



**Request for Proposals**

**For**

**YOUTH WORKFORCE SERVICES**

**For the Period**

**July 1, 2026**

**to**

**June 30, 2031**

**RFP # 26-001-YWS**

**Date Issued: February 4, 2026**

**Deadline for Submission: March 6, 2026**

**Proposals should be directed to:**

**[proposals@careersourcerc.com](mailto:proposals@careersourcerc.com)**

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## I. INTRODUCTION

The Workforce Development Board of the Treasure Coast, Inc., d/b/a CareerSource Research Coast, is requesting proposals for the provision of Workforce Innovation and Opportunity Act (WIOA) Youth workforce services. Proposers are advised to read this entire request for proposals before preparing and submitting a response. Responses which do not follow the format, do not include all the minimum requirements specified in this RFP or are not submitted by the due date will not be considered.

Proposals must be **emailed by 5:00pm on March 6, 2026** to [proposals@careersourcerc.com](mailto:proposals@careersourcerc.com).

Please show the solicitation number **RFP# 26-001-YWS** on the subject line.

Any RFP, or modifications thereof, received after the submittal deadline will not be considered.

CSRC will provide clarifying information about this request for proposal only and will not provide technical assistance or advice. All questions must be submitted via the CSRC website at: <https://careersourcerc.com/rfp-26-001-yws-youth-workforce-services/> by March 6, 2026. Answers to all questions received will be posted to the webpage within 48 business hours. This is a competitive process. CSRC staff will not provide any information on quotes of other proposals or other costs associated with similar projects.

### A. Solicitation Timeline:

| Action                        | Date                                 |
|-------------------------------|--------------------------------------|
| Issue RFP                     | February 4, 2026                     |
| Question and Answer Period    | February 4, 2026 – February 27, 2026 |
| Final Q&A Responses Posted    | March 2, 2026                        |
| Proposals Submission Deadline | March 6, 2026                        |
| Technical Review              | March 9, 2026 – March 13, 2026       |
| Rating Team Review            | March 16, 2026 – March 20, 2026      |
| Selection of Proposal*        | April 21, 2026                       |
| Contract Award*               | April 29, 2026                       |
| Contract Execution Begin      | July 1, 2026                         |

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

## II. 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 area, 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 area's workforce Consortium. The Consortium oversees CSRC. Additional information regarding CSRC and its members is located on CSRC's website at [www.careersourcerc.com](http://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 youth (OSY) and in-school youth (ISY) programs in all three counties located in LWDA 20.

CSRC is interested in qualified service providers that demonstrate a program design that focuses on serving youth most in need by prioritizing a connection with employers, especially through work experience and work-based learning opportunities aligned with CSRC's sector strategies in manufacturing, health care, logistics and distribution, skilled trades, professional business services, and hospitality. Proposals for creative and innovative activities or programs, consistent with WIOA rules and regulations, are encouraged. Reference information for WIOA is available on the internet at <https://www.dol.gov/agencies/eta/wioa>.

### III. 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 \$750,000 per year. Payment for services will be cost reimbursement.

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, as well as adhere to Department of Labor rules covering the Title I youth formula program effective on October 18, 2016.

The funding period for the contract(s) awarded under the Youth Services Provider(s) grant will be from July 1, 2026 through June 30, 2027 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) **Outreach/Recruitment:** Describe your recruitment strategies for in-school youth (ISY) and out-of-school youth (OSY). Proposers must demonstrate a continued priority on serving OSY, including high school dropout recovery and disconnected youth with significant barriers. CSRC intends to leverage Florida’s approved waiver allowing up to 50% of youth funds to support ISY and seeks to expand ISY participation beyond historical levels. Proposers should plan for ISY to comprise 25%–50% of youth enrollments and expenditures and explain how recruitment strategies will support this range.
- 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 Employment Plan (IEP)/Individual Service Strategy (ISS):** Provide an example of a youth IEP/ISS that will be utilized. IEPs should clearly connect the services to be provided to the youth with the outcomes to be achieved by the youth between program enrollment and exit.
- 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. 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.   |
| Effectiveness Serving Employers  | Describe strategies for employer engagement.   |

