



**Pasco-Hernando
Workforce Board, Inc.**

**REQUEST FOR PROPOSAL
FOR
BUSINESS AND ECONOMIC DEVELOPMENT**

RFP # 2010-007

PASCO HERNANDO WORKFORCE BOARD, INC.

**REQUEST FOR PROPOSAL
ISSUED April 30, 2010
RFP No. 2010-007**

**HIGH SKILL HIGH WAGE INDUSTRIES:
FUNDING TO PROMOTE CAREER LADDER, BUSINESS RETENTION & SKILLS
UPGRADE TRAINING**

IMPORTANT INFORMATION

- **Question and Answer Period- April 30 – May 10, 2010**
- **Due Date- May 21, 2010**
- **Anticipated Review Committee Meeting – May 26, 2010**
- **Anticipated Selection Date – June 17, 2010**

Submittal Deadline: May 26, 2010. The Selection Committee will meet based on applications received at the Pasco Hernando Workforce Board located at 3185 Premier Drive, Brooksville, Florida 34604. Each application will be scored independently.

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

**JEROME SALATINO, CEO
Pasco Hernando Workforce Board, Inc.
3185 Premier Drive
Brooksville, Florida 34604**

Question and Answer period will be ongoing from April 30 - May 10, 2010. Questions can be submitted by email bgause@careercentral.jobs or fax (352-593-2206). The questions and answers will be posted on our website at www.Pasco-Hernando.com.

REQUEST FOR PROPOSAL
ISSUED April 13, 2010
RFP No 2010-007

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PASCO HERNANDO WORKFORCE BOARD, INC.
RFP No. 2010-007

I. Introduction

A. Objectives

The Governing Board of Pasco Hernando Workforce Board, Inc. (hereafter known as the Board) is requesting sealed proposals from qualified organizations for innovative ideas to provide additional employment and training services to our existing employers and workforce customers. Pasco Hernando Workforce Board's programs are designed to assist employed and unemployed customers gain higher skills and receive increased wages along with promoting business expansion and retention for existing Pasco and Hernando Counties businesses.

The services are to cover a period from July 1, 2010 through June 30, 2011.

It is possible that multiple proposals will be selected. The award of these contracts is open to only Pasco and Hernando Counties' organizations. **The Organization must submit the proposal.**

Organizations are encouraged to provide new and innovative ideas that provide a variety of services to employers in Pasco and Hernando Counties. We are particularly interested in **Entrepreneurship** opportunities and training available to customers in an effort to expand employment opportunities in the region.

B. Standards

To be considered for contract award under this RFP, Respondent Organization must be approved to do business in the State of Florida and have not been suspended or debarred from doing business with the state or federal government. **Employers must provide evidence of sound financial condition and include their Dunn & Bradstreet Number as part of the proposal.**

C. Selection Committee

The Committee for the initial rating will be comprised of Pasco Hernando Workforce Board, Inc. staff. Final approval comes from the Governing Board.

II. DESCRIPTION OF PASCO HERNANDO WORKFORCE BOARD

A. General Information

Pasco Hernando Workforce Board, Inc. is a 501(c)(3) non-profit organization. The Pasco Hernando Workforce Board, Inc. Governing Board was appointed and designated by the Pasco and Hernando Board of County Commissioners to act as the Pasco and Hernando Workforce Board under provisions of the "Workforce Innovation Act of 2000". Pasco

Hernando Workforce Board, Inc. has requested and received certification as the Region 16 Workforce Board by Workforce Florida, Inc., the State of Florida Workforce Development Board. This public-private partnership supports and promotes economic growth through workforce development. Pasco Hernando Workforce Board, Inc. is one (Region 16) of twenty-four regional workforce boards in Florida.

