

CareerSource Florida, Inc.

**Vendor Questions and CSF Responses
for
Request for Proposal
Reimagining Florida’s Workforce System: A Three Pillar Strategy
PHASE III - Implementation**

| Vendor Questions | CSF Responses | | | | | | | | | | | | | | | | |
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| 1. Has CareerSource Florida allocated a not-to-exceed budget for this project? What is the project budget? | The budget will be predicated upon the awarded vendor’s proposal. | | | | | | | | | | | | | | | | |
| 2. How much were the contracts for Phase I and Phase II, respectively? | Phase 1 = \$250,000 Phase 2 = \$1,500,000 | | | | | | | | | | | | | | | | |
| 3. What is the funding source for this project? | Federal Workforce Innovation and Opportunity Act (WIOA) funds. | | | | | | | | | | | | | | | | |
| 4. As EY managed Phases I and II, were they physically located on-site in FL for the work? | <p>The vendor worked on-site and remotely according to their contract.</p> <p>The awarded vendor for Phase III is expected to, at a minimum, staff meetings in the following manner:</p> <table border="1" data-bbox="998 989 1393 1465"> <thead> <tr> <th data-bbox="998 989 1182 1037">Meeting Type</th> <th data-bbox="1182 989 1393 1037">Expectation</th> </tr> </thead> <tbody> <tr> <td data-bbox="998 1037 1182 1064">Project Kick-off</td> <td data-bbox="1182 1037 1393 1064">In-person / On-site</td> </tr> <tr> <td data-bbox="998 1064 1182 1163">Meetings with Elected Officials (State and Local Officials)</td> <td data-bbox="1182 1064 1393 1163">In-person / On-site</td> </tr> <tr> <td data-bbox="998 1163 1182 1236">Planning Sessions (State and Local)</td> <td data-bbox="1182 1163 1393 1236">In-person / On-site</td> </tr> <tr> <td data-bbox="998 1236 1182 1285">Monthly Status Meetings</td> <td data-bbox="1182 1236 1393 1285">In-person / On-site</td> </tr> <tr> <td data-bbox="998 1285 1182 1358">Local Workforce Board Meetings with Staff</td> <td data-bbox="1182 1285 1393 1358">In-person / On-site or Virtual</td> </tr> <tr> <td data-bbox="998 1358 1182 1407">Bi-Weekly Status Meetings</td> <td data-bbox="1182 1358 1393 1407">In-person / On-site or Virtual</td> </tr> <tr> <td data-bbox="998 1407 1182 1455">Training Sessions</td> <td data-bbox="1182 1407 1393 1455">In-person / On-site or Virtual</td> </tr> </tbody> </table> | Meeting Type | Expectation | Project Kick-off | In-person / On-site | Meetings with Elected Officials (State and Local Officials) | In-person / On-site | Planning Sessions (State and Local) | In-person / On-site | Monthly Status Meetings | In-person / On-site | Local Workforce Board Meetings with Staff | In-person / On-site or Virtual | Bi-Weekly Status Meetings | In-person / On-site or Virtual | Training Sessions | In-person / On-site or Virtual |
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| 5. Has CareerSource Florida researched and collected local best practices which may be elevated for Phase III implementation? (e.g., local-level policies, guiding docs, templates, etc.) | These tasks will be the responsibility of the awarded vendor. | | | | | | | | | | | | | | | | |
| 6. Will the selected contractor be responsible for generating buy-in from local workforce development boards for Phase III? | In partnership with CareerSource Florida, the selected vendor will be responsible for providing leadership, planning, coordination, subject matter expertise, and other strategic support. | | | | | | | | | | | | | | | | |
| 7. Should the contractor plan on regular check-in meetings with local workforce development boards, or just CSF? | The check-in will be primarily with CareerSource Florida; however, | | | | | | | | | | | | | | | | |