## 2. Elements

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

- a) Tutoring, study-skills training, instruction, and drop-out prevention
- b) Alternative secondary school services or drop out recovery services
- c) Paid and unpaid work experiences: "Under WIOA, work experience becomes the most important of the program elements."- United States Department of Labor (USDOL)
- d) Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations
- e) Education offered concurrently with workforce preparation and training for a specific occupation
- f) including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
- 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) Services that provide labor market information
- n) Post-secondary preparation and transition activities

Incorporate into your service menu and program design the estimated number of youth to be served annually, a description of how the program will comply with the WIOA requirement that no less than twenty percent (20%) of youth program expenditures are allocated to work experience activities, and a proposed staffing plan.

Proposers must clearly describe how work experience expenditures will be budgeted and tracked in compliance with WIOA requirements. In addition, proposers must estimate the number of youth expected to participate in work experience activities as a result of this investment and describe how work experience opportunities will be structured to support meaningful skill development and positive outcomes.

Proposers must also describe how leveraged funds will be utilized to enhance services and expand work-based learning opportunities.

### 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)

#### 1. Contractor Terms and Conditions

The term of this contract shall be from a period commencing July 1, 2026 and terminating June 30, 2027 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 monthly by the tenth (10<sup>th</sup>) business day of the month following the month of service. Invoicing shall include reporting the number of resources and/or leveraged funds provided in dollar amount.

Contractors with CSRC must agree to allow CSRC, the FloridaCommerce, USDOL and U.S. Department of Health and Human Services (HHS) access to any records directly related to this program. Records must be maintained for five (5) years after the conclusion of this program.

## IV. RFP TERMS AND CONDITIONS

Each Respondent is required to submit their response to this RFP no later than **5:00 pm EDT on March 6, 2026**. The delivery of the RFP is solely and strictly the responsibility of the Respondent. An RFP received after the due date and time will not be considered fully responsive and thus will be rejected.

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 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 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.

#### 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 has an established archive system. Indicate your willingness to provide access to these records and to follow appropriate CSRC 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. Must also 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, 2026. At a minimum, include:

- Hiring of staff
- Training of staff
- Preparation of space—furniture and equipment are 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 for in-school and out-of-school youth, with priority placed 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.

In accordance with the Workforce Innovation and Opportunity Act (WIOA) and 20 CFR §681.550, no more than ten percent (10%) of total WIOA Youth funds may be expended on administrative costs. At least ninety percent (90%) of WIOA Youth funds must be expended on program costs. Proposers must clearly identify and allocate administrative and programming costs in the proposed budget. CSRC will monitor compliance with these requirements throughout the contract period.

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 chart provided of account line items (Attachment B) 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: Scrutinized Companies Certification
- Attachment J: Drug Free Certification

## V. 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 fully 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) electronic proposal must be emailed before 5:00 pm on March 6, 2026 to [proposals@careersourcerc.com](mailto:proposals@careersourcerc.com). The proposal and all attachments are to be standard size (8 ½ X 11). In addition, a table of contents is required. The timely submission of a proposal is entirely the responsibility of the Proposer. **Proposals not emailed before March 6, 2026, 5:00 PM will be considered non-responsive.**
2. Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.
3. 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

An RFP Review Team comprised of designated Board staff, Board members, and Board Youth Council members will be appointed. 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 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 CSRC.
- 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 considered.

## 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., FloridaCommerce, and CSRC. 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 April 29, 2026 and the project may commence upon the successful execution of a contract, but no later than July 1, 2026 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 of the Board of Directors. 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.

## VI. 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 proposal. 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 or discriminatory 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. CSRC requires an approved federally recognized indirect cost rate or a rate negotiated between CSRC and the Sub-recipient in compliance with 2 CFR 203.331, or a de minimis 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**

The provision of a client-oriented approach in the delivery of services, designed to prepare and coordinate comprehensive educational and employment plans for participants to ensure access to necessary workforce development and support services leading to successful completion of the program. At a minimum, includes employment counseling and the management of a participant's IEP, including follow-up as documented in the participant's 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. Employ Florida**

Employ Florida 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 (ISY)**

An eligible ISY is an individual who is:

- Attending school (as defined by State law), including secondary and postsecondary school and
- Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment and
- A low-income individual and
- One or more of the following:
  - Basic skills deficient
  - An English language learner
  - An offender
  - A homeless individual, a homeless child or youth, or a runaway
  - An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
  - An individual who is pregnant or parenting
  - An individual with a disability; or
  - An individual who requires additional assistance to complete an educational program or to secure or hold employment, as defined by CSRC.