B. Pasco Hernando Workforce Board, Inc. Board

The Board of Pasco Hernando Workforce Board, Inc., comprised of representatives from businesses in Pasco and Hernando Counties, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners, and from other individuals deemed appropriate, are appointed by the Pasco and Hernando Board of County Commissioners and certified by the Governor of the State of Florida once every two years. Criteria for composition of the Board are set forth in Section 117, Chapter 2, Subtitle B, Title I of the Workforce Investment Act of 1998. The Board of Pasco Hernando Workforce Board, Inc. serves as the Administrative and Fiscal Agent for the region.

III. SERVICES TO BE PROVIDED

A. Scope of the RFP

Interested organizations are required to submit a proposal that would incorporate one or more of the following ideas. The projected total to be awarded under this RFP is approximately **\$160,000**. This amount is based on funding availability and is not a guaranteed amount. Funding will be limited to an amount not to exceed **\$80,000** per organization. However, if funding permits, proposals that exceed **\$80,000** may be considered based on reasonableness of proposal.

The organization is encouraged to provide proposals that contain a number of the following services along with other ideas to provide services to businesses in our region:

1. Participation in the Business Advantage program in Pasco and/or Hernando Counties;
2. Promote and facilitate various worker training and incumbent worker training programs within the region (Pasco and/or Hernando Counties);
3. Facilitate other training opportunities as they become available;
4. Promote Career Central Business Services;
5. Facilitate/promote job fairs
6. Liaison with local colleges
7. Serve as a liaison between Career Central and businesses within the region;
8. Existing industry calls to market programs, incentives, collect information, etc.
9. Develop assessment form for employers to identify human resource/employment needs.
10. Quarterly surveys of existing industries to include employment and training trends and needs.
11. Entrepreneur Programs and programs to aid in the development of business plans.

12. Business expansion and retention.
13. On the Job Training (OJT)
14. Recruitment of sponsors
15. Presentations to Professional Placement Network or assistance in recruiting guest speakers.
16. Online Newsletter and mass distribution to regional businesses
17. Focus groups targeting employers in High Skill, High Wage, Demand Occupations to gather information about future hiring and/or training needs.
18. Develop workforce information on workforce supply, employer demand, and, the skills and education gaps in the supply pipeline to guide state and local workforce investment board efforts and those of their education and economic development partners. Actionable workforce information can be gained from short- and long-term industry and occupational projections and analyses, supply and demand analysis, skills gap analysis, labor shed analysis, and local level impact analysis.
19. Develop information which can be used by the workforce system to develop layoff aversion strategies (particularly where incumbent worker re-skilling is needed to match new job requirements)
20. Forge new partnerships to expand and enhance the reach of workforce intelligence by conducting outreach with labor organizations, business groups, nonprofit organizations, industry organizations, state and local government agencies, and other interested parties.
21. Highlight the partnerships, activities, and other outcomes attained during the program year. Annual reports should be more than just a compilation or listing of state workforce information products that is simply updated from year to year. The annual reports should incorporate a significant level of analysis, interpretation, appropriate conclusions, and actionable recommendations.

Organizations may be required to provide resources (other than Pasco Hernando funds) and/or leveraged funds.

IV. GENERAL CONDITIONS

A. Response Format

Respondent should follow the instructions in this RFP Document and **complete all in** order to be considered fully responsive. Submissions should be concise and easily understood.

Responses should be submitted on 8 ½" X 11" pages, printed or typewritten, and single-spaced. Text should be presented single-sided on each separate page.

Include:

- **1 signed paper original and 3 paper duplicate copies along with 1 electronic copy** to Jerome Salatino, CEO, Pasco Hernando Workforce Board, Inc., 3185

Premier Drive, Brooksville, Florida, 34604. The original should be stamped or marked "Original".

- The proposal submissions must be submitted in a **sealed package**.

The delivery of the Response is solely and strictly the responsibility of the Respondent. Proposals received after the deadline will be considered unresponsive.

B. Assignment of Contract

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this RFP.

C. Possibility of Additional Services

Pasco Hernando Workforce Board, Inc. reserves the right to request additional services. If the Respondent is to be engaged to perform these additional services, the scope and fee will be negotiated in a separate contract to be awarded as a result of this solicitation. Such contract modification agreements, including provisions for additional fees are valid only if approved by both the Respondent and the Pasco Hernando Workforce Board, Inc. Governing Board.

