



Pasco-Hernando
Workforce Board, Inc.

**REQUEST FOR PROPOSAL
FOR
YOUTH SERVICES**

RFP # 2012--0809

ISSUE DATE: August 21, 2012
PROPOSALS DUE: September 17, 2012 – 3:30 pm EST

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PASCO-HERNANDO WORKFORCE BOARD, INC.

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PART I: GENERAL INFORMATION

A. Introduction

The Pasco-Hernando Workforce Board, Inc. (PHWB) is issuing this Request for Proposal (RFP) to solicit organizations with the expertise and demonstrated capacity to effectively and efficiently provide training and training related services in Pasco and Hernando counties under Chapter 4 of Workforce Investment Act (WIA). Anticipated dates services would be provided are November 1, 2012 through June 30, 2013. The PHWB reserves the option to extend any contract awarded for two additional one-year periods.

The PHWB is the designated administrative entity and sub-state grantee for Florida Workforce Region 16 and has been chartered by the Governor as the regional workforce development board. As such, PHWB oversees the planning and implementation of a variety of welfare reform and workforce development programs in Pasco and Hernando Counties. The PHWB is a not-for-profit corporation registered under Section 501(c) (3) of the U.S. Internal Revenue Code. The PHWB is governed by a board of directors comprised of 27 members representing business, education, labor, social services, local government, community-based organizations, and state agencies, in accordance with the federal Workforce Investment Act and Florida Workforce Innovation Act of 2000. The PHWB has professional staff designated to perform administrative and fiscal duties for the Board. Joint oversight is provided through an agreement with the Board of County Commissioners from both Pasco and Hernando Counties.

The vision of the PHWB is "To serve as a catalyst in the community for promoting self-sufficiency through the development of a quality workforce."

There are currently three (3) full service career centers: New Port Richey, Spring Hill, and Zephyrhills. Staff is also co-located at the Hernando County Courthouse. Services to job seekers and employers are marketed under the name "Career Central."

Through this RFP, the PHWB plans to secure supplemental youth services that will move the regional workforce investment system forward by focusing on credentialing, career technical education, STEM and internships for youth that is demand-driven and offers accessibility, convenience and consumer choice. Providers are encouraged to focus in four main industry cluster areas. These clusters are as follows:

- Applied Medicine and Human Performance
- High Tech Electronics & Instruments
- Business, Financial & Data Services
- Marine & Environmental Activities

The chosen organization will be held accountable for achieving certain standards of performance and must utilize a performance management system that incorporates the principles of continuous improvement.

B. Services Solicited Under This RFP

The objective of this procurement is to secure comprehensive programs to provide services to economically disadvantaged youths (age 16 through 21 years) facing barriers to employment in Pasco and Hernando Counties as part of the WIA Youth Activities. The selected service provider will be responsible for:

- Recruitment
- Intake
- Assessment
- Career planning
- Counseling
- Mentoring
- Increase the awareness of STEM (Science, Technology, Engineering and Math)
- Focus on Career Clusters and Career Academies
- Internship and Apprenticeship Programs
- Recognized Industry Certifications and/or college credits
- Employment
- Form partnerships with the educational system, youth providers, businesses, Chambers, Economic Development and community agencies

All new youths served in contracts generated through this RFP will be:

Economically Disadvantaged

And – face one or more of the following barriers

- Basic Skills Deficient
- High School Dropouts
- Homeless, Runaway or Foster Child (including those timed-out of foster care)
- Pregnant or Parenting
- An Offender
- Disabled, including Learning Disabilities

Younger youths served in these contracts will have goals established and entered into Employ Florida Marketplace (EFM). These goals will start on the youth's enrollment date and a single goal cannot continue for more than one year. If a younger youth is Basic Skills Deficient (BSD), then he or she must have a current BSD goal established and documented in EFM no matter what other goals are established. All younger youth remaining from prior program years will have their goals reviewed and renewed according to these standards.

All new youths will be assessed for basic skills proficiency in reading and math skills and assessed for career interest and aptitude.

In addition, the organization will be required to:

- Maintain a high standard of professionalism within the system
- Present the centers under the Career Central brand name
- Nurture a customer service attitude among staff to ensure that services are delivered in an efficient, timely and professional manner

Bidders are expected to rely on public law in the preparation and execution of program services solicited under this RFP. Acceptable proposals will meet the specifications contained in this RFP, the requirements of the federal Workforce Investment Act (WIA), PHWB's five-year plan, Florida's Workforce Innovation Act of 2000 (WIA 2000), PHWB's Welfare Transition Program and Financial Plan, and all applicable policies and regulations. It is expected that bidders will be proficient in their understanding of workforce development and welfare reform legislation and regulations. Reference copies of the PHWB program plans are available on the Internet at www.pasco-hernando.com.

C. Procurement Timetable

<u>Procurement Action</u>	<u>Date</u>
Executive Committee Approval to issue RFP	August 16, 2011
RFP Issued	August 21, 2012
Written Questions for Bidders' Conference	August 27, 2012
Bidders' Tele-Conference	August 30, 2012 @10:00am
Proposals Due	September 17, 2012 @ 3:30pm
Proposal Rating Review Meeting	September 20, 2012
Board Selection of Contractor	October 18, 2012
Begin Contract Negotiations	October 22, 2012

All times shown are Eastern Standard Time (EST). The PHWB reserves the right to adjust the schedule when it is in the best interest of the PHWB, or to extend any published deadline in this RFP upon notification to those who have submitted a Letter of Intent to Bid by the date specified.

D. Funding Availability

The PHWB will make sufficient funding available from various sources (WIA Title I, TANF as authorized under WIA 2000, etc.) to deliver the services requested in this RFP. The proposer is responsible for proposing a reasonable total cost for delivering the services described in this RFP. PHWB does not anticipate the necessity of committing funding in excess of \$100,000. This amount is provided as a planning figure only and does not commit PHWB to award a contract for this amount. Funding during the contract period may be adjusted due to changes in funding received. This funding level does not include other funding resources managed by PHWB (e.g., Wagner-Peyser, Veterans services, etc.).