**M. Individual Employment Plan (IEP)**

The individual employment plan is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

**N. 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.

**O. Individuals Requiring Additional Assistance**

CSRC defines an individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as a youth who meets the federal guidelines of low-income and also meets one of the following criteria:

- 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 25% 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).

**P. 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.

**Q. Out of School Youth (OSY)**

An OSY is an individual who is:

- Not attending any school (as defined under State law) **and**
- Not younger than age 16 or older than age 24 at time of enrollment **and**
- One **or** more of the following:
  - A school dropout
  - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
  - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner
  - An offender
  - A homeless individual, a homeless child or youth, or a runaway
  - An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
  - An individual who is pregnant or parenting
  - An individual with a disability
  - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment, as defined by CSRC.

**R. 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.

**S. Post-Secondary Institution**

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

**T. 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.

**U. 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.

**V. Supportive Services/Support**

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

**W. WIOA**

The Workforce Innovation and Opportunity Act

**X. 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.

**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 – Scrutinized Companies Certification
  - Attachment J - 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 – <b>March 6, 2026 at 5:00 pm EST</b>         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Proposal is submitted in <b>requested sequence and format</b> :              | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| <b>Proposal includes and/or addresses ALL of the applicable areas below:</b> |     |                          |    |                          |
| 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 – Scrutinized Companies Certification                           | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment J – 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: \_\_\_\_\_



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 does not exceed 10% , and at least 90% of allocated for program costs; 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 partnerships 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 – CSRC BOARD OF DIRECTORS/CONSORTIUM LISTING**

- |  |  |
|--|--|
| 1. Will Armstead, CEO                                | Boys & Girls Club of St. Lucie County          |
| 2. Werner Bols, President                            | Bols Construction                              |
| 3. Jim Brann, President                              | The Porch Factory                              |
| 4. Pamela Burchell, CEO                              | Pamela Burchell Consulting, LLC                |
| 5. Jose Capellan, Veteran Services Officer           | St. Lucie County                               |
| 6. Robert Cenk, Vice President                       | Homecrete Homes                                |
| 7. Joseph Cantrambone, President                     | Stuart/Martin County Chamber of Commerce       |
| 8. Deborah Frazier, Executive Officer                | Treasure Coast Builders Association            |
| 9. David Freeland, President                         | St. Lucie County CTA/CU                        |
| 10. Kelly Johnson, Producer/Commercial Lines Manager | R.V. Johnson Insurance                         |
| 11. Michael Kauffman, Jr, Training Director          | Ironworkers Local Union 402 JATC               |
| 12. Leslie Kristof, Campus President                 | Keiser University/Port St. Lucie               |
| 13. Lorna Landherr, Director of Human Resources      | Cleveland Clinic Martin Health Systems         |
| 14. Erin Lowry, Commissioner                         | St. Lucie County Board of County Commissioners |
| 15. Michael Maine, Superintendent                    | Martin County School District                  |
| 16. Dr. David Moore, Superintendent                  | Indian River County Public Schools             |
| 17. Terrance Moore, CEO                              | Moore Solutions                                |
| 18. Dr. Timothy Moore, President                     | Indian River State College                     |
| 19. Dr. John Prince, Superintendent                  | St. Lucie Public Schools                       |
| 20. Kevin Staten, SVP Relationship Manager           | Bank of America                                |

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

- |                                      |                     |
|--------------------------------------|---------------------|
| 1. Jamie Fowler, Commissioner        | St. Lucie County    |
| 2. Laura Moss, Commissioner          | Indian River County |
| 3. Stacey Hetherington, Commissioner | Martin County       |