D. Rejection of Responses

The Board of Pasco Hernando Workforce Board, Inc. reserves the right to reject any or all responses, to re-advertise this RFP, to postpone or cancel this process, to waive irregularities in the process or in responses thereto; and to change or modify the project schedule at any time. Any proposal received that does not include resources and/or leveraged funds or list occupations or training not on the Targeted Occupations List will be considered non responsive and will not be included with the proposals to be reviewed by the committee.

E. Cost of Preparing Response

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

F. Requests for Interpretation of RFP

All requests for interpretation or clarification of the RFP document must be submitted in writing and received by Pasco Hernando Workforce Board, Inc. within the dates listed on the first page. Any resultant interpretation or clarification responses, which if issued, will be added to our website for review.

G. Contract Term and Conditions

The term of agreements shall terminate by June 30, 2011. Invoices must be submitted on a monthly basis by the 10th of the month following the month of service. **Invoicing must include reporting the amount of employer resources and/or leveraged funds provided in category and dollar amount.** Contractors with Pasco Hernando Workforce Board must agree to allow Pasco Hernando Workforce Board, The Agency for Workforce Innovation, USDOL, and USDHHS access to any records directly related to this program. Records must be maintained for three (3) years subsequent to the conclusion of this program.

H. Selection Process

The selection committee will review and score each proposal, place the proposals in rank order, and present the results along with their recommendation to the Pasco Hernando Workforce Board, Inc. Governing Board for final contract negotiation and award. Should the Board be unable to negotiate a final contract, negotiations with that firm will be formally ended and negotiations will be undertaken with the next best qualified Respondent.

ATTACHMENT

**REQUIRED FORMS, DOCUMENTATION &
CERTIFICATIONS**

PASCO-HERNANDO WORKFORCE BOARD, INC.
Proposal Cover sheet

Submitted in response to RFP # 2010-007

NAME OF PROPOSING AGENCY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

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

I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined in RFP # 2010-007, that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other proposer or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the proposer to induce any other person or agency to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this agency can and will provide and make available, at a minimum, all services described in this proposal.

Signature of Individual with Signatory Authority

Date

Typed name and Title

PASCO-HERNANDO WORKFORCE BOARD, INC.
Proposal Abstract – RFP # 2010-007

Name of proposing agency: _____

Dun & Bradstreet Number: _____

Total proposed cost: \$_____

Proposal is for (check one):
 Performance-based, fixed-unit cost contract.
 Cost-reimbursement contract with demonstrated performance holdback.
 Percentage amount of performance holdback: _____

Description. Provide a brief but thorough summary of the experience, capabilities and plans of the proposing organization, including the requirements listed in Part 3, Section D2:

**ATTACHMENT A
ORGANIZATIONAL BACKGROUND**

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

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

Organization

Name of Certifying Official	Signature	Date
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ATTACHMENT B
ADMINISTRATIVE AND FINANCIAL CAPABILITIES CHECKLIST

Please respond to each statement or question with a "yes" or "no" answer. Briefly explain any "no" answer on another page or in the limited space provided.

