencies to provide year-round out of school and in school youth programs in all three counties located in LWDA 20.

CSRC is interested in qualified service providers who demonstrate a program design that increases the focus on serving out of school youth, and those most in need by prioritizing a connection with employers, especially through work experience and work-based learning opportunities. Proposals for innovative activities or programs, consistent with WIOA rules and regulations, are encouraged. Reference information for WIOA is available on the internet at <http://www.doleta.gov/WIOA/>.

II. SCOPE OF SERVICE

A. Criteria and Conditions

Proposer(s) may be any organization(s) structured in accordance with state and federal laws with experience in youth workforce development programs.

Responses may be submitted by a single entity or by a group of organizations or agencies that have agreed to work cooperatively to deliver services and achieve desired outcomes. This strategy will encourage the collaboration of public, private, and community based partnerships within Indian River, Martin and St. Lucie Counties. Responsive bids will require planning, collaboration, and resource sharing of the partnership to develop a single proposal.

Proposals will only be accepted that address all components of this RFP.

A strong relationship with local businesses, community organizations, and educational entities must be identified. The proposal must identify the provision of direct services related to youth workforce development programs as legislated through the Federal WIOA and any subsequent amendments.

The youth workforce development proposals must comply with WIOA Chapter 2, Section 126 – “Use of funds for youth activities.” It is estimated that the funds available for the Youth Workforce Services program will be approximately \$1,000,000 per year. Payment for services will be cost reimbursement and performance based.

Additionally, proposers should provide assurances and evidence to support ability to adhere to and implement additional requirements or changes that will become components of or guidance for youth services under the WIOA enacted July 22, 2014.

The funding period for the contract(s) awarded under the Youth Services Provider(s) grant will be from July 1, 2016 through June 30, 2017 with an option to renew annually for up to four (4) additional years, based on performance, organizational strategies and/or funding availability. CSRC retains the right to not renew the agreement with or without cause.

B. Service Menu and Program Design

The service provider(s) will perform all of the following youth services and activities for CSRC. Services and activities must comply with the WIOA Chapter 2, Section 126 – “Use of funds for youth activities”. In your proposal please describe in detail how you will accomplish the following components of WIOA Youth Services:

1. Components

- a) Recruitment/Application: Describe how your recruitment will place a priority on out of school youth, high school dropout recovery, and disconnected youth with significant barriers.
- b) Eligibility Determination: Describe how you will streamline the eligibility process for disconnected youth and how all applicable WIOA defined barriers of youth will be documented and recorded.
- c) Program Orientation/Enrollment: Describe your orientation process and strategies for expedited enrollment of youth.
- d) Objective and formal Assessment: Describe the assessment tools (inclusive of academics and career interests) to be utilized in recruitment and case management functions. Include details on how reasonable accommodations will be provided in the assessment process, if necessary, for people with disabilities.
- e) Development of individual career plans: Provide an example of a youth individual career plan that will be utilized.
- f) Assignment and management of workforce development activities: Describe your case management and oversight system for WIOA youth programming.
- g) Partnership and collaboration strategies for workforce programs, community partners, and local employers: List local partnerships and describe your strategies to ensure youth participants receive comprehensive services from a variety of organizations to remove barriers to success.

- h) Program outcome/performance metrics: Describe how you will attain and track each of the following 6 performance measures.

Indicator	Description
Employment or Enrollment in Secondary Education/Advanced Training in 2nd Quarter	Include strategies for coordination with adult WIOA and TANF programming for ITAs and OJTs
Employment or Enrollment in Secondary Education/Advanced Training in 4th Quarter	Include strategies for coordination with adult WIOA and TANF programming for ITAs and OJTs
Median Earnings for Employed Youth 2nd Quarter	Include career pathway strategies to lead youth to earning higher wages
Secondary/Post-Secondary Credentials	Note that participants who receive a high school diploma or GED during program participation must also obtain employment or enter post-secondary education within one year after exit to be counted in this measure. Describe strategies you will utilize to adapt to this change and how documentation and recording for credentials will be managed.
Measurable Skills Gains	Describe the types of measurable skills gains your youth program will offer and how you will retrieve, document, and record skills gains for youth participants.
Effective Serving Employers	Describe strategies for employer engagement.

Describe in detail how you will provide the 14 required elements of WIOA youth programming:

2. Elements

- a) Tutoring
- b) Alternative secondary school services
- c) Paid and unpaid work experiences: "Under WIOA, work experience becomes the most important of the program elements."- USDOL
- d) Occupational skills training
- e) Education offered concurrently with and in the same context as workforce preparation
- f) Leadership development opportunities
- g) Supportive services
- h) Adult mentoring
- i) Follow-up services: Describe the meaningful services that will be provided to youth to keep them engaged during follow up.
- j) Comprehensive guidance and counseling
- k) Financial Literacy education
- l) Entrepreneurial skills training
- m) Labor market and employment information
- n) Preparation for and transition to postsecondary education

Incorporate into your service menu/program design the number of youth to be served annually, how you will meet the requirement that 20% of regional youth funding supports work-based training as defined under WIOA, and a proposed staffing plan. Also describe how leveraged funds will be utilized to enhance services.

C. Information Provided by CareerSource Research Coast

- Definitions (Exhibit A)
- Proposal Checklist (Exhibit B)
- Technical Review Checklist (Exhibit C)
- Proposal Rating Sheet (Exhibit D)
- Board Member/Consortium Listing (Exhibit E)

3. Contractor Terms and Conditions

The term of this contract shall be from a period commencing July 1, 2016 and terminating June 30, 2017 with an option to extend for up to four (4) additional years.

The proposer selected through this solicitation process must be insured (liability) for not less than \$1 million.

Before a contract is offered, the proposer must re-submit the required certifications provided later in this packet. If you are unable to comply with and provide this information, please do not submit a proposal.

Invoices must be submitted on a monthly basis by the tenth (10th) business day of the month following the month of service. Invoicing shall include reporting the amount of resources and/or leveraged funds provided in dollar amount.

Contractors with CSRC must agree to allow CSRC, the Department of Economic Opportunity, USDOL and USDHHS access to any records directly related to this program. Records must be maintained for five (5) years subsequent to the conclusion of this program.

III. RFP TERMS AND CONDITIONS

Each Respondent is required to submit their response to this RFP no later than 4:00 pm EDT on April 8, 2016 (due date and time). The delivery of the RFP is solely and strictly the responsibility of the Respondent. A RFP received after the due date and time will not be considered fully responsive and will be returned to the responding party unopened.