E. Period of Performance & Contract

The funding period for contracts awarded under this solicitation will be from November 1, 2012 through June 30, 2013, provided performance remains acceptable during that period. Any contract awarded from this RFP will include an option to renew for up to two (2) 1-year periods, contingent upon successful performance and funding availability.

Proposed costs will be analyzed and a contract will be negotiated on a fixed-unit price or a cost-reimbursement with a demonstrated performance basis. **There will be no contract negotiated with a straight 100% cost-reimbursement payment structure.**

In past contracts, payments for staff costs have been cost-reimbursement while profit is dependent on negotiated performance measures reported by the Agency for Workforce Innovation and Workforce Florida.

Payment under a cost-reimbursement with a demonstrated performance contract will have a significant portion of the funds (a minimum of 10%) withheld until achievement of measurable performance outcomes has been documented. The remaining funds will be used to reimburse allowable expenditures submitted on a monthly invoice with appropriate documentation.

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

Profit may be earned by commercial (for profit) organizations, depending on the risk involved and provided that profit is reasonable and not excessive. Determination of reasonable profit is at the sole and absolute discretion of PHWB, but in no case may it exceed 10%.

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

F. Conditions of RFP

This Request for Proposal does not commit or obligate PHWB to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

The following conditions are applicable to all proposals. The PHWB reserves the right to:

- Accept or reject any or all proposals in whole or in part, which it considers not to be in its best interest.
- Change or waive any provisions set forth in this RFP.
- Return non-conforming proposals without review.
- Waive informalities and minor irregularities in proposals received.
- Negotiate any and all proposed terms, conditions, costs, staffing level, services / activities mix, and all other specifics.
- Request a) additional data, b) technical or price revisions, or c) oral presentations in support of a written proposal.
- Determine that an arms-length agreement exists between the proposer and any subcontractors or vendors they might choose to use.
- Require the establishment of escrow accounts for a Contractor that currently has outstanding debts to the PHWB as a result of audits or monitoring reviews.

- Conduct a pre-award review that may include, but is not limited to, a review of the proposer's record-keeping procedures, management systems, accounting and administrative systems, and program materials.
- Use additional or de-obligated grant funds to increase the allocations of successful programs.
- Change specifications and modify contracts as necessary to (a) facilitate compliance with the legislation, regulations and policy directives, (b) to manage funding, and (c) to meet the needs of the customers.
- End contract negotiations if acceptable progress, as determined by the PHWB, is not being made within a reasonable time-frame.

G. Questions & Communication with PHWB

A bidders' teleconference will be held at 10:00am on August 30, 2012 to respond to written questions and to provide any needed additional instruction regarding the submission of proposals. All potential respondents are required to participate in the bidders' teleconference, since this will be the best opportunity for having technical and other concerns addressed. Call in information will be provided to all proposers.

Written questions regarding this solicitation should be submitted via email to Brenda Gause (bgause@CareerCentral.jobs) no later than 3:30pm August 27, 2012. Additional questions not formally submitted prior to the bidders' teleconference may be submitted during the bidders' teleconference. However, responses to those questions may require additional research and may not be available until a later date. No questions about the development of proposals will be accepted after August 30, 2012. After the bidders' teleconference has been completed, a summary of the questions and answers will be available on the Internet at www.CareerCentral.jobs.

Any question(s) must be submitted in writing, by mail, email or fax, to:

Brenda Gause
PHWB
3185 Premier Drive
Brooksville, FL 34604
Fax: (352) 593-2026
Email: bgause@CareerCentral.jobs

Except for the bidders' conference, PHWB staff is prohibited from communicating with proposers, and proposers shall not attempt to contact or communicate with staff in any manner regarding any portion of this RFP.

Ex parte communication regarding this solicitation is prohibited between a potential and or current contractor and any PHWB Board member, staff, or any other person serving as an evaluator during this competitive procurement process. Proposers directly contacting Board members, committee members, staff or evaluators risk elimination of their applications from consideration. Correspondence to the public bulletin board on the PHWB Web site does not constitute ex parte communication.

Bidders are required to submit a Letter of Intent and to participate in the Bidder's Conference. Failure to meet either of these requirements will result in the bidder's disqualification from submitting a response.

PART 2: SCOPE OF WORK

A. Targeted Services

The System management and services Contractor must effectively and efficiently deliver various workforce development services to Youth (ages 16-21), as appropriate and within funding/eligibility guidelines.

Staffing

The Contractor must hire qualified programmatic and technical staff with the expertise to meet the goals, objectives and requirements of this RFP. The Contractor also must maintain sufficient staffing levels and coordinate the activities of staff to maximize the efficiency and effectiveness of service delivery.

The experience, abilities, and motivation of the staff play a critical role in the ultimate success of the service delivery. The Contractor shall ensure that:

- Staff are trained as necessary to effectively carry out all activities contracted;
- An ongoing training program that focuses on ensuring that staff acquire the basic competencies of their positions is developed;
- Staff is kept abreast of all new information and processes in a timely manner.

Training Services are defined as services designed to equip individuals to enter the workplace and retain employment. Training services include:

- Occupational skills training, including training in non-traditional jobs.
- Training programs operated by the private sector.
- Skills upgrading and retraining, including incumbent worker training.
- Entrepreneurial training.
- Job readiness training.
- Adult education and literacy activities in combination with services described above.
- Customized training.

Other Requirements

A more detailed description of some of the services identified above that are to be managed and provided in each center is enumerated below.

