



REQUEST FOR PROPOSAL

FOR

SECTOR STRATEGY STUDY AND STRATEGIC ACTION PLAN

COVERING LOCAL WORKFORCE DEVELOPMENT BOARDS:

**CareerSource Capital Region
CareerSource North Florida
WorkSource Southwest Georgia
WorkSource South Georgia**

Release Date: December 1, 2017

Response Due: Friday, January 5, 2018
By COB 1:00 PM Eastern Time

Contract Period: February 2018 thru June 2019

Contact Person: Jim McShane, CEO, CareerSource Capital Region
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Tallahassee, FL 32303
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850-617-4601

**REQUEST FOR PROPOSAL – RFP #2017-03
SECTOR STRATEGY STUDY AND STRATEGIC ACTION PLAN**

Purpose: To conduct a sector strategy study for the development of a strategic action plan that aligns the sectors in the four Local Workforce Development Board (LWDB) areas. The sector strategy study will identify key sectors, growing demand careers in each sector, record the various approved training providers and their certifications related to the growing careers identified through the study. As a part of the Strategic Action Plan, specify the training offerings in the identified sectors for the alliance region(s), align the sectors with the economic development partners with hopes to attract new business and provide local business with the trained talent they need to grow and remain competitive.

Background: The Workforce Innovation and Opportunity Act of 2014 (WIOA) sets in place a goal for Local Workforce Development Boards (LWDB's) to analyze the labor shed data, look at the business sectors in their local area and review the labor market data on the skill gaps and the high demand high wage careers. In addition, there is a need to align the LWDB's with the economic development clusters/sectors and work with the education and training providers to ensure the certifications and training offerings are meeting the needs of the employers.

The Workforce Innovation and Opportunity Act (WIOA) also requires local areas to collaborate on producing a regional plan designed to leverage resources that meet the ever-changing talent demand in the region.

The Florida-Georgia Workforce Alliance (FGWA) was formed because the four workforce local areas have a common labor shed with many workers crossing county and state lines to find work. The four workforce boards have a common media (TV) market and many other traits that make the development of the cross-state region appropriate and advantageous.

The State of Florida and the State of Georgia have each embarked on a sector strategy approach. Florida's policy and investment board, CareerSource Florida, has commissioned Maher & Maher to begin work on a state-wide sector strategy. Conversely, the Georgia State Workforce Board has produced a "Sector Partnership Manual" as a tool for their local boards to use as they develop their sector strategy plans.

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Project Activities:

The successful respondent will work over a period of 17 months with the four LWDB's and their designated staff to:

- A.** Collect the current data on the labor market for each local workforce development board
- B.** Conduct an analysis of the labor market data and identify the emerging high demand/high wage occupations as well as the feeder positions that create a career pathway for those positions.
- C.** Interview and collaborate with the local Economic Development agencies to document their sector designations and strategic effort(s) to attract and retain business. The goal is to identify the commonalities between LWDB's.
- D.** Interview the local eligible training providers and assess their alignment with the economic development and workforce development sector strategy. Report data by training institution those certifications and degrees on the approved list per LWDB. Identify any unique training programs meeting sector demand that may only be provided by a singular training institution or region.
- E.** Work with key LWDB staff on data obtained from sector meetings to include identified issues and barriers, in order to create a solutions based sector approach.
- F.** Prepare and deliver a report to the four workforce boards by early spring of 2019 for adoption with an effective date of June 30, 2019. The report will be submitted to the US Department of Labor - Region 3, the Florida Department of Economic Opportunity (DEO), the Georgia Department of Labor, the CareerSource Florida Board and the WorkSource Georgia state Board.

Eligible Applicants:

All types of entities including public or private corporations, governmental units, public agencies, or private-for-profit corporations properly organized in accordance with State and Federal law (except those referenced in the paragraph below) and in business for at least one year may submit a proposal for funding. Minority and women-owned and operated businesses are encouraged to submit a proposal.

No proposal will be considered for funding if: (1) the proposer has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the proposer's previous contract(s)

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with CSCR have been terminated for cause; (3) the proposer has not complied with an official order to repay disallowed costs incurred during its conduct of services; (4) the proposer's name appears on the convicted vendor list; or (5) for any cause the proposer is determined irresponsible.

Funding Available: Any contract resulting from this RFP will have an approximate value ranging from \$75,000 - \$100,000.