Only a fully responsive RFP will be considered. All conditions set forth in this section must be followed to be considered fully responsive.

A. Proposal Content:

Include the following information in your response in the order presented below:

1. Proposal Cover Page (Attachment A) – Only forms that have been fully completed will be considered fully responsive.
2. Table of Contents: Paginate the complete document and provide a table of contents indicating the beginning page for each section and major subsection of the Response, including each attachment.
3. Proposal Narrative:
 - a. Experience and Demonstrated Performance

Address the following areas: Has your organization provided similar services before? What were the results? Describe your specific youth service/activities including the names, addresses, contact persons and telephone number of organizations related to your prior experience working with WIA/WIOA legislation, not-for-profit organizations, programs funded by the Federal Government, and/or programs funded by the State of Florida, if applicable. Provide three (3) programmatic current professional references, including names, organizations, addresses and telephone numbers for CSRC to contact. If WIA/WIOA services have been provided in other areas, provide three (3) years of performance data, if available. The Proposer should indicate what sets your organization apart from others that may submit a proposal in response to this RFP.

b. Administrative Capacity

Describe how your organization will handle the management and financial capability needed to effectively and efficiently manage youth service programs, deliver quality programs and services, conduct self-monitoring for contract compliance, implement a continuous improvement model, quickly adapt to changes in policies, procedures, priorities, service delivery design as determined by CSRC or required by funding sources, keep appropriate records in an auditable manner, and meet/exceed performance standards. **Include a statement that your organization has the financial capacity to “front” the costs associated with the implementation of the desired project. Describe any financial relationships (current) with members of CSRC Board, CSRC staff, the Treasure Coast Workforce Consortium (Local Elected Officials) or other service providers for CSRC using Attachment C – Relationship Disclosure Form.** See Exhibit E for list of Board and Consortium members. Visit www.careersourcerc.com for Board staff.

c. Customer Record Keeping

Proposers will be required to maintain records on each participant and to make these records available to CSRC, state and federal officials and auditors. All records for the program must be retained for a period of five (5) years. Records are public and must be available upon request. Describe your records management system. Note: CSRC utilizes an electronic records system and also has an established archive system. Indicate your willingness to provide access to these records and to follow appropriate local Board procedures for records management, storage, and retrieval.

d. Customer Reporting

Describe how you will ensure the accurate, timely tracking and reporting of individual participants/customers in accordance with WIOA, Federal, State, and Board rules, regulations, policies and associated requirements.

e. Audits

Submit, as an attachment, your organization's most recent audit and its most recent annual financial statement. Describe all programmatic and fiscal audits that your organization undergoes and the most recent results.

f. Fiscal Capacity and Reporting

Financial capability includes a finance department that is knowledgeable of State/Federal reporting requirements and a finance system/software program that is capable of tracking expenditures by cost category or participant, the ability to maintain fiscal controls, accounting procedures, and financial reporting in accordance with Generally Accepted Accounting Principles and requirements established by CSRC, demonstrate sound financial practices, and show evidence of continued financial stability. The Proposer is advised that separate accounting records must be kept for CSRC contracts to ensure accurate and appropriate reporting of contract expenditures, and costs must be tracked in sufficient detail to determine compliance with contract requirements to ensure that funds were lawfully spent. Describe your fiscal capacity, experience and reporting mechanisms.

g. Monitoring and Evaluation

Proposers' quality control processes should include case file reviews, caseload contacts, customer surveys/reports, and quality control monitoring that includes mechanisms to detect errors in data collection, eligibility determinations and service delivery as well as timeliness in all reporting elements. These processes should also include immediate identification when a problem occurs (administrative, programmatic, or fiscal) and when corrective action is necessary. The Proposer must demonstrate commitment to quality performance on all levels, from leadership to service delivery. Describe your organization's experience monitoring and evaluating programs and services. How will you ensure that ongoing quality control is in place for this project?

h. Subcontracts

Proposer may subcontract with others to expand services and deliver the most comprehensive program. The Proposer must not subcontract major services and activities required by this RFP. If a Proposer intends to subcontract for any services and activities, the specific service(s) and activities must be identified in this proposal. Do you plan to subcontract with others for services or activities contained in your proposal? If yes, describe the nature of those subcontracts, the subcontractor, and the services and activities to be provided by the subcontractor. Copies of sub agreements with current or intended subcontractor(s) must be submitted as attachments to this RFP. Any sub- agreements will be discussed and considered at time of contracting.

*If the Response represents a joint submittal by more than one agency or organization, follow steps 1-5 below:

- 1) List all partners and briefly describe the role of each in service delivery. Also must provide a description of each of the "funded" partners organization(s) and staff qualifications.
- 2) Briefly describe (list) each partner organization(s) mission
- 3) Summarize (list) each organization(s) current major funding sources.
- 4) A description of the program and financial management capabilities of each organization. Include a description of both the indirect and direct program and financial management capacity as it relates to this proposal. Clearly identify the specific functions/responsibilities of indirect and direct staff. Please provide flowchart(s) displaying the described relationships.
- 5) A description of the experience and past performance record of all the proposer(s) in delivering Youth Workforce Development Services or all similar projects within the State of Florida from July 2009 to present.

List all regions, types of services provided, performance data, regional contact name and contact information.

i. Insurance

The entity selected through this solicitation must be insured (liability) for not less than \$1 million. The Proposer must provide a copy, as an attachment, of their current liability insurance certification. The entity must insure individuals participating in the project. The entity's current employees as well as employees hired for projects funded through this solicitation must be covered with workers' compensation insurance. Proof of insurance will be requested at the time of contracting. The Proposer must describe their liability insurance coverage and any bonding that will be provided for this project.

j. Service Menu/Program Design

Provide a narrative to address the components, elements, and performance indicators of WIOA Youth Programming. Refer to Section B of this proposal.

k. Staff Qualifications

Summarize staff qualifications. As an attachment, the Proposer must provide resumes and job descriptions for all upper management level staff that will be directly involved in the day to day operations in LWDA 20. Also, the Proposer must provide job descriptions for each position directly funded in the proposal.

l. Implementation of Services

Provide a timeline for full implementation of services, assuming full operation of a contract by July 1, 2016. At a minimum, include:

- Hiring of staff;
- Training of staff;
- Preparation of space—furniture and equipment is in place, discuss move in time and readiness to begin functions;
- Begin case management for existing cases;
- Begin accepting new applicants/referrals, outline recruitment strategies to include placing a priority on out of school youth and high school dropout recovery.
- Full operation in place—all services functional, all agreements in place

B. Proposal Budget and Instructions

This information must be provided in the following sequence.