## EXHIBIT F – COMPETITIVELY PROCURED SERVICE PROVIDERS

James Moore CPA & Consultants  
121 Executive Circle  
Daytona Beach, FL 32114-1180

Eckerd Connects, Inc.  
100 N. Starcrest Drive  
Clearwater, FL 33766

Manpower  
11211 Prosperity Farms Road, Suite C-210  
Palm Beach Gardens, FL 33410

Taylor Hall Miller Parker, PA  
225 E. Robinson Street, Suite 455  
Orlando, FL 32801

Workforce Coordination Consulting, LLC  
349 NE Gulfstream Ave  
Port Saint Lucie, FL 34983





**ATTACHMENT B - BUDGET**

Proposer: \_\_\_\_\_ Estimated # of youths 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   |
|----------------------------------|-------------|---------------------|------------------------|--------------------|------------------------|--|
| <b>Personnel Costs:</b>          |             |                     |                        |                    |                        |  |
| Salaries – Staff                 |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Fringe Benefits                  |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Mileage/Travel                   |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Other (specify)                  |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| <b>Direct Participant Costs:</b> |             |                     |                        |                    |                        |  |
| Work Experience                  |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| On the Job Training              |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Incentives                       |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Assessment                       |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Occupational Skills Training     |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Customized Training              |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Support Services                 |             |                     |                        |                    |                        | <input type="checkbox"/> Reasonable<br><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<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Advertising                               |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Insurance                                 |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Legal Fees                                |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Marketing/Outreach                        |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Postage/Shipping                          |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Printing/Duplicating                      |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Program Supplies (materials, books, etc.) |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Professional Fees                         |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Rent/Equipment                            |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Rentals/Facilities                        |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Repairs/Maintenance                       |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Office Supplies                           |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Telephone/Communications                  |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Utilities                                 |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Indirect Costs/Rate                       |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| Profit                                    |                         |                             |                                 |                    |                        | <input type="checkbox"/> Reasonable<br><input type="checkbox"/> Necessary <input type="checkbox"/> Basic |
| <b>Total Costs:</b>                       | <b>In-School Youth:</b> | <b>Out of School Youth:</b> | <b>Total In-Kind/Cash Match</b> |                    |                        |  |
| <b>Total Budget:</b>                      |                         |                             |                                 |                    |                        |  |

**ATTACHMENT C – CONTRACT CERTIFICATIONS**

On behalf of the Proposer:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Proposer.
- B. The individual signing certifies that the Proposer is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Proposer.
- C. The individual signing certifies that he/she has read and understands all of the information in this agreement, including the information on the programs/grants/contracts/regulations and laws. Ignorance of the requirements will not relieve the Proposer from liability and obligations under the contract.
- D. The individual signing certifies that the Proposer will comply with requirements of the Workforce Dev. Board of the Treasure Coast Inc. d/b/a CSRC General Provisions and Assurances (**Attachment E**)
- E. The individual signing certifies that the Proposer carries Worker's Compensation coverage for its employees and will freely sign the attached Worker's Compensation Release form. (**Attachment F**)
- F. The individual signing certifies that the Proposer and any individuals to be assigned to the agreement do not have a record of substandard work or found in violation of any state standards. If the Proposer or any individual to be assigned to the agreement has been found in violation of any state or professional standards at any time, this information must be disclosed. (**Attachment G**)
- G. The individual signing certifies that the Proposer and any individuals to be assigned to the agreement have not been disbarred or suspended under Federal or State rulings from participating in receipt of funds under the agreement. The individual signing must also certify that the organization will not enter into contracts with subcontractors who are debarred or suspended from these transactions, nor are they presently retained by any of CSRC's current Proposers. (**Attachment H**)
- H. The individual signing certifies that the Proposer will not use contract funds to lobby and will freely sign the attached Byrd Anti-Lobbying Certification. (**Attachment I**)
- I. The individual signing certifies as to the Proposer's Federal Employer's Identification Number (FEIN) and will provide the number to CSRC's Financial Department.
- J. The individual signing certifies that the Proposer is bound by federal, state or local affirmative action/EEO rules and that it has filed all required EEO reports to cognizant government agencies. (**Attachment J**)
- K. The individual signing certifies that if there is a subcontract or partnership effort it must be fully explained and that signed certifications will be required by CSRC from the principals of all firms.
- L. The individual signing certifies that the Proposer has not been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or been engaged in business operations in Cuba or Syria. (**Attachment K**)

**ATTACHMENT D - RELATIONSHIP DISCLOSURE FORM**

This form must be completed by the Proposer.