Recruitment

- The Contractor shall be responsible for adequately informing individuals and groups of the services available in the Career Central centers. This recruitment shall also be conducted in order to attract a sufficient number of individuals who are in need of the services provided and who meet the

requirements to receive such services that would allow the agency contracted with in response to this RFP to meet the contract's measurable performance outcomes.

Recruitment methods may include formal advertising, use of reciprocal agreements with other agencies, flyers, brochures, word-of-mouth or other methods of program information dissemination. The Contractor must ensure that the recruitment is conducted within communities where potentially eligible customers reside and through on-going coordinated efforts with other community-based organizations. *Note: All recruitment activities, materials, and publications must be approved by PHWB.*

Orientation

- The Contractor shall provide at each Career Central location program specific orientations that inform individuals of the full array of services available, including non-traditional opportunities and services available from other sources. The Contractor is responsible for ensuring that all program-specific requirements are addressed in the orientations.

WIA Registration

- Registering and determining the priority of service of individuals prior to providing Intensive and Training services with WIA funds must be completed in each center. Registration involves certifying and documenting the WIA eligibility and priority of service of the individuals to be served. This WIA eligibility must be completed in accordance with the strict standards established by the State of Florida and USDOL. This includes completing the required state WIA application, obtaining the necessary documentation (i.e., number in family, family income, residency, etc.), identifying barriers to employment, etc. Proposers should take into consideration that certifying WIA eligibility and priority of service is a very time-consuming, detailed process, and customers cannot be registered and then provided Intensive or Training services prior to final eligibility certification. In addition, eligibility for WIA carries with it liability for dollars spent in serving individuals who are not eligible.

Assessment

- An initial employment assessment shall be made available to all Universal services customers who are interested in receiving such service and shall be provided to all welfare transition referrals. A more comprehensive assessment shall be made available to all customers registered for WIA and enrolled in Intensive services and shall be provided to all welfare transition customers. Any individual advancing to Training services must have a comprehensive assessment completed prior to receiving a Training scholarship.

Employment Plan (ISS/IRP)

- An Employment Plan shall be developed for each registered WIA customer that advances to Intensive services. This "road map" shall be jointly developed with the customer. The Employment Plan must use the assessment results and will, at a minimum, identify employment and educational goals, describe all employment barriers identified and include the mix, sequence and time-frames of services that should help the customer overcome the barriers identified, supportive services to be provided, and the expected employment outcome(s) or goals. The Employment Plan should also

identify the responsibilities of the customer and the career manager. Coordination of services/resources that are available to the client needs to be ongoing with other partners' career managers to ensure that no services are duplicated.

As the needs of the customer change, the Employment Plan shall be modified to reflect these changes. Since the PHWB approach to career management is to provide individualized attention, the customer's changing needs should be identified quickly and a revised action plan developed to meet those needs. This new or revised action plan shall become a modification or addendum to the customer's Employment Plan.

Career Management

- Career management services shall be provided to all individuals who receive Intensive and/or Training services. Within this Region, career management is recognized as a key component of the service delivery plan and critical to the ultimate success of the customers. Career management is necessary to assure that the needs of customers are met and information required for program and performance reporting is collected.

Career management is a process activity that ensures the customer is progressing through the service strategy that was agreed to, and that on-going contact with the customer is maintained throughout the time of participation, upon employment, and following termination.

Career management shall be provided as a customer-focused service delivery strategy designed to assist individuals with multiple needs and barriers. It is both a "customer-driven" and a "systems-driven" human resource development strategy. Career management shall balance sensitivity to the needs, dreams and goals of the customers with a commitment to well-managed, effective and efficient human services program. As a customer-driven strategy, career management must offer an array of interventions designed to address a customer's needs in a holistic and individualized manner. As a systems-level strategy, career management encourages inter-organizational partnerships (both formal and informal) in order to maximize the proper utilization of human and financial resources and minimize fragmentation, duplication, rigidity and inaccessibility of program services.

Using the career management approach described above, individual customers' needs for specialized services should be recognized almost immediately and additional assistance provided. Through a triage-type approach, career management services shall be provided at the level that the customer and career manager identify a need for such services. Information already collected in the various management information systems shall be reviewed to eliminate any duplication of effort.

Training Referral

- The Contractor is responsible for assigning, or in some cases referring, each individual to the most appropriate activity for the individual as determined from the assessment and documented in the Employment Plan.

Job Placement

- The Contractor will be responsible for providing job listings and referrals to assist customers with finding a job, and coordinate these efforts with Career Central partners. The Contractor is also responsible for providing more intensive job placement assistance to each customer that advances to Intensive and Training services. This may include coordinating with a local education agency's placement staff if the customer is enrolled in training at that institution, working with the customer directly to provide job leads, specific job development for individual customers, job matching to jobs listed in various job banks, etc.

Job Retention/Follow-up

- After job placement, the Contractor will be responsible for assisting the customers and their respective employers with job retention. It is the intent of this job retention assistance to help these customers placed into jobs from Intensive and Training services overcome any problems that may arise during this critical period and to ensure further progress toward long-term employment and, therefore, self-sufficiency. This should be accomplished by providing frequent follow-along with the customer and possibly the employer.

File Maintenance and Documentation

- The Contractor shall be responsible for maintaining a case file for every job-seeker customer that has received services. That case file can be a combination of the electronic file and a hard copy file as appropriate. At a minimum, the case file shall include information on and documentation of each of the following, as applicable: WIA application, WIA enrollment form, the initial and comprehensive assessments, the Employment Plan and its updates, school registrations, progress reports, time and attendance, training completion certification, and counseling notes as well as employment verification.

These files are the property of the PHWB and must be turned over to PHWB upon request or at the end of the contract.

The Contractor shall ensure that all customers' files, both hard copy and electronic, are up-to-date and ensure that no more than 3% of the files have out-of-date or incorrect information when monitored by the PHWB or its designee.