1. Budget Parameters and Narrative

CSRC has the responsibility of ensuring that contracted costs are both reasonable and necessary. All costs associated with the proposal must be clearly detailed and must be completed by cost categories. Provide a detailed separate line-item budget using template provided in Attachment B which shows all proposed project costs for both in school and out of school youth. For each line item in your budget, provide an explanation of what is included in the cost.

All proposals will be evaluated on the basis of cost-effectiveness in relation to high quality service delivery. This analysis shall be conducted to ensure that the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the WIOA system.

2. Budget Item:

Itemize each cost according to the provided chart of account line items that best describes your costs. Proposers may not have an entry for every corresponding chart of account line item listed. **Proposers must have an approved indirect cost rate plan in order to use indirect costs.** Profit is to be used by for profit companies.

3. Columns:

- Annual Cost: Enter the cost for the budget item in this column.
- How Cost Determined: You may need to increase the size of this column (and decrease the size of the font) to provide room for a description of how each cost was calculated. The description should be comprehensive enough so that CSRC can determine whether the cost is reasonable and necessary.
- Justification of Costs: Explain why each described item is needed. Again, you may need to increase the size of this column to accommodate this narrative
- In-Kind: Identify any in-kind resources / support for the service delivery system beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding.
- Description and Justification of In-Kind: Explain the source and dollar value of each contribution and how those contributions are to service proposed program. Again, you may need to increase the size of this column to accommodate this narrative.
- (For Board Use Only) Cost/Price Analysis: Do not write in this shaded section.
- Total Costs by In School Youth and Out of School Youth.
- Total Budget Amount

C. Attachments

- Attachment A: Proposal Cover Page
- Attachment B: Budget
- Attachment C: Relationship Disclosure Form
- Attachment D: Certifications & Assurances
- Attachment E: Public Entity Crimes Certification
- Attachment F: Debarment & Suspension Certification
- Attachment G: Byrd Anti-Lobbying Certification
- Attachment H: Nondiscrimination Certification
- Attachment I: Drug Free Certification
- Additional Attachments as required per the solicitation

IV. EVALUATION CRITERIA, RATING SYSTEM & ACCEPTANCE/CONTRACT AWARD

A. Initial Technical/Responsiveness Review

All timely proposals received will be reviewed by CSRC staff to determine if they are responsive and if the proposal is eligible for further consideration. See Exhibit C.

Proposals must be responsive to this RFP to be rated. To be responsive, proposals must meet the following minimum criteria, as stated in this RFP:

1. One (1) original proposal, ten (10) additional copies, and an electronic searchable copy must be received by CSRC by April 8, 2016 at 4:00 pm EST. Each copy of the proposal must be bound separately. The proposal and all attachments are to be standard size (8 ½ X 11). In addition, a table of contents is required. The timely delivery of a proposal is entirely the responsibility of the Proposer. 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.
2. The original proposal must be manually signed in **blue ink** by an official authorized to represent and bind the proposing agency and should be marked "original."
3. Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.
4. Proposers must demonstrate a general understanding of the WIOA youth service delivery system, the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.

Non-responsive proposals will not be reviewed or rated.

B. Review by RFP Rating/Review Team

CSRC's Youth Council will appoint an RFP Review Team comprised of designated Board staff, Board members, and/or Board Youth Council members. This Review Team will then individually review proposals that have successfully passed the initial technical/responsiveness review and rate each one separately according to the rating scale included in this RFP. Proposals will be evaluated and ranked based on the quality of the activities and services being proposed. See Exhibit D.

As soon as all parties on the review team have had an opportunity to complete this primary review, a meeting of the Review Team will be held in order to complete rating evaluations. At this meeting, each rating criteria will be discussed and the scores of each reviewer will be tabulated for a total score by category. The Review Team will review and discuss their evaluations of all proposals, combine the individual scores and arrive at a composite technical score for each proposal. Overall scores will be used to determine the most advantageous contract award(s) for CSRC and will be compared and ranked. More than one Proposer may be selected in response to this RFP solicitation. The Review Team will prepare a proposal-rating summary for review by the Youth Council. The Youth Council will make a recommendation to CSRC Board of Directors. CSRC will make the final decision on proposals. The Proposer(s) who accumulates the highest score may be awarded a contract if CSRC elects to award a contract and both parties agree to the terms of the contract.

C. Local, Small and/or Minority-Owned Businesses

Efforts will be made by CSRC to utilize local, small business, minority-or women-owned businesses, if possible, but awards are not limited to these groups. A Proposer qualifies as a small business firm if it meets the definition of "Small Business" as established by the Small Business Administration (13 CFR 21.3-8), by having average annual receipts for the last three (3) fiscal years of less than \$4 million. The Proposer qualifies as local if they operate within LWDA 20.

D. Proposal Acceptance/Contract Award

Proposers must read the General Provisions and Assurances included in this RFP. If you are unable to comply with these requirements and/or are unable to attest to, submit the required certifications upon request, or complete the forms/signature portions of attachments indicated in the RFP, please do not submit a proposal.

The following conditions are applicable to all proposals:

- CSRC reserves the right to reject any and all proposals, in whole or in part, and to accept any proposal that is deemed most favorable to CSRC at the time and under the conditions stipulated in this RFP.
- Non-conforming proposals will be considered non-responsive and are subject to return without review; however, CSRC reserves the right to waive informalities and minor irregularities in the proposals received.
- CSRC reserves the right to request additional information from Proposers for clarification, or to allow corrections of errors or omissions, if in the best interest of the Board.
- All proposals are subject to negotiation by CSRC.
- CSRC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CSRC and the firm selected.
- All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by CSRC. The Proposer must, at their own expense, obtain all necessary permits and pay all licenses, fees, insurances and taxes required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under the proposed contract.
- More than one (1) Proposer may be selected for negotiations in response to services solicited under this RFP. A contract will be negotiated with the highest ranked Proposer(s), and if negotiations are successful, Proposer(s) will be recommended to CSRC for award. In the event negotiations are not successful, negotiations with Proposer(s) will be terminated and negotiations begun with the next ranked Proposer(s) and so forth until negotiations are successfully completed to the satisfaction of CSRC or until all acceptable proposals have been rejected.
- Any award resulting from this request will be based on the organization's stability and experience related to this RFP, the organization's ability to handle the tasks and volume of staffing noted in this RFP, the organization's financial resources and cost. Cost will be of primary importance. Refer to the Rating Criteria in this package.
- Before a contract is offered, the Proposer must submit the required certifications provided later in this packet. It is recommended that Proposers read the Certifications and General Provisions and Assurances included in the RFP. **If you are unable to comply with these requirements, do not submit a proposal.**
- CSRC may award a contract based on initial proposals received, without negotiation of such proposals. Therefore, each initial proposal should be submitted on the most favorable price and technical terms. CSRC reserves the right to request additional information, oral discussion or presentation in support of written proposals.
- If an award is made, the contract will be a performance based and cost-reimbursement contract. Services will be implemented only upon notification from CSRC. Payment for services rendered will be made only when costs have been incurred and documentation of all costs are received and verified.
- Any award resulting from this request will be based on the effectiveness of the agency or organization in delivering comparable or related services to the designated age group based on demonstrated performance, including their ability to meet performance goals, cost, quality of training and services. Cost will be of primary importance. Responsiveness to the requirements of the RFP, experience developing and doing similar projects, the quality of staff involved, and references will be taken into account.

E. Negotiations

A contract may be negotiated with the first ranked Proposer, and if negotiations are successful, that Proposer will be recommended to CSRC for award. In the event negotiations are not successful, negotiations with that Proposer will be terminated and negotiations begun with the second ranked Proposer and so forth until negotiations are successfully completed to the satisfaction of CSRC or until all acceptable proposals have been rejected.

If CSRC elects to award a contract(s) as a result of this solicitation, the resulting contract(s) will be cost reimbursement performance-based. Under a cost reimbursement and performance-based contract, the contractor will be reimbursed a portion of the costs and a portion of the costs will be paid only upon attainment of performance goals. Any awarded contract will conform to the terms required by the WIOA, CareerSource Florida, Inc., Department of Economic Opportunity, and the local Board. Payment for services rendered will be made only when costs have been incurred and acceptable documentation of all costs will be required. Payment will not be issued until all required documentation has been submitted, reviewed, and approved.

F. Notification of Award

Upon conclusion of final negotiations with the successful Proposer(s), all Proposers will be notified in writing of their status. Contract negotiations will begin around May 1, 2016 and the project may commence upon the successful execution of a contract, but no later than July 1, 2016 unless approved by the CSRC Board of Directors.

Final award of a contract will be contingent upon:

- Successful negotiation of a contract;
- Acceptance by the Proposer of the contract terms and conditions;
- Satisfactory verification of past performance and systems (e.g., financial), where applicable which shall include, but is not limited to:
 - Adequate financial resources or the ability to obtain them;
 - The ability to meet the RFP design specifications at a reasonable cost, as well as the ability to meet performance goals;
 - A satisfactory record of past performance in delivering the proposed services, including demonstrated quality of services and successful outcome rates from past programs;
 - The ability to provide services and/or a program that can meet the need identified;
 - A satisfactory record of integrity, business ethics and fiscal accountability;
 - The necessary organization, accounting and operational controls; and
 - The technical skills to perform the work;
- Availability of funding.

Upon conclusion of final negotiations with the successful firm(s), all Proposers will be informed in writing of their status and will receive notice of disposition of the contract award.

G. Protests

All Proposers have the right to protest the award. Parties wishing to protest a contract award may submit their objections in writing within 10 days of the award date to the President/CEO of CSRC who will provide the information to CSRC's Executive Committee. This committee will investigate the complaint and issue a written finding and resolution to the protesting party within 45 days of the receipt of the complaint.

This protest procedure provides recourse to Proposers who believe that their proposal did not receive proper consideration. Proposers entering a protest should be prepared to document specific factors that put the aggrieved proposer at a competitive disadvantage and/or document violations of specific sections of state or federal regulations, CareerSource Florida, Inc., and the procedures set forth by this RFP. CSRC reserves the right to refuse to consider an appeal that does not identify specific procedural shortcomings.

V. GENERAL CONDITIONS

A. Respondent

All private-for-profit corporations, not-for-profit corporations, local education agencies, governmental units, or public agencies properly organized in accordance with State and Federal law and in business for at least 3 years may submit a RFP. Minority and women-owned and operated businesses are encouraged to submit. Proposals will not be reviewed if (1) the Respondent has been disbarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the Respondent's previous contract(s) with CSRC have been terminated for cause; (3) the Respondent has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; or (4) the Respondent's name appears on the convicted vendor list.

B. Assignment of Contract

No third party contracts or subcontracts will be allowed, unless specifically approved, in writing by CSRC.

C. Reserved Rights

The rights reserved by CSRC, which shall be exercised in its sole and absolute discretion, and shall be at no fault, cost or liability whatsoever to CSRC, include without limitation, the right to:

- Supplement, amend or otherwise modify or cancel any provisions set forth in this solicitation at any time.
- To accept or reject any or all responses, to re-advertise this RFP, to postpone or cancel this process and to change or modify the project schedule at any time.
- Disqualify any respondent that submits an incomplete or inadequate response or is not responsive to the requirements of this RFP.
- Waive any defect, technicality or irregularity in any response received.
- Require additional information and/or oral presentation from one or more respondents to supplement or to clarify the proposal.
- Determine whether the respondent's written or oral representations are true, accurate and complete or whether the respondent has adequately responded and has the necessary experience, including seeking and evaluating independent information on any respondent.
- Consider any information submitted that is not requested by CSRC in a proposal response as supplemental information and not subject to evaluation by the selection committee or President/CEO.
- Unless otherwise specifically proposed by the respondent, CSRC reserves the right to hold such pricing as effective for the entire intended contract term.
- End contract negotiations if acceptable progress, as determined by the President/CEO, is not being made within a reasonable time frame.
- Change specifications and modify contracts as necessary to (a) facilitate compliance with the legislation, regulations and policy directives, and (b) to manage funding.

EXHIBIT A – DEFINITIONS

A. Administrative Costs

All direct and indirect costs associated with the management of the program is to be funded by this proposal. These are costs which are not directly related to the provision of customer services or which do not benefit customers but which are necessary for the effective delivery of direct services to participants. The Board requires an approved federally recognized indirect cost rate or a rate negotiated between the Board and the Sub-recipient in compliance with 2 CFR 203.331, or a de minimus indirect cost rate.