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

**Part I: Information on Proposer**

Legal Name of Proposer: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Part II:**

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

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

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

Is Proposer 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 E – GENERAL PROVISIONS & ASSURANCES

The Workforce Development Board of the Treasure Coast Inc. d/b/a CareerSource Research Coast (CSRC) 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 Vendor hereby certifies and assures that it will fully comply with the following:

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

### 1. COMPLIANCE WITH POLICIES AND LAWS

The warranty of this Section specifically includes compliance by Sub-Recipient 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: Sub-Recipient agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200. Sub-Recipient 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 sub agreements.

### 2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS

Sub-Recipient certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

### 3. NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the grant applicant 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 based on 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 based on 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 Sub-Recipient also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above.

For contracts more than \$10,000, the Sub-Recipient 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.

#### **4. 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 more than \$100,000, Sub-Recipient 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 Sub-Recipient shall report any violation of the above to the contract manager. Energy Efficiency: The Sub-Recipient 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).

Sub-Recipient 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 Sub-Recipient will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

#### **5. CERTIFICATION REGARDING LOBBYING AND INTEGRITY**

Sub-Recipient shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR Part 93. When applicable, if this Agreement is more than \$100,000, Sub-Recipient must, prior to contract execution, complete the Certification Regarding Lobbying Form.

#### **6. CONFIDENTIALITY**

It is understood that the Sub-Recipient shall maintain the confidentiality of any information, regarding CSRC 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. Sub-Recipient shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CSRC for purposes related to the performance or evaluation of the Agreement may be divulged to

CSRC 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 CSRC. No release of information by Sub-Recipient, if such release is required by Federal or State law, shall be construed as a breach of this Section.

#### **7. RIGHTS TO DATA/COPYRIGHTS AND PATENTS**

CSRC, 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.

#### **8. 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, Sub-Recipient 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 Sub-Recipient expense, at reasonable locations as determined by CSRC. Sub-Recipient shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from CSRC.

## 9. TERMINATION FOR DEFAULT/CONVENIENCE

This modified agreement may be terminated as follows:

- a. Either party may request termination of modified agreement upon 60 days prior written notice to the other party.
- b. CSRC may unilaterally terminate or modify this modified 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. CSRC may unilaterally terminate this modified agreement at any time that it is determined that:
  - i. Sub-Recipient fails to provide any of the services it has contracted to provide; or
  - ii. Sub-Recipient fails to comply with the provisions of this modified agreement; or
  - iii. Such termination is in the best interest of CSRC.
- d. Written notification of termination must be by registered mail, return receipt requested.

If Sub-Recipient disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to the CSRC Executive Committee, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

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

In instances where Sub-Recipient violates or breaches modified agreement terms, CSRC will use all administrative, contractual, or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

## 10. PUBLIC ANNOUNCEMENTS AND ADVERTISING

Sub-Recipient 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, Sub-Recipient 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.

## 11. PUBLIC ENTITY CRIMES

Sub-Recipient shall comply with subsection 287 .L33(2)(a), F.S., whereby a person or affiliate who has been placed on the convicted Lessor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Lessor, supplier, sub-Lessor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in section 287.Ot7, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted Lessor list.

## 12. THE PRO-CHILDREN ACT

Sub-Recipient 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.) 103-277, the Contract 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.

## 13. PROCUREMENT OF RECOVERED MATERIALS

Sub-Recipient agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

**14. DOMESTIC PREFERENCES FOR PROCUREMENTS**

Sub-Recipient agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

**15. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

Sub-Recipient agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See [Public Law 115-232](#), section 889 for additional information and 2 CFR part 200.471.