Customer Inquiries

- The Contractor shall respond appropriately and in a timely manner to all customer inquiries, including letters, telephone calls, or emails that may have been routed through any partner agency. The Contractor shall establish procedures to manage such customer inquiries and the responses provided.

E. Service Guidelines

Career Central Locations: The Contractor shall deliver the services described in this statement of work at the locations determined by PHWB. The current centers are located at:

SPRING HILL

7361 Forest Oaks Blvd.
Spring Hill, Florida
(352) 200-3020

WEST PASCO

4440 Grand Blvd.
New Port Richey, Florida
(727) 484-3400

ZEPHYRHILLS

6038 Gall Boulevard
Zephyrhills, Florida
(813) 377-1300

Levels of service needed in each location are dependent, to a certain extent, upon the traffic within each office. Therefore, proposers need to account for the flexibility to assign staff and other resources as needed to accommodate customer flow.

Hours of Operation: Career Central's hours of operation may vary based on customer needs, but at a minimum, the centers will be open from 8:00am – 5:00pm, Monday through Friday. The Contractor must ensure that arrangements are made to keep service delivery available throughout the holiday seasons with limited closings for major holidays.

- **Drug-Free and Smoke-Free Workplace:** A drug-free and smoke-free workplace for both employees and customers must be maintained.
- **Non-Discrimination:** No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with this program on the basis of race, sex, national origin, religion, age, or disability and each customer shall have such rights as are available under any applicable Federal, State, or local law prohibiting discrimination.
- **Job Vacancies:** The Contractor will list all of their organization's job vacancies with Career Central and commit to hiring customers into those job vacancies whenever possible.
- **Customer Service Commitment:** The Contractor will be expected to nurture a customer service attitude that ensures that friendly, courteous service and accurate information will be delivered by knowledgeable staff in a timely manner. The customer service approach must empower staff to recognize the individuality of our customers and to deliver individual solutions and services. The Contractor will maintain a high standard of appearance in the Career Central centers, commensurate with a business setting, and ensure professional staff conduct and presentation.
- **Corporate Identity:** The Contractor will represent the Career Central centers regionally and statewide under the Career Central brand name, rather than the Contractor's corporate name. Career Central will be the only brand name put forth in correspondence, forms, flyers, business cards, news stories, and phone communications.

Management and Financial Requirements

- **Capabilities.** Contractor must demonstrate the management and financial capability needed to effectively and efficiently deliver the program proposed. Management capability includes the

ability to manage the delivery system effectively and efficiently, conduct self-monitoring for contract compliance, implement a continuous improvement model, achieve the contract objectives, provide quality service delivery, keep appropriate records in an auditable manner, and meet/exceed performance standards. The Contractor is responsible for all data entry into the various management information systems, including Employ Florida Marketplace (EFM).

- Financial capability includes the ability to maintain fiscal controls, accounting procedures, and financial reporting in accordance with generally accepted accounting principles and requirements established by PHWB, demonstrate sound financial practices, and show evidence of continued financial stability. The proposer is advised that separate accounting records must be kept for the contract to ensure accurate and appropriate reporting of contract expenditures, and costs must be tracked in sufficient detail to determine compliance with contract requirements and ensure funds have not been unlawfully spent. All accounting records must be made available for review upon request for examination, audit, or for the making of excerpts or copies of such records for the purpose of determining compliance with all applicable rules and regulations, and the provisions of the contracts.
- **Profit/Program Income.** Profit may be earned by commercial (for profit) organizations. A reasonable profit objective is defined by PHWB as no more than 10%.
 - Any revenues above costs generated by any not-for-profit agency through use of these funds, including interest income or other program-generated income, must be reported and returned to the PHWB to be utilized to support the system. The PHWB may agree to allow these revenues to be returned to the contractor to extend the contract or provide additional services.
- **Direct program costs.** Proposers are advised that PHWB requires, and will negotiate a contract to ensure, that the total budget consists of direct program costs. Direct program costs are defined by PHWB to include, but are not limited to:
 - The cost of salaries and fringe benefits for staff involved in the direct delivery of services to customers (e.g., employer services staff, career managers, job placement specialists, employability skills workshop instructors, recruitment staff, resource room assistants, front desk receptionists/greeters, orientation specialists, etc.) and their direct supervisors, Career Central center managers, staff trainers, quality control and continuous improvement staff, and local system management staff who provide program oversight and direction to the Career Central centers; and
 - Associated travel, cellular phones, pagers, and training costs, etc., for the staff identified above.
- **Staff Costs.** Due to the nature of the services solicited by this RFP, the PHWB will only reimburse personnel costs for time actually worked, and reasonable vacation, sick leave, and holidays as provided for in the proposing organization's personnel policies and earned during the contract term. No other paid leaves of absence will be reimbursed by the PHWB, nor should they be part of the negotiated fixed-unit price.
- **Purchasing.** Proposing agencies awarded a contract under this RFP shall be required to follow the PHWB's purchasing procedures or obtain approval to follow their own written procedures. If the proposer intends to procure equipment, materials, etc., from itself or an affiliated organization, it

must be identified as such in the budget narrative, and any profit generated from that transaction(s) must be identified in the proposal.

Contractors who fail to adequately track obligations and expenditures against these budgeted funds are liable for any over-expenditure resulting from such failure.

Invoices will be due to PHWB on a monthly basis. Invoices that are submitted later than 30 working days after the end of each month may be subject to a 10% reduction penalty.

F. Quality Assurance & Continuous Improvement

The Contractor shall develop a quality control unit comprised of representatives of all partners that will identify technical assistance needs and provide quality assurance on all levels of the system. The Contractor's quality control process shall include mechanisms to detect and reduce fraud and errors in data collection, eligibility determinations and service delivery. All Contractor staff shall be responsible for error and fraud detection and reduction.