B. Allowable Costs

Those costs which are necessary, reasonable and allowable under applicable Federal, State and local law for the proper administration and performance of services to participants.

C. Audit

A systematic review by a CPA to determine and report whether an organization's financial operations are being properly conducted, financial reports are being presented fairly and applicable laws and regulations are being complied with. All successful proposer(s) must submit an audit of their organization for the program to be funded as a result of this proposal. The review must fully meet the requirements under a 2 CFR 200 Audit or an audit conducted in accordance with State of Florida or federal requirements for an organization providing direct services.

D. Barriers to Employment

Characteristics that may hinder an individual's ability to participate in the labor force

E. Basic Skills Deficient

An individual who scores below a 9th grade level on an appropriate standardized test.

F. Case Management

At a minimum, refers to employment counseling and the management of a participant's employability plan including follow-up as documented in the participant / customer file.

G. Community-Based Organization

A private not for profit organization representing a community or a significant segment of the community.

H. Commercial Organization

A private for profit entity.

I. Cost Allocation Plan

A plan that identifies and distributes the cost of services and/or departments or functions. It is the means to substantiate and support how the costs of a program are charged to a particular cost category. Cost allocation plans must use methodologies that comply with state requirements.

J. EFM

Employ Florida Marketplace (EFM) is Florida's management information system for tracking all WIOA Youth services, data validation and general case management.

K. Federally-Recognized Credential or Certificate

A nationally recognized degree or certificate or state/locally recognized credentials may include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.

L. In- School Youth

A youth who has not received a diploma or equivalent and who is participating in an authorized, structured educational program, regardless of where the schooling takes place, is considered to be in school.

M. Individual Training Account (ITA)

A voucher supplied to a youth, adult, or dislocated worker who is determined eligible and suitable, to pay for the cost of training with an approved provider for an occupation that is in demand in the local workforce area.

N. On The Job Training (OJT) Opportunities for youth

On the job training services are primarily intended to offer training in an actual work situation that allow youth to develop specific occupational skills or to obtain specialized skills required by an individual employer, that will lead youth to economic stability and self-sufficiency. OJT may be sequenced with or accompanied by other types of training such as vocational training and basic skills training.

O. Out of School Youth

- an eligible youth who is a school dropout*; or
- an eligible youth who has received a secondary school diploma or its equivalent and meets at least one of the WIOA required barriers; or
- An eligible youth who is enrolled in an Adult Education program leading to GED attainment

*A school dropout means an individual who is no longer “attending any school” and who has not received a secondary school diploma or its recognized equivalent.

P. Work Experience (WE)

Work Experience is a short term work-based assignment for eligible participants. It can be conducted at a private for profit site or at a public or private nonprofit site. WE may be paid or unpaid. WE will be used primarily to teach good work habits and basic work skills for those who have never worked or who have not worked for a significant amount of time, and provide the participant the opportunity to develop basic occupational related skills, with an ultimate goal to obtain a permanent, unsubsidized job placement.

Q. Post-Secondary Institution

An institution as defined in the Higher Education Act of 1965. (20 USC 1088).

R. Profit

An amount in excess of the cost necessary to operate a program. Profit is allowable under a cost reimbursement contract to the extent it is reasonable as determined during contract negotiations. It includes that amount which is associated with proprietary materials included in the cost of the program. Profit may be allocated among the cost categories.

S. Programmatic / Services Costs

Personnel and non-personnel costs related to the provision of direct services to participants. Costs include the salaries, fringe benefits, equipment, supplies, and space related to the above, staff training, transportation and other related costs of personnel providing training, component supervisors, coordinators, clerical staff working on direct training activities or functions, instructional materials and equipment used by or for participants, classroom training, space, utility costs, insurance, commercially available off the shelf training packages, tuition, work experience, and OJT reimbursements.

T. Supportive Services/Support

Personnel and non-personnel costs related to the provision of supportive services to participants.

U. WIOA

The Workforce Innovation and Opportunity Act

V. WIOA Follow Up Services

Upon program exit, follow along services to assist youth with employment retention or post-secondary completion through the first, second, third and fourth quarters after the quarter of program exit.

W. Youth Eligibility Guidelines

The Workforce Innovation and Opportunity Act allows the LWDA to define additional assistance to complete an educational program, or to secure and hold employment. The documentation required is one or more of the following:

- Youth that have one or more biological parent incarcerated, institutionalized, or sentenced by a court of law to incarceration/institutionalization for more than one year. Documentation provided by court, institution, or Department of Corrections records.
- Youth that have been victims of domestic violence or intimate partner violence as documented by law enforcement or domestic violence organization.
- Youth that are documented gang members or documented gang affiliates as defined by local law enforcement.
- Youth that are residing in a high poverty area as defined by census tract records showing area of youth's residence as having a poverty rate of 30% or greater.
- Youth that are over age 21 and have no work history, or have poor work history as defined by the lack of employment for more than 180 consecutive days as documented by employer records, pay records, or State system (Suntax).

EXHIBIT B – PROPOSAL CHECKLIST

- A. Proposal Cover Page – Attachment A
- B. Table of Contents
- C. Proposal Narrative
 - 1. Experience and Demonstrated Performance
 - a. Provided three (3) programmatic professional references
 - b. Provided three (3) years of performance data, if applicable
 - 2. Administrative Capacity
 - a. Financial capacity to “front” costs
 - b. Financial relationship with CSRC – Attachment C
 - 3. Customer Record-Keeping
 - 4. Customer Reporting
 - 5. Audits
 - a. Provided a copy of the most recent audit
 - b. Provided a copy of the most recent annual financial statement
 - 6. Fiscal Capacity and Reporting
 - 7. Monitoring and Evaluation
 - 8. Subcontracts
 - 9. Insurance
 - a. Current Certificate of Insurance
 - 10. Service Menu/Program Design
 - 11. Staff Qualifications
 - a. Resumes & job descriptions for management & positions to be funded
 - 12. Implementation of Services
- D. Proposal Budget
 - 1. Budget Narrative
 - a. Budget Form – Attachment B
- E. Attachments
 - Attachment D – Certification & Assurances
 - Attachment E – Public Entity Crimes Certification
 - Attachment F – Debarment & Suspension Certification
 - Attachment G – Byrd Anti-Lobbing Certification
 - Attachment H – Nondiscrimination Certification
 - Attachment I – Drug Free Certification



EXHIBIT C – TECHNICAL REVIEW CHECKLIST

Proposer: _____

Review Date: _____

Review Team Members: _____

Did the proposal meet all of the following criteria? If not, the proposal will not be submitted for further review.