Procurement: This procurement is being undertaken in compliance with the federal guidelines set forth in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards Final Rule" also known as the Super Circular 2 Code of Federal Regulations (CFR) Part 200.

This link provides additional information on this guidance:
<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniformadministrative-requirements-cost-principles-and-audit-requirements-for-federalawards#h-33>

Proposal Guidelines: All proposals must meet the technical and content requirements outlined in this section. All proposals must be formatted, organized and assembled as follows:

A. Format

- a. Typed on 8 ½" 11" inch white paper
- b. Single sided, double spaced using a minimum of 12 point font in Arial
- c. Minimum 1 inch margins for the top, sides and bottom of the page
- d. Pages must be numbered on the right side of the page; include a footer with the name of the applicant
- e. Proposals should be submitted in electronic format via email to jim.mcshane@careersourcecapitalregion.com. A receipt will be emailed back once received. If proposers do not receive an email receipt, it is their responsibility to verify receipt of the proposal by phone at 850-617-4601.

B. Assembly and Organization

- a. Cover Sheet (Attachment 1)
- b. Executive Summary (1-2 pages)
- c. Organization/contractor background and experience (1-2 pages)

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- d. Narrative description of the project (20 pages max)
- e. Project deliverables and timelines
- f. Budget and budget narrative (Attachment 2)
- g. List of staff who will work on this project with biographical information or resume (Attachment 3)
- h. Names and contact information of three references familiar with the work of the agency or person. (Attachment 4)
- i. Affirmative Action Policy Statement (Attachment 5)
- j. Certification regarding Lobbying (Attachment 6)
- k. Certification, Disbarment, Suspension etc. (Attachment 7)

Proposal Content: The proposal content requirements follow. A proposal will be selected for funding based on the information provided and the funding based on the successful negotiation with the applicant and the provision of supplementary information.

1. Organization/Contractor Background and Experience

- Briefly describe the purpose, activities, and services of your organization, if applicable.
- Describe your experience and performance in providing proposed services including knowledge of WIOA laws/rules/regulations as well as State of Florida policies as they relate to WIOA.

2. Narrative Description of Project

- A detailed description of the activities to be undertaken to develop the deliverables required in this RFP.
- Identify any unique activities that would enhance the processes developed.

3. Deliverables and Timeline

- A description of deliverables and timetable for submission.

4. Financial Management Plan: Budget and Narrative

- Provide a budget and narrative justification for each budget line item. All costs reflected in the budget must be necessary and reasonable.
- A statement of the capability of your organization to assume financial liability for disallowed costs resulting from an audit of this program.
- Previous experience with federally funded programs and compliance with OMB circulars.
- If you are requesting funds to cover indirect costs, provide a copy of your approved indirect cost rate document or applicable cost allocation plan.

5. Staffing Plan and Qualifications

- List all staff and their role/position with respect to this program.

Questions and Answers

All questions regarding this RFP must be submitted in writing via e-mail to Jim McShane (jim.mcshane@careersourcecapitalregion.com) by 4:00 pm on Tuesday, December 19, 2017. No questions will be accepted after this date. Responses to all questions will be posted on the CareerSource Capital Region website www.careersourcecapitalregion.com by 1:00 pm on Friday, December 22, 2017.

Deadline for Proposal Submission

Proposals will be due by 1:00 PM Eastern Time on January 5, 2018. Electronic submission via email to Jim.McShane@careersourcecapitalregion.com. A receipt will be sent that the proposal has been received. If you do not receive a receipt, you will need to call Jim McShane at 850-617-4601.

Proposal Evaluation Criteria

All proposals will be evaluated individually by a proposal review committee made up of either CSCR Board members, staff to the board and or One Stop Provider staff. The committee will rate proposals and may require interviews with proposers prior to making funding recommendations to the CSCR workforce board.