The Contractor shall establish and maintain reliable mechanisms that will immediately identify when a problem – administrative or programmatic – occurs, and when corrective action is necessary. This continuous improvement process shall include, but not be limited to, the following:

- **Automation** – The Contractor shall use automation whenever and wherever possible to deliver services. The Contractor shall also explore other uses of technology to continue to improve service delivery.
- **Use of Forms** – The Contractor will ensure the effective use of forms and documents initially, by using existing documents, then by initiating a review process to streamline the use of forms and reduce redundancy of data in form and document creation. Forms should always be easy to understand, professionally written and presented, and not overwhelming in terms of the frequency or number.
- **Monitoring Activities** - The Contractor's internal monitoring activities shall include customer file review, data entry review, caseload contacts, and quality control monitoring to ensure continuous improvement.
- **Tracking Effectiveness** – The Contractor will track effectiveness using monitoring data, State reporting data, customer feedback (client and employer focus groups and survey results), and feedback from the general public. The Contractor shall also conduct at least a monthly review and analysis of the data to identify trends, issues, etc.
- **Performance Evaluation** – The Contractor shall continuously evaluate its performance and the overall success of the service delivery system. This shall include a comprehensive analysis of both financial and performance aspects of the Contractor's operation. The evaluation shall address such aspects as accountability, supervisory review, monitoring customer progress, customer/ employer feedback, cost accounting, monitoring contract compliance, reaching performance objectives, continuous improvement, and immediate corrective action.
- **Supervisory Case Review** – The Contractor shall perform supervisory case review to ensure compliance with procedural and policy requirements and to ensure the effective provision of services to accomplish the contract goals and objectives. The Contractor should document deficiencies, take corrective action (to include both system-wide and individualized training), and follow-up to ensure that all issues of non-compliance are addressed and corrected.

G. Reporting Requirements

The Contractor will maintain documentation necessary to generate information for required federal, state and PHWB reports, and provide financial and other information on daily operations as requested. The Contractor will carefully analyze existing reports to determine whether reports or report elements are necessary and whether the reports meet the needs of PHWB, Federal and State agencies or the Contractor's own business requirements.

The Contractor shall ensure coordination with the PHWB for further development of management reporting. The Contractor shall also develop systems (either electronic or manual) to provide user-friendly ad-hoc reporting capability. The Contractor shall ensure that the combination of the various systems and the Contractor's processes produce all information needed to manage the daily operations of the system, including performance measures, unduplicated client and transaction counts, training enrollments by location and vendor, and recidivism rates across integrated enrollment programs.

The following reports are required:

Fiscal

Monthly: All invoices will be submitted not later than close of business on the 10th day of the following month.

Close of Contract: The final invoice will be submitted no later than 31 days after the close of the contract.

Note: The Contractor must maintain a fiscal management system that provides an accurate reporting of contract, ITA, and supportive service expenditures and obligations and deliver reports within two business days of requests by PHWB. In addition, the Contractor must maintain all physical documentation supporting payment requests.

PART 3: PROPOSAL SUBMISSION REQUIREMENTS

A. Eligible Entities

All public or private not-for-profit corporations, local education agencies, governmental units, public agencies, or private-for-profit corporations properly organized in accordance with State and Federal law and in business for at least one (1) year may submit a proposal for funding. Minority and women-owned and operated businesses are encouraged to submit a proposal.

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

B. Letter of Intent

A letter of intent to bid is mandatory and must clearly identify the proposer and the activities or services that proposer will deliver. The letter of intent does not commit a proposer to submitting a proposal. The letter of intent to bid must be postmarked no later than Friday, August 31, 2012.

The letter of intent may be mailed or delivered to:

Brenda Gause
PHWB
3185 Premier Drive
Brooksville, Florida 34604

The prospective proposer is solely responsible for assuring that anything sent to the PHWB arrives safely and on time.

Further, the letter of intent must provide a reference list of all organizations with whom the bidder has contracted to provide management and workforce development services within the last two (2) years, along with contracted performance outcomes (Attachment 1). As part of the reference check process, PHWB reserves the right to review the specific qualifications and relevant capabilities of all personnel; review licensing; review audits; and contact any individuals, agencies or employers listed in the proposal and/or others who may have experience or knowledge of the bidder's performance and qualifications to do the work.

C. Proposal Format

All proposals must be submitted with the same topic headings, and in the same order, as in the Proposal Outline set forth below. The proposal document format must be single-spaced, with 12-point type, and margins of one inch on each side. Each page of the proposal should be numbered sequentially at the bottom of the page. These page numbers should be reflected in the proposal's table of contents.

Each proposal should be prepared simply and economically, providing a straightforward response to this RFP. Elaborate or expensive bindings, colored displays, and promotional materials are not desired. One copy of the proposal should be secured with a binder clip to facilitate making copies. The other copies of the proposal must be securely bound in a 3-ring binder no greater than two (2) inches.

All proposals must be assembled according to the following outline:

- 1) Cover/Signature Sheet
- 2) Proposal Abstract
- 3) Table of Contents
- 4) Proposal Narrative
 - Organization Experience/Capabilities
 - Service Strategy
 - Transition Plan
- 5) Budget
- 6) Value Added Service

- 7) Mandatory Attachments to Proposal

- Attachment A – Organizational Background
- Attachment B – Administrative and Financial Capabilities Checklist
- Attachment C – Original signed Drug Free Workplace Certification
- Attachment D – Original signed Debarment and Suspension Certification
- Attachment E – Original signed Certification Regarding Lobbying Activities
- Attachment F – Original signed Sworn Statement on Public Entity Crimes
- Attachment G – Original signed Conflict of Interest Statement
- Attachment H – The proposing agency's most recent complete CPA-certified audit or review, including all management letters, or financial statements (if proposer is private, for-profit agency and they do not have a recent audit). *Note: Include only one copy attached to the original proposal.*
- Attachment I – An organizational chart showing (1) the proposed program's relationship to the overall agency's operations, (2) each position on the organizational chart with an indication of whether the position is paid or volunteer, and (3) the proposed staffing.
- Attachment J – Résumés of key staff that are to be involved.
- Attachment K – A copy of the proposing agency's Board of Directors list, including other affiliations of board members.
- Attachment L – Evidence of the proposer's compliance with federal Equal Employment Opportunity obligations as set forth in Title 41 CFR and in Executive Order 11246, as amended. The proposer must also submit evidence of their compliance with federal Affirmative Action obligations as set forth in 41 CFR 60-1. This evidence can be provided by submitting the most current EEO-1 form and the EEO-1 forms from the two preceding years. If the proposer has not submitted EEO-1 forms, the proposer may go to the EEO Web site at <http://www.eeoc.gov/stats/jobpat/e1instruct.html> to find forms and instructions.