**16. E-VERIFY**

Sub-Recipient warrants and represents that it complies with section 448.095, F.S., where the State of Florida expressly requires the following:

- i. Every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
- ii. A private employer shall, after making an offer of employment which has been accepted by a person, verify such person's employment eligibility. A private employer is not required to verify the employment eligibility of a continuing employee hired before January 1, 2021. However, if a person is a contract employee retained by a private employer, the private employer must verify the employee's employment eligibility upon the renewal or extension of his or her contract. As of July 1, 2023, all private employers in Florida with 25 or more employees will be required to use E-Verify, the federal government's database for verifying work authorization.

**17. FREE SPEECH AND RELIGIOUS LIBERTY (APPLICABLE TO SUB-RECIPIENTS ONLY)**

Sub-Recipient agrees to follow the statutory and national policy requirements, as applicable, stated in 2 CFR § 200.300 and Executive Order 13798 Promoting Free Speech and Religious Liberty and Executive Order 13864 Improving Free Inquiry, Transparency and Accountability at College and Universities.

**18. HATCH ACT (APPLICABLE TO SUB-RECIPIENTS ONLY)**

The Sub-Recipient 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.

**19. ETA SALARY LIMITATION (APPLICABLE TO SUB-RECIPIENTS ONLY)**

Sub-Recipient 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 sub-recipient 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 Sub-Recipients providing goods and services as defined in 2 CFR200.

**20. TRAFFICKING VICTIMS PROTECTION ACT (APPLICABLE TO SUB-RECIPIENTS ONLY)**

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

**21. VETERAN'S PRIORITY OF SERVICE (APPLICABLE TO SUB-RECIPIENTS ONLY)**

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

**22. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS (APPLICABLE TO SUB-RECIPIENTS ONLY)**

The Sub-Recipient 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 based on religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

**23. NEVER CONTRACT WITH THE ENEMY**

Contractor agrees to comply with regulations implementing Never Contract with the Enemy in 2 CFR part 183. The regulations in 2 CFR part 183 affect covered contracts, grants and cooperative agreements that are expected to exceed \$50,000 within the period of performance, are performed outside the United States and its territories, and are in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

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Proposer

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Name and Title of Certifying Representative

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Signature of Certifying Representative and Date

**ATTACHMENT F - WORKER'S COMPENSATION RELEASE**

This unconditional release, waiver and hold harmless agreement is given by the undersigned to the Workforce Development Board of the Treasure Coast, as a specific condition of the undersigned performing work for the Workforce Development Board of the Treasure Coast as an independent CONTRACTOR. It is the intent of the undersigned that the Workforce Development Board of the Treasure Coast rely on the statements made herein as being true, correct and all representations are predicated on the personal information and knowledge of the undersigned.

1. The undersigned is retained by the Workforce Development Board of the Treasure Coast, as an independent CONTRACTOR as that term applies in the State of Florida and as interpreted by the Internal Revenue Code, as amended. The undersigned is in no way connected with, an employee of, or otherwise related to the Workforce Development Board of the Treasure Coast, in any manner except by and through an independent CONTRACTOR relationship.
2. The undersigned hereby agrees that all employees or subcontractors hired by the undersigned to work on any project involving the Workforce Development Board of the Treasure Coast shall be covered by Worker's Compensation in accordance with the laws of the State of Florida as same may exist from time to time.
3. The undersigned for him/herself, his/her heirs, successors, assigns, employees, agents, subcontractors, employees of subcontractors and all of their successors, heirs, assigns and agents, warrants that no one shall file a claim for Worker's Compensation benefits by, through or against the Workforce Development Board of the Treasure Coast for which the CONTRACTOR has been engaged through a contract to perform services.
4. The undersigned hereby agrees to indemnify, defend, save and hold harmless, the Workforce Development Board of the Treasure Coast from any and all liability of any nature whatsoever, without limitation, arising out of any Worker's Compensation claim filed by the undersigned, its employees, agents, heirs, successors, subcontractors, or the agents, employees, heirs or successors of such subcontractors and employees. This hold harmless agreement shall include, but not be limited to, the cost of judgment, settlement, investigation, attorney's fees, court costs and the like. It is specifically intended that this hold harmless agreement be broad in scope and without limitation, such that Workforce Development Board of the Treasure Coast is protected to the greatest extent allowed by law from any such claims.
5. The undersigned, for him/herself, his/her agents, employees, heirs, successors, assigns, subcontractors and the employee's, agents, successors or assigned of such subcontractors and employees hereby releases the Workforce Development Board of the Treasure Coast from any and all claims for Worker's Compensation Liability, or any other liability arising out of any injury on the job, without limitation or reservation.
6. This waiver, release and hold harmless agreement is given by the undersigned to the Workforce Development Board of the Treasure Coast in contemplation of, and for the specific purpose of, releasing the Workforce Development Board of the Treasure Coast from any and all liability of any nature whatsoever resulting from injuries on the job-, or work-related injuries, or worker's compensation claims under the laws from the State of Florida as same may exist from time to time. It is specifically understood that the Workforce Development Board of the Treasure Coast shall have no such liability, and further that the undersigned is fully accepting, all such responsibility and liability.