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| Proposal met due date and time – April 8, 2016 at 4:00 pm EST | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Proposal included proper number of sets - 1 original & 10 copies | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Original proposal contains representative signatures in blue ink : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Proposal is submitted in requested sequence and format : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Proposal includes and/or addresses ALL of the applicable areas below:

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| A. Proposal Cover Page – Attachment A | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| B. Table of Contents | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| C. Proposal Narrative | | | | |
| 1. Experience and Demonstrated Performance | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c. Provided three (3) programmatic professional references | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d. Provided three (3) years of performance data, if applicable | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Administrative Capacity | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. Financial capacity to “front” costs | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b. Financial relationship with CSRC – Attachment C | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Customer Record-Keeping | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Customer Reporting | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Audits | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. Provided a copy of the most recent audit | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b. Provided a copy of the most recent annual financial statement | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Fiscal Capacity and Reporting | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. Monitoring and Evaluation | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8. Subcontracts | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9. Insurance | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. Current Certificate of Insurance | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10. Service Menu/Program Design | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11. Staff Qualifications | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. Resumes & job descriptions for management & positions to be funded | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 12. Implementation of Services | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| D. Proposal Budget | | | | |
| 1. Budget Narrative | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. Budget Form – Attachment B | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| E. Attachments | | | | |
| Attachment D – Certification & Assurances | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment E – Public Entity Crimes Certification | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment F – Debarment & Suspension Certification | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment G – Byrd Anti-Lobbing Certification | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment H – Nondiscrimination Certification | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment I – Drug Free Certification | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |



Staff Review Results:

Proposer has previously provided services to CSRC or other similar government funded programs? Yes* No

* If yes, staff will prepare a statement to indicate past program performance, cost, and note any outstanding issues. All outstanding issues must be resolved prior to consideration of a new contract.

Proposal indicated any financial relationship applicant has with Board staff, Board of Directors and/or the Treasure Coast Workforce Consortium? Yes No

The attached proposal has been technically reviewed for responsiveness to the elements indicated above. The response has been deemed:

Responsive Non-Responsive

This proposal:

- will be forwarded for review and rating
- will not be forwarded for review and rating, as it is missing pertinent elements as acknowledged above.

Attested and signed by:

Staff Name & Title: _____

Signature and Date: _____

Staff Name & Title: _____

Signature and Date: _____

Staff Name & Title: _____

Signature and Date: _____



EXHIBIT D – RATING SHEET

Proposer: _____

Rating Date: _____ Score: _____ out of 100 Rank: _____ out of _____

SCORING (possible score of 100):

Evaluate each of the following areas and record your response (score) in the blank provided at the end of each question or statement. Explain your evaluation in the Comments.

Criteria **Score**

1. The proposer appears qualified to perform the work requested: _____

(Has experience with similar youth services; has 3 youth program/service delivery References; has prior experience working with WIA/WIOA legislation/state and federal funds; has a demonstrated record of meeting or exceeding performance requirements; has skilled experienced staff; provides historical performance data; has experience in monitoring and evaluating youth programs and services; has internal controls in place)

More Than Adequate Not Adequate
15 11 7 3 0

Comments: _____

2. The entity has an accurate understanding of the work to be performed. _____

(Strategies for recruiting targeted youth; youth targeted meet WIOA guidelines; includes required elements and targeted activities; includes strategies for coordination with Adult WIOA and TANF programming for ITAs and OJTs; a strong relationship with local businesses, community organizations, and educational entities is identified, performs quarterly follow-up services; addresses each component of case management)

Full Understanding No Understanding
10 8 5 3 0

Comments: _____

3. The proposed Service Menu/Program Design is consistent with the RFP. _____

(Focus is on serving out-of-school youth and those who are most in need, work experience and work-based learning opportunities are a priority. Training activities are innovative and offer a hands-on approach; training is linked to occupations in high demand and the achievement of occupational credentials; activities are directly connected to skills gains; focuses on work-related activities; includes work-readiness and career pathways strategies to lead youth toward earning higher wages; sufficient supportive services are offered)

Very Consistent.....Not Consistent
15 11 7 3 0

Comments: _____



4. The proposed goals and objectives are consistent with the RFP. _____

(Goals and objectives are measurable, goals and objectives are attainable during the contract period; positive outcomes for a high percentage of youth are planned; strategies for youth to achieve measurable skills gains and occupational credentials are included; strategies for providing unsubsidized job placements and placement in post-secondary education or advanced training are in place; includes an incentive system for positive achievement of youth outcomes; the proposal includes a plan that will result in quality follow-up activities)

Very Consistent.....Not Consistent
15 11 7 3 0

Comments: _____

5. The proposed per participant cost is reasonable: _____

(The costs appear reasonable for the number of proposed participants; the cost per served compares favorably compared to other proposals received; the cost per youth is justified by the proposed services and activities; the budget includes other sources of funding/contributions)

Low High
15 11 7 3 0

Comments: _____

6. The budget consistently supports the proposed cost. _____

(Costs are clearly detailed; a minimum of 20% of contract value is allocated for work experience activities, the number of staff as compared with the number of participants served appear appropriate; proposed administrative cost is 10% or less; overhead and program costs are allowable, reasonable and necessary; costs are directly associated with carrying out the proposed services; requested contract amount is aligned with the funding available in the RFP)

Very Consistent.....Not Consistent
10 8 5 3 0

Comments: _____

7. The Proposer has relationships and contacts with community partners/employers and will be able to coordinate and negotiate services for youth. _____

(Key partnership s are established for the program; the roles of each partner and the services they will provide are clearly described; the services and activities of community partners and employers compliment the youth program; partnership and work experience agreements are included; intent to subcontract for services and activities is identified and explained, if applicable)