D. Proposal Content & Organization

1. **Cover Page** – use form provided [1 page]
2. **Proposal Abstract** – use form provided [1-2 pages]
 - Describe the intentions and purpose of your organization, and provide your organization's mission statement.
 - Describe your philosophy for management and service delivery.
 - Describe whom you see as your customer(s) in the Career Central System, and define your view of quality service to those customers.
 - Discuss your management structure, and describe your strategies for motivating staff from different organizations to provide excellent customer service while achieving measurable performance outcomes.
 - Describe any special strengths or features that distinguish your services from other organizations – i.e., the value that will be added to the Career Central System through your organization.
3. **Table of Contents**
4. **Proposal Narrative** [*Note: Using the outline numbering format provided below, ensure that the requirements listed in the Scope of Work are addressed in detail. Clear, thorough, concise answers are*]

requested. Do not repeat statements or ideas within the text of the proposal. Referring the reviewer to another section of the proposal for previously stated information is preferred over repeating the information.]

A. Organizational Experience / Capabilities [maximum eight pages]

Describe the proposing agency's mission and philosophy for management and service delivery, and organizational experience in providing the services proposed, as well as the organization's capabilities to deliver the proposed services by thoroughly responding to the directions below.

- (1) Describe your organization's specific experience, to include:
 - The intentions and purpose of your organization, and provide your organization's mission statement.
 - Your philosophy for management and service delivery.
 - Whom you see as your customer(s) in the Career Central System, and define your view of quality service to those customers.
 - Any special strengths or features that distinguish your services from other organizations – i.e., the value that will be added to the Career Central System through your organization.

- (2) Describe your organization's specific experience in managing and delivering youth services mentioned in this RFP's Scope of Work. Include in the description the organization's experience and capabilities in:
 - Managing and delivering these services in Florida;
 - Managing an integrated multi-funded / multi-program system;
 - Providing business and job-seeker services, including any innovative methods used in the delivery of these services;

- (3) Provide in table format your organization's experience and capabilities in achieving measurable performance outcomes by identifying goals set (either through a contract, plan, or policy) and providing verifiable performance achievement data against those set goals (training completion rate, job placement rate, average wage at placement, six-month job retention rate, cost per placement, participation rate, job seeker and employer satisfaction rate, etc.). Provide this information for each of the programs mentioned above for each contract held in Florida and in other states during the last 18 months. Provide a contact person, phone number and email address for each such contract.

- (4) Describe your organization's financial and administrative experience and capabilities. Include in that description experience in:
 - Managing and accounting for multiple federal, state and local funding sources in accordance with GAAP;
 - Maintaining timely and accurate data in the various MIS systems;
 - Conducting self-monitoring for contract performance and compliance;
 - Developing and implementing a continuous improvement model.

- (5) Identify key staff that will be assigned to work on this project, including the lead for the local operation, describe why these key staff would be successful on this project, and provide copies of their résumés as Attachment J to this proposal. In addition, describe what further

assistance and expertise will be made available by the proposing organization to support these key staff.

B. Service Strategy

Through addressing the items below, outline your organization's understanding of the current needs of the local workforce and detail how you plan to deliver the services requested while meeting the service guidelines provided.

- (1) Describe your organization's understanding of the Pasco and Hernando County communities, and the local labor market.
- (2) Describe your complete staffing plan, to include:
 - Management structure and qualifications of lead staff;
 - Brief job descriptions of all staff positions;
 - Table of Organization, to include number of positions by location and service delivery function;
- (3) Describe your plan to provide all of the services listed in the Scope of Work.
- (4) Describe your plan to establish and maintain a continuous improvement process that includes data collection, reporting, data analysis, and corrective action mechanisms to ensure that performance goals are achieved.
- (5) Include any creative and innovative methods in the delivery of the proposed services.

C. Budget

A detailed line-item budget must be submitted. Costs included in the proposed budget must be actual costs incurred in delivering the proposed services.

- Provide a **detailed budget narrative** that justifies each proposed expense in terms of it being necessary, allowable and reasonable. Please provide specific details for the method of computation.
- Give details of the organization's cost allocation method if one is used, e.g., prorating the cost of supplies based on the number of staff, or the cost of salaries based on percentage of time spent on this contract. Please be specific.
- Identify any in-kind resources/support for the service delivery system beyond that requested for reimbursement in the budget. Include each committed or proposed source of funding and the amount of that funding.
- State what contingency plans are in place to repay the PHWB in the event that there are any disallowed costs as a result of an audit or monitoring review.
- Describe how the proposing agency will financially support the costs of doing business until an invoice can be submitted and paid by PHWB. *Note: No advance payment will be made.*

- State what method of payment will be requested, either fixed-unit price or cost-reimbursement with a demonstrated performance basis.

If a fixed-unit price contract is proposed, describe in detail the proposed outcome-based payment points and the documentation that will be submitted to prove attainment of each outcome. If a cost-reimbursement with a demonstrated performance holdback contract is proposed, provide the proposed percentage of the total cost that will be withheld (minimum is 20%) until measurable performance outcomes are achieved and documented. Describe the measurable performance outcomes to which the proposer will tie payment and the documentation that will be submitted to prove attainment of each outcome.