- Yes No 1. All positions with the proposing agency have up-to-date job descriptions.
- Yes No 2. All employees meet the minimum qualifications specified in their job descriptions.
- Yes No 3. All W-2's and I-9's with appropriate documentation are on file.
- Yes No 4. Withholding and FICA deposits have been made in full on a timely basis.
- Yes No 5. Insurance and bonding policies are current and all appropriate staff are covered.
- Yes No 6. The facilities of this agency and any training location are accessible to the disabled.
Attach a completed ADA facility checklist.
- Yes No 7. The books of account are auditable.
- Yes No 8. Administrative and internal accounting controls are adequate to safeguard program assets.
- Yes No 9. The accounting system adequately accounts for program funds.
- Yes No 10. Financial reports fairly present accrued program expenditures by established cost categories.
- Yes No 11. Budgetary procedures are adequate to control expenditures.
- Yes No 12. The agency has a written accounting procedures manual that includes procedures for:
 - a) coding of expenditures by:
 - Yes No (1) contract year or program year
 - Yes No (2) funding source
 - Yes No (3) cost category;
 - b) bank reconciliations
 - Yes No c) posting to books
 - Yes No d) monthly close-out
 - Yes No e) trial balancing
 - Yes No f) development of accruals
 - Yes No g) segregation of duties
 - Yes No h) cost allocation
 - Yes No i) budgetary control
 - Yes No j) cash management
 - Yes No k) cash receipt and disbursement
 - Yes No l) payroll
 - Yes No m) reconciliation of any petty cash fund
- Yes No 13. The procedures in the accounting manual are being followed.
- 14. Internal controls
 - a) for cash receipts:
 - Yes No (1) cash is properly controlled and promptly deposited when received
 - Yes No (2) funds are deposited in a bank in interest bearing checking accounts and secured by FDIC or other security
 - b) checks are:
 - Yes No (1) pre-numbered
 - Yes No (2) adequately safeguarded
 - Yes No (3) properly mutilated when voided

- Yes No (4) not allowed to be written for cash
- Yes No (5) not allowed to be signed in advance;
- c) for cash disbursements:
 - Yes No (1) invoices are approved prior to payment
 - Yes No (2) documentation accompanies checks to be signed
 - Yes No (3) documentation is stamped to prevent reuse
 - Yes No (4) control over signature machine is adequate
 - Yes No (5) disbursements are made only by check
 - Yes No (6) checks are not returned to preparer after signing
- d) for bank reconciliations:
 - Yes No (1) they are performed on time
 - Yes No (2) they are performed by someone who does not perform cash functions
 - Yes No (3) unusual items are investigated promptly
- e) for payroll:
 - Yes No (1) time sheets are used and signed by both the employee and supervisor
 - Yes No (2) payrolls are approved by management for accuracy and existence of bona fide employees
 - Yes No (3) preparation and check distribution functions are segregated
 - Yes No (4) leave time is properly controlled
- f) for purchases:
 - Yes No (1) purchase orders are pre-numbered and controlled
 - Yes No (2) receiving reports are prepared and compared to P.O. and invoice
 - Yes No (3) returned purchases are controlled
 - Yes No (4) payments are made within discount periods
- Yes No 15. The agency's budget has no areas for potential cost overruns.
- Yes No 16. The agency is not trying to make up for a shortfall in another program by using the funds from this program.

I hereby certify that I have completed this Administrative and Financial Capabilities Checklist accurately and to the best of my knowledge. I, the financial officer or C.E.O. of the proposing agency, accept responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with internal controls adequate to safeguard program funds.

Organization

Name of Certifying Official

Signature

Date

ATTACHMENT C
PROVISIONS REGARDING A DRUG-FREE WORKPLACE

The regulations regarding a drug-free workplace were published in Part II of the April 25, 1989, Federal Register (pages 17861-17862).

- A. Definitions. As used in this provision,
- "Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.
 - "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
 - "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.
 - "Drug-free workplace" means a site for the performance of work done in connection with a specific contract at which employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.
 - "Employee" means an employee of a Contractor directly engaged in the performance of work under a government contract.
 - "Individual" means a proposer/contractor that has more than one employee, including the proposer/contractor.
- B. By submission of its offer, the proposer, if other than an individual, who is making an offer that equals or exceeds \$25,000, certifies and agrees, that with respect to all employees of the proposer to be employed under a contract resulting from this solicitation, it will:
1. Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
 2. Establish a drug-free awareness program to inform such employees about--
 - i. The dangers of drug abuse in the workplace;
 - ii. The Contractor's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 3. Provide all employees engaged in the performance of the contract with a copy of the statement (b)(1) of this provision;
 4. Notify such employees in the statement required by subparagraph (b) (1) of this provision that as a condition of continued employment on the contract resulting from this solicitation, the employee will:
 - i. Abide by the terms of the statement; and

- ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
5. Notify the contracting officer within ten (10) days after receiving notice under subdivision (b) (4) (ii) of this provision, from an employee or otherwise receiving notice of such conviction; and
 6. Within 30 days after receiving notice under subparagraph (a) (4) of this provision of a conviction, impose the following sanctions or remedial measure on any employee who is convicted of drug abuse violations occurring in the workplace;
 - i. Take appropriate personnel action against such employee, up to and including termination or;
 - ii. Require such employee to satisfactorily participate 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. Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (b) (1) through (b) (6) of this provision.
- C. By submission of its offer, the proposer, if an individual who is making an offer of any dollar value, certifies and agrees that the proposer will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of the contract resulting from this solicitation.
- D. Failure of the proposer to provide the certification required by paragraph (b) or (c) of this provision, renders the proposer unqualified and ineligible for award.
- E. In addition to other remedies available to the Government, the certification in paragraphs (b) or (c) of this provision concerns a matter within the jurisdiction of any agency of the United States and the making of false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

Where the proposer is unable to certify to any of the statements in these provisions, the proposer shall attach an explanation to this proposal. Proposer shall also submit a copy of its policy regarding a drug-free workplace to the Board.

Organization

Name of Certifying Official	Signature	Date
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Instructions for Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions

1. By signing and submitting this certificate, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit the explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Board's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the Board determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available, the Board may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the Board if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549. You may contact the Board for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this certificate that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Board.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the Board, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded From Procurement/Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly entered into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available, the Board may terminate this transaction for cause or default.

ATTACHMENT D
Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS, WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its officers / principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, state or local governmental department or agency;
 - b. Have not 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 or embezzlement, theft, forgery, bribery, falsification or destruction of statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted 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 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 attach an explanation to this proposal.

Organization

Name of Certifying Official

Signature

Date

ATTACHMENT E
CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE
AGREEMENTS

The undersigned 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 influencing or attempting to influence 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.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was place when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subjected to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization

Name of Certifying Official

Signature

Date

ATTACHMENT F
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: Pasco-Hernando Workforce Board, Inc.
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 (FEIN) is _____ (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement).

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1) (a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to

transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

Signature Date

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 _____, 20__.

NOTARY PUBLIC

My commission expires: _____

ATTACHMENT G
PROPOSER CONFLICT OF INTEREST STATEMENT/CERTIFICATION

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

SECTION 1

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

Signature: _____

Name of Official (Type or Print): _____

Company Name: _____

Business Address: _____

City, State, Zip Code: _____

SECTION 2

I hereby certify that the following named Board official(s), employee(s), Board member(s), or immediate family member of a Board employee or board member has a material financial interest(s) [in excess of 5%] in this firm and has filed the appropriate Conflict of Interest statements with the Board prior to the review and discussion of this proposal.

Name: _____

Title or Position: _____

Date of Filing: _____

Signature: _____

Name of Official (Type or Print): _____

Company Name: _____

Business Address: _____

City, State, Zip Code: _____

PROPOSAL RATING SHEET: RFP 2010-007

PROPOSER: _____

Rater's Name: _____

Date: _____

EVALUATION CRITERIA	POINT RANGE	RATING GUIDE	POINTS AWARDED	COMMENTS
1. Organization Experience Capabilities / Capacity	Max. 35. pts.			
a) Mission, views on quality & customer service, value added by organization	0-20 pts.	Information not provided Addresses mission , views and value Mission, views and values closely related to PHWB's mission and values		
b) Previous specific experience in services mentioned in RFP Performance results from current or recent contracts	0-15 pts.	No specific experience Experience in 1 or 2 of the listed programs Experience with 3 or more programs Exceptional experience, 5 or more years providing similar services Poor or unrelated performance results Achieved performance standards Exceeded most performance standards		
References		No references Sufficient references Exceptional references provided		
Total Points For This Section				