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| | regular occurring touchpoints are required with the local workforce development boards. |
| 8. What challenges does CSF foresee for Phase III based on experiences from Phases I & II? | Challenges will be identified and shared with the awarded vendor. |
| 1. Where the RFP mentions activities of “identify, create, or recommend policy documents”, what level of collaboration or ownership should we anticipate from the CareerSource Florida policy team in the development of those documents? | The awarded vendor will identify, create, or recommend policy documents as identified in the project plan. CareerSource Florida and the Florida Department of Economic Opportunity will provide guidance and approval as appropriate. |
| 2. Are the timelines in the “performance measures” column starting on page 7 negotiable? | Yes |
| 3. Is there an expectation that the vendor provide individualized technical assistance for the development of all 10 new WIOA local workforce development plans? | Yes |
| 4. Can CareerSource Florida provide more specificity for their expectations of the content for the training sessions outlined in Deliverable 6 – Training and Technical Assistance? When would these sessions be held in regard to the broader consolidation/realignment timeline? | Developing content and coordinating/facilitating the sessions will be the responsibility of the awarded vendor. |
| 5. For Deliverable No. 2, is there an expectation that the vendor identify required state resources / additional funding for each new local workforce development board? | Yes |
| 6. For Deliverable No. 6, is there an expectation that training delivery and technical assistance be provided to local workforce development board staff at a central location every month? | Yes, the location of training and correlating frequency will be determined by the training need. The training need may warrant training to occur at central locations or for the training to occur within the local area that the specific training is needed. |
| 1. The Financial Consequences section for each of the seven deliverables includes a penalty of 5% of the deliverable cost for each business week beyond the due date that a deliverable is late. Is CSF willing to negotiate the amount of this penalty? Will CSF consider reducing this to 1% for each week a deliverable is late? | No |
| 2. The bottom of page 14 includes “Proposals should include a statement that all Intellectual property rights will be owned by CareerSource Florida and that other work may be added to the contract upon a mutually signed agreement.” Will CSF allow the selected vendor to retain a royalty-free, nonexclusive, nontransferable, | No |

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| <p>irrevocable license to reproduce, publish and prepare derivative works of the work?</p> | |
| <p>3. The bottom of page 14 includes “Proposals should include a statement that all Intellectual property rights will be owned by CareerSource Florida and that other work may be added to the contract upon a mutually signed agreement.” Will CSF allow the selected vendor to include a provision to retain ownership of intellectual property or other proprietary data owned by the vendor prior to the effective date of the Agreement even if such pre-existing Information is embedded or otherwise incorporated into materials or products first produced as a result of this Agreement or used to develop such materials or products?</p> | <p>No</p> |
| <p>4. Deliverable 3: Policies and templates for the impacted local workforce development boards – The fourth task is “assess local workforce development boards technology needs and the effectiveness of current systems.” What are the types of systems?</p> | <p>The different types of systems will be identified during the assessment. The Phase II report provides additional details.</p> |
| <p>5. Are the proposed liquidated damages, the amounts specified in the Financial Consequences section of the deliverables table on pages 7 through 13, or are there other liquidated damages CSF intends to apply for late delivery?</p> | <p>The financial consequences are not proposed and will be enacted if required. No other consequences will be applied.</p> |
| <p>6. If an organization does not have capacity to perform all of the tasks simultaneously within the required time period will CSF consider alternative proposals responding one or more tasks rather than all tasks?</p> | <p>No</p> |
| <p>7. The second bullet (“Coordinate, oversee, and facilitate multiple county meetings / discussions and planning sessions to set up new governance structures and create new local workforce development areas and local workforce development boards...”) seems to apply to Task 2: LWDB Realignment and Consolidation Implementation, rather than to planning regions/regional planning. Is this a typo? If not, can CSF explain how the second bullet cited above pertains to regional planning?</p> <p>Is the contractor expected to support the process of identifying planning regions? Or will the identification and designation of planning regions happen separately? Additional information on the expected process for conducting analysis to identify and designate planning regions would be appreciated.</p> | <p>Yes, it was a typo. The correct statement is the following:</p> <p>Coordinate, oversee, and facilitate multiple county meetings / discussions and planning sessions to set up planning regions including identifying any required state resources / additional funding needs. Recommend key actions for ensuring stronger connections and planning efforts among local workforce development boards that serve Rural Areas of Opportunity.</p> <p>Per the RFP, the vendor is expected to assist CareerSource Florida and the Florida Department of Economic Opportunity in developing planning regions among the local workforce development boards and ensuring full compliance with the Workforce Innovation and Opportunity Act.</p> |

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| <p>8. Will CSF provide any flexibility on the requirement that the Project Manager have the Project Management Professional (PMP) certification, provided that the proposed Project Manager has significant experience and other relevant qualifications?</p> | <p>No</p> |
| <p>9. Will CSF provide any flexibility for any of the meetings currently listed as “in-person/on-site” only to be conducted virtually?</p> | <p>No</p> |
| <p>10. What level of staffing support from CSF will be available to the selected contractor to assist with coordination and communications with local stakeholders, scheduling and logistics, access to relevant existing documents and systems, etc.?</p> | <p>The referenced tasks will be the primary responsibility of the vendor.</p> |
| <p>11. The top of page 15 references the Florida Department of Corrections. Is this a typo?</p> | <p>Yes, this is a typo. It should reference the Florida Department of Economic Opportunity instead.</p> |
| <p>12. Does the 25-page count limit include front and back cover pages, transmittal letter, and/or staff CVs? Is it acceptable to place CVs within a separate Appendix at the end of the proposal?</p> | <p>25-page count is total page count, which should include CVs and/or Appendices.</p> |