- If funded, what percentage of the proposing agency's total budget will this contract represent?

List the proposed profit, if applicable. Profit may be earned by commercial (for-profit) organizations, depending on the risk involved and provided that profit is reasonable and not excessive. A reasonable profit objective is defined by PHWB as a gross profit objective of no more than 10%.

- Describe how the proposer will budget and maximize the total cost of the contract on direct program costs. Describe any indirect costs that are proposed. If an indirect cost rate is utilized, please provide a copy of the indirect cost rate approval letter and the approved rate.

In preparing the budget, proposers should take into consideration that PHWB will directly pay for facility costs (rent, utilities, phones), equipment (copiers, desks, chairs, tables), information technology (data lines, network development and maintenance, hardware, software, technical support), customized training costs, and the majority of recruitment costs (name-recognition media buys, resource room supplies and information pieces, center signage, assistance with other brochure development). Therefore, proposers should not include costs for such expenses in the budget submitted with the proposal

All proposals will be evaluated on the basis of cost-effectiveness in relation to high quality service delivery. To accomplish this, the PHWB's staff shall conduct an analysis of proposed costs during the proposal review process. Agencies are therefore encouraged to submit their best offer for providing the program solicited in this RFP and to thoroughly describe and justify the proposed costs. 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 no 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 Career Central system.

D. Value Added Services [maximum two pages] –

Answer the question: What does your organization bring to the area as a value added service?

E. Proposal Submission

Proposals must be received by the PHWB no later than **September 17, 2012 at 3:30pm (EST)**. Proposals must be delivered to:

Pasco-Hernando Workforce Board, Inc.
3185 Premier Drive
Brooksville, FL 34604
Attention: Jerome Salatino

The original proposal, four (4) copies, and the computer disk shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words "Proposal for Youth Services." One copy of the proposal should be secured with a binder clip to facilitate making copies. The other copies of the proposal must be securely bound.

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

It is the sole responsibility of the submitting proposer to ensure that its proposal is received before the submission deadline. Submitting proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing time for receipt of proposals will be returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

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

PART 4: SELECTION PROCESS

A. Selection Policy

The PHWB maintains a policy that an organization must possess the demonstrated ability to perform successfully under the terms and conditions of a proposed contract prior to the contract being executed. Determinations of demonstrated performance shall take into consideration such matters as to whether the organization has:

- 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 organizational, accounting and operational controls; and
- The technical skills to perform the work.

All prospective proposers are prohibited from contacting any PHWB board member, PHWB committee member or PHWB staff (other than contact person identified in Part I of this RFP) regarding this solicitation

to avoid actual conflicts, the appearance of conflicts, or undue influence over the process. Contact during any part of this solicitation period with anyone for purposes of influencing the outcome of the procurement process will result in the disqualification of the prospective proposer.

B. Proposal Responsiveness

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

- One (1) original proposal, four (4) copies and a computer disk on which the proposal has been saved must be received by the PHWB Administrative office **no later than 3:30pm, September 17, 2012**. The timely delivery of a proposal is entirely the responsibility of the proposer. Proposals postmarked on or before the proposal due date but delivered after the due date or time will be considered non-responsive. Proposals hand delivered after the due date or time will be considered non-responsive.
- The original proposal must be manually signed in blue ink by an official authorized to represent and bind the proposing agency and should be marked "original."
- Proposals must be presented in the same order as set forth in "Proposal Format" below and contain all information requested.
- Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.
- Proposers must demonstrate a general understanding of the service delivery system, the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.

C. Proposal Review & Evaluation

Proposals will be initially reviewed and rated by a PHWB Adhoc Committee using a point system based on a Proposal Evaluation/Rating Form. The Adhoc Committee will make recommendations to the PHWB Executive Board. The Executive Board will select a proposal for award contingent upon successful contract negotiation.

D. Contract Award

A contract may be awarded based on offers received, without discussion of such offers with the proposers. Each offer should, therefore, be submitted in the most favorable terms, from a price and technical standpoint that the offeror can make. However, the Board reserves the right to request additional data, oral discussion or presentation in support of written proposals.

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; and
- Availability of funding.

E. Appeal Procedure

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

1. Submit a letter within three business days from the date of the contract award to the President/CEO of the Pasco-Hernando Workforce Board Inc., stating that an appeal to the contract award is being filed and the specific reasons for that appeal. The reasons relied upon must be based on the four criteria listed below:
 - Clear and substantial error or misstated facts by the review team upon which the decision was made by the Board
 - Unfair competition or conflict of interest in decision making process
 - Any illegal or improper act or violation of law
 - Other legal basis on grounds that may substantially alter the Board's decision

The President/CEO will review the appeal and respond within 10 business days.

2. In the event the President/CEO's response is not satisfactory to the proposer, an appeal to the PHWB Executive Committee may be requested. The request must be addressed in writing within 15 days from receipt of response from President/CEO to:

Chair, Pasco-Hernando Workforce Board
3185 Premier Drive
Brooksville, Florida 34604

The appeal will be scheduled to be heard at a time set by the Chair after consultation with counsel.

ATTACHMENT 1

REQUIRED FORMS, DOCUMENTATION & CERTIFICATIONS

PASCO-HERNANDO WORKFORCE BOARD, INC.
Proposal Cover sheet

Submitted in response to RFP # 2012-0809

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 # 2012-0809, 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 # 2012-0809

Name of proposing agency: _____

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:

PASCO-HERNANDO WORKFORCE BOARD, INC.
Budget Forms – RFP # 2012-0809

Budget Item	Annual Cost	In-Kind	How Cost Determined	Justification	(For Board Use Only) Cost/Price Analysis		
					Rea s.	Nec.	Basis
Profit/Program Income (___%)							
TOTAL COST (100%)							

**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 _____, π 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

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.