The proposals will be reviewed to determine whether or not the provider meets the following minimum procurement requirements:

1. The Proposal was submitted on time and before the closing date
2. The proposing organization is not on a federal disbarment list
3. The proposing organization/person is fiscally solvent
4. The person signing the proposal as the submitting organization has the legal authority to do so
5. The proposing organization/individual agrees to meet all state, federal and local compliance requirements
6. The proposing organization/individual has developed a reporting process for fiscal activity that is documented and verified
7. The proposing organization/individual has a satisfactory performance record for previous consulting contracts in the workforce arena.
8. The proposing organization/individual has accounting and auditing procedures adequate to control property, funds and assets
9. The proposing organization/sole proprietorship has a satisfactory record of integrity, business ethics, and fiscal accountability

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All proposals received in accordance with time and content requirements identified in this request for proposal will be evaluated and scored based on the criteria outlined below. The maximum number of points any proposal can receive is 100.

Points	Program Component
10	Organization background and experience – experience in providing the same or similar services or ability to replicate a successful model provided elsewhere
35	Program description – completeness of project and services as outlined in the RFP.
20	Deliverables and Timeline – schedule of activities and timelines conform to the desires of the RFP
15	Staffing Plan and Qualifications – The experience and qualifications of the staff identified to provide the services and reasonableness of staffing plan
20	Financial Management – Cost of services proposed, overall cost, evidenced financial capacity, experience with grants, absence of previous audit or monitoring findings
100	Total Points

Selection of Contractor

Selection of contractor shall be in accordance with federal, state and local standards. The primary consideration in selecting agencies or organizations to deliver services shall be the effectiveness of the agency/organization and delivering comparable or related services based on demonstrated performance in terms of the likelihood of meeting goals, costs, and quality. Proposals must be for a single organization and proposals that are including subcontracting part or all of the services to be provided will not be considered.

Funds provided under the Workforce Innovation and Opportunity Act shall not be used to duplicate facilities or services available in the area unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the performance goals of this contract.

Applicants must be prepared to deploy services immediately following the award of a contract. Contract award will be for a period of no more than 18 months in order to achieve the performance goals.

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Provisions:

1. The release of this request for proposal does not commit the CareerSource Capital Region board of directors to award a contract.
2. All proposals submitted will be subject to competitive review.
3. The CareerSource Capital Region board has a right to reject any and all proposals that do not follow the format instructions set forth by this request for proposal.
4. This request for proposal does not commit the CareerSource Capital Region board to pay for any costs incurred in preparation of the proposal, or to procure a contract for services or supplies prior to the issuance of a written agreement.
5. The CareerSource Capital Region board retains the right to accept or reject all proposals received, to negotiate with all qualified sources or to cancel in part, or in entirety, this request for proposal if it is in the board's best interest to do so. The board may require the selected bidders to participate in negotiations and to rewrite their applications as agreed-upon during the negotiations.
6. The CareerSource Capital Region board may modify any portion or terms of this request for proposal and may solicit additional proposals as necessary. The CareerSource Capital Region board reserves the right to modify or change this RFP based on rules, regulations, and requirements set forth by the US Department of Labor, the Florida Department of Economic Opportunity, or other regulatory entities.
7. Proprietary rights to all data, materials, and documentation originated and prepared for the CareerSource Capital Region board and its partners through the Florida - Georgia Workforce Alliance pursuant to a subcontract agreement exclusively to this alliance.
8. All proposals will be subject to negotiation of terms, conditions, and amount.
9. In the event a proposer wishes to file a grievance in connection with this process, a copy of the grievance procedure is available and may be obtained from the CareerSource Capital Region Board office. Grievances related to this proposal must be filed in writing within 10 days of the CareerSource Capital Region board meeting at which proposals are selected for award and must comply with all other respects to the information requested and service requirements as stated in the CareerSource Capital Region Board grievance policy.

Contract Requirements:

The applicant's proposal will become part of the contract/grant award. Portions of the proposal may be revised to reflect agreements reached as part of the negotiation process.

The contract/grant includes reporting requirements to be determined by the CareerSource Capital Region Board and its partners in the Florida-Georgia Workforce Alliance. To some extent, reporting will be dictated by the Florida Department of Economic Opportunity and the CareerSource Florida Board.

Proprietary right to all data, materials, documentation and products originated and prepared in pursuit of this contract shall belong exclusively to the Florida-Georgia Workforce Alliance. The contractor will acknowledge and agree that any product and/or deliverable created here under shall be considered "work made for hire" and all rights to said product and/or deliverable shall belong exclusively to the Florida-Georgia Workforce Alliance. The contractors further agree to execute whatever documents are necessary to legally transfer ownership. For any software created under this agreement as part of the products and/or deliverables, the contractor agrees to provide the software source code in both human and machine readable format upon request of the administrative entity. The contractor also agrees to certify in writing that the products and/or deliverables have been fully tested in the production environment and re-verifies that they are fully operational. The contractor will agree to remedy any deficiency found in subsequent to delivery that is found to be responsibility of the contractor.