7. This agreement is given freely, voluntarily, knowingly and intentionally by the undersigned without the exercise of force, coercion or undue influence by the Workforce Development Board of the Treasure Coast or any of its agents, employees, officers or any other person acting for, or on behalf of the Workforce Development Board of the Treasure Coast. The undersigned knows and understands the intent of this agreement and is aware of the legal implications of the same, and has had the advice of counsel, or alternatively has waived the advice of counsel and is proceeding notwithstanding same.
8. This agreement shall be construed in accordance with the laws of the State of Florida as may exist from time to time. The parties hereto agree to venue and jurisdiction in the courts of St. Lucie County, Florida for the resolution of all disputes connected hereto. In any event of any litigation to enforce the terms and conditions of this agreement, the prevailing party shall be entitled to recover actual attorney's fees and costs.
9. The foregoing terms and conditions constitute the entire agreement by and between the parties hereto. Any representations not contained herein shall be of no force or effect and shall be null and void.
10. In the event a court of competent jurisdiction shall determine any term or condition to be illegal, or otherwise unenforceable, the remaining terms and conditions of this agreement shall be given full force and effect to the greatest extent possible to carry out the stated intent of the parties.

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Proposer

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Name and Title of Certifying Representative

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Signature of Certifying Representative and Date

**ATTACHMENT G - 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 predecessor or successor of a person convicted of a public entity crime; or
  - 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.

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Proposer

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Name and Title of Certifying Representative

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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 H - 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 CSRC.

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Proposer

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Name and Title of Certifying Representative

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Signature of Certifying Representative and Date

**ATTACHMENT I - 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.

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Proposer

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Name and Title of Certifying Representative

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Signature of Certifying Representative and Date

**ATTACHMENT J - NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS ASSURANCE**

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 WIOA 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 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- LWDA 20.

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

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Proposer

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Name and Title of Certifying Representative

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Signature of Certifying Representative and Date

**ATTACHMENT K - CERTIFICATION REGARDING SCRUTINIZED COMPANIES**

Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of \_\_\_\_\_, I hereby certify that the statement selected below is true:

- The Proposer
- i. Is not engaged in a boycott of Israel **and**
  - ii. Is not on the Scrutinized Companies that Boycott Israel List **and**
  - iii. Is not on the Scrutinized Companies with Activities in Sudan List **and**
  - iv. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List **and**
  - v. Has not engaged in business operations in Cuba or Syria.
- The Proposer meets the conditions for exemption as provided in section 287.135(4), Florida Statutes.

I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with Workforce Development Board of the Treasure Coast d/b/a CareerSource Research for goods or services of any amount may be terminated if the Service Provider is found to have submitted a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract for goods or services may be terminated if the Service Provider is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or been engaged in business operations in Cuba or Syria.

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Proposer

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Name and Title of Certifying Representative

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Signature of Certifying Representative and Date

**ATTACHMENT L - 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.

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Proposer

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Name and Title of Certifying Representative

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Signature of Certifying Representative and Date