- | | |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 1. All positions with the proposing agency have up-to-date job descriptions. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 2. All employees meet the minimum qualifications specified in their job descriptions. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 3. All W-2's and I-9's with appropriate documentation are on file. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 4. Withholding and FICA deposits have been made in full on a timely basis. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 5. Insurance and bonding policies are current and all appropriate staff are covered. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 6. The facilities of this agency and any training location are accessible to the disabled. Attach a completed ADA facility checklist. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 7. The books of account are auditable. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 8. Administrative and internal accounting controls are adequate to safeguard program assets. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 9. The accounting system adequately accounts for program funds. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 10. Financial reports fairly present accrued program expenditures by established cost categories. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 11. Budgetary procedures are adequate to control expenditures. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 12. The agency has a written accounting procedures manual that includes procedures for: <ul style="list-style-type: none"> a) coding of expenditures by: <ul style="list-style-type: none"> (1) contract year or program year (2) funding source (3) cost category; b) bank reconciliations c) posting to books d) monthly close-out e) trial balancing f) development of accruals g) segregation of duties h) cost allocation i) budgetary control j) cash management k) cash receipt and disbursement l) payroll m) reconciliation of any petty cash fund |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 13. The procedures in the accounting manual are being followed. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 14. Internal controls <ul style="list-style-type: none"> a) for cash receipts: <ul style="list-style-type: none"> (1) cash is properly controlled and promptly deposited when received (2) funds are deposited in a bank in interest bearing checking accounts and secured by FDIC or other security b) checks are: <ul style="list-style-type: none"> (1) pre-numbered (2) adequately safeguarded (3) properly mutilated when voided (4) not allowed to be written for cash |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | |

- 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
STATEMENTS/CERTIFICATIONS

STATEMENT OF CONTRACTOR'S MAINTENANCE

FINANCIAL RECORDS

Contract No: **2012-0809 Youth Services**

The following individual(s) and site(s) have been delegated signatory authority for the program's financial documents:

1. _____

Typed Name of Individual

Signature

Title

Address

Telephone

2. _____

Typed Name of Individual

Signature

Title

Address

Telephone

3. _____

Typed Name of Individual

Signature

Title

Address

Telephone

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS

Contract No: **2012-0809 Youth Services**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it, and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency;
 - b. Have not within a three (3) 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 anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, 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 1b. above, of this certification; and
 - d. Have not, with a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.
2. That if the prospective primary participant is unable to certify to any statements in this certification, such prospective primary participant shall attach an explanation to the proposal.

Name & Title of Authorized Representative

Signature Date

CERTIFICATION REGARDING LOBBYING

Certification For Contracts, Grants, Loans and Cooperative Agreements

Contract No: **2012-0809 Youth Services**

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 any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
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, and officer or employee of Congress, or an employee of a Member of Congress in connection with this 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 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 all sub recipients 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 section 1352, Title 31, U.S. Code. 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.

Contractor Organization

Program Title

Name of Certifying Official

Signature Date

**SWORN STATEMENT UNDER SECTION 287/133(3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

Contract No: **2012-0809 Youth Services**

(To be signed in the presence of a notary public or other officer authorized to administer oaths)

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, who, being by me duly sworn, made the following statement:

1. The business address of the contractor is: _____
2. My relationship to the contractor is _____ (relationship such as sole proprietor, partner, president, vice president)
3. I understand a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjunction of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.
5. I understand "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or a person or corporation convicted of a public entity crime, or (2) 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, or (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the contractor nor any affiliate of the contractor has been convicted of a public entity crime subsequent to July 1, 1993.

(Draw a line through paragraph 6 if paragraph 7 below applies)

7. There has been a conviction of a public entity crime by the contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the contractor who is active in the management of the contractor or an affiliate of the contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearing is attached to this statement.

**SWORN STATEMENT UNDER SECTION 287/133(3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

Contract No: **2012-0809 Youth Services**

(Draw a line through paragraph 7 if paragraph 6 above applies)

Signature

Title

Sworn to and subscribed before me in the state and county first mentioned above on the ____ day of _____, 20__.

_____, (affix seal) Notary Public _____, My Commission Expires

CERTIFICATION REGARDING DRUG- FREE WORKPLACE

Contract No: **2012-0809 Youth Services**

I, _____, _____, an authorized representative of the Contractor do hereby make the following certification with respect to the execution of responsibilities assigned to the Council by the Job Training Partnership Act, and the Drug Free Workplace Act of 1988. The Contractor will:

- a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifically action that will be taken against employees for violation of such prohibition.
- b. Establish a drug free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Contractor'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.
- c. Make it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (a) of this certification.
- d. Notify the employees in the statement required by paragraph (a) of this certification that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement; and
 - 2. Notify the Contractor of any criminal drug statute conviction, for a violation occurring in the workplace, no later than five (5) days after such conviction.
- e. Notify the Council within ten (10) days after receiving notice under this subparagraph (d) (2), from an employee or otherwise receiving actual notice of such a conviction.
- f. Take one of the following actions, within 30 days of receiving notice under the subparagraph (d) (2) with respect to any employee who is so convicted:
 - 1. Take appropriate personnel action against such an employee, up to and including termination; or
 - 2. Require such employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, Local health, law enforcement or other appropriate agency.
- g. Making a good- faith effort to maintain a drug free workplace through implementation of paragraphs (a) through (f).

The contractor shall insert in the space provided below the site(s) for the performance of work done in connection with the specific contract.

Place of performance shall include street address, city, state, zip code and county.

CERTIFICATION REGARDING DRUG- FREE WORKPLACE

Contract No: **2012-0809 Youth Services**

Contractor: _____

Certifying Official: _____

Title: _____

Date: _____