The contractor will be prohibited from disseminating products and information developed under the grant without prior written consent of the Florida-Georgia Workforce Alliance partners.

All respondents must be in compliance, or agree to comply, with the following federal and state laws and related regulations in order be considered for an award:

- Workforce Innovation and Opportunity Act
- Equal Employment Opportunity Act
- Davis – Bacon Act, as amended
- Contract Work Hours and Safety Standards Act
- Rights to Inventions Made Under Contractor Agreement
- Clean Air Act and the Federal Water Pollution Control Act as amended
- Byrd Anti-Lobbying Amendment
- Debarment and Suspension
- Applicable State of Florida Laws
- State WIOA policies
- 20 CFR parts 667.206 67.410

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ATTACHMENT 1

Cover Sheet

Name of Organization:	Federal Employer ID:
Address:	Phone:
Contact Person:	Title:
Email:	Mobile:
Total Budget Request:	
Proposal Title:	
Brief Description of Project:	
Legal Status (circle one):	
Public Agency Private Nonprofit Corporation Private for Profit Corporation Other_____	
Statement of Certification	
<p>The applicant certifies that the information provided in this Request for Proposal including all attachments, is true, accurate and current; and the person signing below is authorized to do so on behalf of the above named organization. The applicant further certifies that the organization will comply with Workforce Innovation and Opportunity Act rules and regulations should the CareerSource Capital Region fund this program.</p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Authorized Signer (Name Typed)	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Authorized Signature

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ATTACHMENT 2

BUDGET

<i>LINE ITEM</i>	<i>BUDGET AMOUNT</i>
Wages – Staff	
Fringe Benefits	
Staff Travel	
Rent	
Insurance/Bonds	
Supplies	
Communications	
Copying/Printing	
Utilities	
Equipment	
Other	

TOTAL

\$ _____

ATTACHMENT 2

BUDGET NARRATIVE

(Use additional page if necessary)

For each budget line item, provide a detailed justification for the amount requested.

ATTACHMENT 3

STAFF SUMMARY

Highlight staff who will work on this project and show their qualifications to do so.

ATTACHMENT 4

REFERENCES (Please provide 3 references for your agency/organization.)

1. Contact Name:
Organization:
Relationship:
Address:
Phone:
Email:

2. Contact Name:
Organization:
Relationship:
Address:
Phone:
Email:

3. Contact Name:
Organization:
Relationship:
Address:
Phone:
Email:

ATTACHMENT 5

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of _____ (agency) to provide equal employment opportunity to all persons, regardless of race, color, religion, sex, or national origin. Therefore, this organization shall take Affirmative Action to insure that it shall:

- a. Recruit, hire, and promote all job classifications regardless of race, color, religion, sex, age, disability, political affiliation, or national origin.
- b. Make promotional decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- c. Incorporate equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, company sponsored training, education, and tuition assistance.
- d. Conduct programs without regard to race, color, sex, religion, or national origin.

The success of an Affirmative Action Program requires maximum cooperation between management and its employees.

To obtain this objective _____ (name) will be the Equal Employment Opportunity representative for _____ (agency). This person shall be responsible for working with the Department of Economic Opportunity for the purpose of aiding this agency in establishing future Affirmative Action goals.

ATTACHMENT 6

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

The undersigned certified, 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 Congress, or any employee or 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 any cooperative agreement and the extension, continuations, 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, Member of Congress, and 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 completed and submit Standard Form LLL, “Disclosure Form to Report Lobbying” in accordance with its instruction.
3. The Undersigned shall require that the language of this certification be included in the award documents for all sub awards and 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 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 failure.

Organization

Printed Name and Title of Certifying Official Date

Signature of Certifying Official

Note: In these instances, “All,” in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

ATTACHMENT 7

**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 Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE SIGNING, READ 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 principles:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal debarment or agency;
 - (b) Have not within a three year period preceding this proposal been convicted or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - (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, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, or local) terminated for cause of 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.

Printed Name and Title of Authorized Representative

Signature

Date