Most Experienced.....Least Experienced
10 8 5 3 0

Comments: _____

EXHIBIT E – BOARD/CONSORTIUM LISTING

- | | |
|---|--|
| 1. Werner Bols, President | Bols Construction |
| 2. Pamela Burchell, Vice President of Community Relations | Treasure Coast Hospice |
| 3. Helene Caseltine, Director of Economic Development | Indian River County Chamber |
| 4. Robert Cenk, Vice President | HomeCrete Homes, Inc. |
| 5. Suzanne Desposati, Counselor Analyst | Vocational Rehabilitation |
| 6. Carrol Frischkorn, Vice President | Frischkorn Builders |
| 7. Pamela Houghten, Vice President of Administration & Outreach | Torrey Pines Institute for Molecular Studies |
| 8. Peter Kemp, President | Huston's Commercial Interiors |
| 9. Paula Lewis, Commissioner | St. Lucie County |
| 10. Dr. Edwin Massey, President | Indian River State College |
| 11. Robert McPartlan, Community Development Administrator | Department of Children & Families |
| 12. Sean Mitchell, Business Manager | Ironworkers Local Union 402 |
| 13. Terrance Moore, CEO | Moore Solutions, Inc. |
| 14. Debbie Perez, Corporate Director | Martin Health Systems |
| 15. Dr. Mark Rendell, Superintendent | Indian River County School Board |
| 16. Kurtis Riley, Vice President | Advanced Machine & Tool, Inc. |
| 17. Vickie Rodriguez, President | St. Lucie County CTA/CU |
| 18. T. Patrick Shepherd, Financial Analyst | Primerica Financial Services |
| 19. Waldo Tames, President/CEO | LF Employee Leasing & Labor Finders of Florida LLC |
| 20. Wayne Teegardin, Veteran Services Manager | St. Lucie County |
| 21. Pete Tesch, Executive Director | Economic Development Council of St. Lucie |
| 22. Maddie Williams, President | Treasure Coast Builder's Association |

**CAREERSOURCE RESEARCH COAST, REGION 20,
TREASURE COAST WORKFORCE CONSORTIUM MEMBERS**

- | | |
|-------------------------------|---------------------|
| 1. Wesley Davis, Commissioner | Indian River County |
| 2. John Haddock, Commissioner | Martin County |
| 3. Kim Johnson, Commissioner | St. Lucie County |



ATTACHMENT A – PROPOSAL COVER PAGE

COMPANY PROFILE			
Company Name:			
Mailing Address:			
City:	State:	Zip Code:	County:
Contact Person:		Title:	
Work Number:	Cell Number:	Fax Number:	
Email:		Website:	
Business Date Of Inception:	Years In Business:	Total # of Full Time Employees:	
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Leased <input type="checkbox"/> Other, please indicate:		
Employer's Federal ID:	Unemployment Compensation ID:	Dunn & Bradstreet ID:	
Primary NAICS and/or SIC Code:		Is your company current on all State of Florida tax obligations: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe your business, product(s) and/or service(s):

BUDGET SNAPSHOT						
Total funding amount requested: \$		ISY%		OSY%		Proposed in-kind contribution/match: <u>Cash: \$</u>
						<u>In-kind: \$</u>
Total Number of Youth Targeted:		ISY%		OSY%		Estimated Cost Per Participant: \$

PROPOSED PERFORMANCE					
# of Participants:		# of Completions/Exits:		# of Job Placements:	
# Placed in Post-Secondary Education or Advanced Training:		# Attaining a Credential (HS Diploma, GED, Occupational)			
# of Youth to Attain Measurable Skills Gains:		# of Employers Engaged:		Estimated Median Earnings:	

I, _____, certify that as the official representative for the organization named above, I have read the Request for Proposal, #15-003-YWS, and the attached proposal from my organization and agree that the information presented is an accurate representation of my organization and the activities and/or services we are willing to provide to CareerSource Research Coast. I also agree to the terms and certifications required of service providers by The Workforce Development Board of the Treasure Coast, Inc.

Name and Title: _____

Signature and Date: _____



ATTACHMENT B – BUDGET

Proposer: _____

Proposed # of you to be served: _____

Budget Item	Annual Cost	How Cost Determined	Justification of Costs	In-Kind/Cash Match	Description of In-Kind	For Board Use Only – Cost Price Analysis
Personnel Costs:						
Salaries – Staff						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Fringe Benefits						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Mileage/Travel						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Other (specify)						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Direct Participant Costs:						
Work Experience						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
On the Job Training						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Incentives						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Assessment						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Occupational Skills Training						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Customized Training						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Support Services						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic



Budget Item	Annual Cost	How Cost Determined	Justification of Costs	In-Kind/Cash Match	Description of In-Kind	For Board Use Only – Cost Price Analysis
Other Expenses:						
Audit/Accounting						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Advertising						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Insurance						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Legal Fees						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Marketing/Outreach						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Postage/Shipping						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Printing/Duplicating						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Program Supplies (materials, books, etc)						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Professional Fees						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Rent/Equipment						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Rentals/Facilities						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Repairs/Maintenance						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Office Supplies						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Telephone/Communications						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Utilities						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Indirect Costs/Rate						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Profit						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Total Costs:	In-School Youth:	Out of School Youth:	Total In-Kind/Cash Match			
Total Budget:						



ATTACHMENT C – RELATIONSHIP DISCLOSURE FORM

This form must be completed by the Respondent.

In the event any information provided on this form should change, the Respondent must file an amended form on or before the date the item is considered by CareerSource Research Coast.

Part I: Information on Respondent

Legal Name of Respondent: _____

Business Address: _____

Phone Number: _____ Fax Number: _____

Part II:

Is Respondent a relative of any CareerSource Research Coast principal? Yes No

Is any CareerSource Research Coast principal an employee of respondent? Yes No

Is Respondent an employee of any CareerSource Research Coast principal? Yes No

Is Respondent a business associate of any CareerSource Research Coast principal? Yes No

If you responded "Yes" to any of the above questions, please state with whom and explain the relationship (use additional sheets if necessary): _____

Part III: Original Signature Required

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to the date of which CareerSource Research Coast awards a contract for youth services. In accordance with s.837.06 Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s.775.082 or s.775.083, Florida Statutes.

Printed Name/Title of Person Completing Form

Signature

Date

ATTACHMENT D – CERTIFICATIONS & ASSURANCES

CareerSource Research Coast will not award a grant where the Proposer has failed to accept the GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this section. In performing its responsibilities under this agreement, the Proposer hereby certifies and assures that it will fully comply with the following:

By signing the agreement, the Proposer is providing the assurances and certifications as detailed below:

1. COMPLIANCE WITH POLICIES AND LAWS

The warranty of this Section specifically includes compliance by Proposer and its subcontractors with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the Workforce Innovation and Opportunity Act (WIOA), the provisions of the Workforce Investment Act of 1998, the Workforce Innovation Act of 2000, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement. Office of Management and Budget (OMB) Circulars: Proposer agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200. Proposer will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction subagreements.

2. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS, SOLID WASTE

Clean Air and Water Act: When applicable, if this Contract is in excess of \$100,000, Proposer shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). The Proposer shall report any violation of the above to the contract manager. Energy Efficiency: The Proposer shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

Proposer will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205). The Proposer will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

3. CONFIDENTIALITY

It is understood that the Proposer shall maintain the confidentiality of any information, regarding client customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Proposer shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by client for purposes related to the performance or evaluation of the Agreement may be divulged to client or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of the client. No release of information by Proposer, if such release is required by Federal or State law, shall be construed as a breach of this Section.

4. RIGHTS TO DATA/COPYRIGHTS AND PATENTS

The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement. Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

5. MONITORING

At any time and as often as CSRC, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector Generals of the United States and the State of Florida, or their designated agency or representative may deem necessary, Proposer shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpts or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. The above referenced records shall be made available at the Proposer's expense, at reasonable locations as determined by Client. Proposer shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from Client.

6. PUBLIC ANNOUNCEMENTS AND ADVERTISING

Proposer agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Proposer shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program.

7. THE PRO-CHILDREN ACT

Proposer agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Proposer shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

8. TERMINATION FOR DEFAULT/CONVENIENCE

This agreement may be terminated as follows:

- a. Either party may request termination of modified agreement upon 30 days prior written notice to the other party.
- b. The Board may unilaterally terminate or modify this agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
- c. The Board may unilaterally terminate this agreement at any time that it is determined that:
 - i. Proposer fails to provide any of the services it has contracted to provide; or
 - ii. Proposer fails to comply with the provisions of this agreement; or
 - iii. Such termination is in the best interest of the BOARD.
- d. Written notification of termination must be by registered mail, return receipt requested.

If Proposer disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to The Workforce Development Board of the Treasure Coast, Inc., who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this agreement is terminated for cause, Proposer shall be liable to the Board for damages sustained for any breach of this modified agreement by the Proposer, including court costs and attorney fees, when cause is attributable to the Proposer.

In instances where Proposers/sub grantees violate or breach agreement terms, the Board will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.



9. HATCH ACT

The PROPOSER will comply with the provisions of the HATCH ACT, 5 U.S.C. 1501-1508 and 7328 which limit the political activities of employees whose principal employment activities are funded in whole or part with Federal funds.

10. CONFLICT OF INTEREST/STANDARDS OF CONDUCT

The PROPOSER agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

11. ETA SALARY INFORMATION

Proposer certifies that is in compliance with Public Law 109-234, and that none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditures on or after May 1, 2012, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under Section 101 of Public Law 109-149. This limitation shall not apply to Proposers providing goods and services as defined in 2 CFR200.

12. TRAFFICKING VICTIMS PROTECTION ACT

The Proposer will comply with the Trafficking Victims Protection Act of 200 (2 CFR 175).

13. VETERAN'S PRIORITY OF SERVICE

Proposer agrees to comply with the Veteran's Priority of Service Provisions (38 U.S.C. 4215 and 20 CFR 1010).

14. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS

Proposer will comply with 29 CFR 2, Subpart D which prohibits any State or local government receiving funds under any Department of Labor program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by direct financial assistance from the Department of Labor, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

15. PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS

Proposer assures that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act will be American-made (P.L. 103-333 §507).

16. CODE OF CONDUCT

The Proposer shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts in accordance with 29 CFR 95.42, or abide by CareerSource Research Coast's code of conduct.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date



ATTACHMENT E - SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to: The Workforce Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is _____

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

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133 (1) (a), Florida Statutes, means:
a. A predecessor or successor of a person convicted of a public entity crime; or
b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.



- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989; however, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Proposer list. Attached is a copy of the final order.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED, OR THROUGH THE END OF THE CONTRACT FOR WHICH IT IS BEING SIGNED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

NOTARY PUBLIC

STATE OF _____ COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____,
(name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on

this _____ day of _____, 201_____

My commission expires: _____

**ATTACHMENT F - CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

1. The Proposer certifies to the best of its knowledge and belief, that it and its principal:
 - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
 - B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
 - C. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and
 - D. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the Board.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date



ATTACHMENT G - BYRD ANTI-LOBBYING CERTIFICATE

Certification for Contracts, Grants, Loans, and Cooperative Agreements (to be submitted with each bid or offer exceeding \$100,000)

APPLICABLE TO THIS PROPOSAL: Yes: No:

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The Proposer, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date



ATTACHMENT H - NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS ASSURANCE STATEMENT

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the Proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation & Opportunity Act (WIOA), Which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I- Financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- Section 654 of the Omnibus Budget Reconciliation Act of 1981 prohibiting discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
- The American with Disabilities Act of 1990, P.L. 101-336 prohibiting discrimination in all employment practices, including the 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 Proposer also assures that it will comply with 29 CFR Part 37 and all other regulation implementing the laws listed above.

For construction contracts in excess of \$10,000, the Proposer will comply with Executive Order 11246 of September, 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and supplemented on Department of Labor regulations at 41 CFR Chapter 60.

Failure to comply with these provisions may result in termination of any contract or agreement with the Workforce Development Board-Region 20.

I certify that I have read the above statement and on behalf of _____, agree to comply fully with the provisions contained therein.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

ATTACHMENT I - DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION

Pursuant to the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F, I _____ the undersigned, in representation of _____, attest and certify that the grantee will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee'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:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notifying 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 calendar days after such conviction;
5. Notifying the agency in writing ten 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 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; or
 - (b) Requiring such employee to participate satisfactorily in a 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 paragraphs (1), (2), (3), (4), (5), and (6).
8. Notwithstanding, it is not required to provide the workplace address under the grant. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the grant, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific grant including street address, city, county, state, and zip code:



Check () if there are workplaces on file that are not identified here.
Check () if an additional page was required for the listing of the workplaces.

I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

I certify that I who sign this Drug-Free Workplace Certification on behalf of the Proposer, do so by the authority given by the Governor of the State of Florida, that such signing is within the scope of my powers.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date