EVALUATION CRITERIA	POINT RANGE	RATING GUIDE	POINTS AWARDED	COMMENTS
Staffing and Staff Development Plan	Max. 30 pts.			
a) Management structure and qualifications of lead staff	0-15	<p>Insufficient management structure and qualifications</p> <p>Average management structure and qualifications</p> <p>Exceptional management structure and qualifications</p>		
b) Table of Organization, staffing plan, including number of positions by location, with job title and service delivery function specified	0-15	<p>Incomplete staffing plan</p> <p>Satisfactory staffing plan</p> <p>Exceptional staffing plan, maximizes organizational efficiency</p>		
c) Job descriptions		<p>Information not provided</p> <p>Incomplete job descriptions</p> <p>Job descriptions provided for all staff positions</p> <p>Exceptionally well thought-out job descriptions provided for all positions</p>		
d) Staff development plan		<p>Development plan not provided</p> <p>Specific plan not provided</p> <p>Standard development plan</p> <p>Comprehensive development plan</p>		
Total Points For This Section				

Budget	Max. 35 pts.			
<p>a) Budget narrative</p> <p>The budget narrative incorporates the following:</p> <ul style="list-style-type: none"> • specific details of method of calculation • justification of proposed expenditures • cost allocation methodology • any in-kind costs • contingency plans for repayment of disallowed costs • description of how the organization will support costs until invoices are paid • detail of the proposed method of payment 	0-10	<p>Requirements not addressed or poorly addressed</p> <p>Requirements addressed</p> <p>Proposed expenditures justified and details of method of computation provided, cost allocation methodology and payment method clearly explained, in-kind costs provided</p>		
<p>b) Budget costs:</p> <p>Proposed costs are necessary, allowable, reasonable, and properly supported</p> <p>Proposed profit is reasonable</p>	0-15	<p>Proposed costs not adequately supported</p> <p>Adequate justification provided to support costs; proposed costs are necessary and allowable</p> <p>Proposed costs are necessary, allowable and reasonable, profit is reasonable, total cost of project is reasonable</p>		
<p>c) Administrative and financial management experience and capabilities</p>	0-10	<p>Less than 3 years experience</p> <p>3 to 5 years of experience</p> <p>More than 5 years experience</p>		

Total Points For This Section				

EVALUATION CRITERIA	POINT RANGE	RATING GUIDE	POINTS AWARDED	COMMENTS
1. Service Strategy	Max. 100 pts.			
a) Understanding of Pasco-Hernando community, Career Central One-Stop system and suggestions to improve service delivery	0-10	Information not provided Inadequate understanding of local system Adequate understanding of local system, reasonable suggestions for service improvements Exceptional understanding of community and Career Central; visited all sites, provided good suggestions for service improvements		
b) Service Delivery Plan	0-20	Plan not provided Inadequate or unworkable plan, does not address all of the requirements Adequate plan, appears to be workable, addresses all of the requirements Exceptional plan, provides innovative strategies to address all requirements		
Outreach plan	0-10	Limited outreach plan Exceptional outreach plan, includes creative and cost effective strategies to increase awareness and usage of services		
Creative and innovative methods of service delivery	0-10	Limited creativity and innovation Exceptional creativity and innovation		
c) Continuous Improvement plan	0-25	Plan not provided Inadequate or unworkable plan, does not address all of the requirements Adequate plan, appears to be workable, addresses all of the requirements Exceptional plan, provides innovative strategies to address all requirements		
d) Transition plan	0-10	Plan not provided Inadequate or unworkable plan, does not address all of the requirements		

		Adequate plan, appears to be workable, addresses all of the requirements Exceptional plan		
TOTAL POINTS THIS SECTION	100			

RATING SUMMARY – RFP 2010-007

PROPOSER: _____

EVALUATION CRITERIA	MAXIMUM POINTS	POINTS AWARDED
1. Experience/Capabilities/References	100	
2. Service Strategy	100	

COMMENTS:

Rater's Signature

Date

RATING SUMMARY – RFP 2010-007

PROPOSER: _____