

CareerSource Florida, Inc.

**Vendor Questions and CSF Responses
for
Request for Proposal**

**Temporary Assistance for Needy Families (TANF) Transitional Benefits
Feasibility Study**

Vendor Questions	CSF Responses
1. On what date is CSF expecting for all final deliverables to be completed/submitted for approval? Knowing the analysis and implementation plan is due to the Governor and the Legislature by October 1, 2023, we are seeking a date by which the deliverables must be finalized by the vendor.	As stated in the RFP in the Deliverable Table, within 45 business days of contract execution.
2. The Contract Period section on page 16 specifies that the solicitation will result in a fixed price contract, a type of contract where payments are tied to completed deliverables. This section states that services and deliverables will be paid on a reimbursement basis only and requires that all services be listed within bidder proposals showing hourly rates for each individual service. Please clarify if the selected vendor will be reimbursed for documented worked time and corresponding hourly rates or for completed deliverables. Additionally, what guidelines will be applied to the reimbursement of travel and other administrative expenses?	This RFP is Deliverable based and will be paid for as such, as stated in the Deliverable Table on pages 5-10. Travel and administrative expenses are the awarded vendor's responsibility.
3. Will the interviews with prospective vendors be in person, virtual or hybrid?	In-person.
4. "CareerSource Florida (CSF) is seeking proposals from qualified vendors to conduct a feasibility study and analysis of options to achieve economic self-sufficiency and independence from public assistance programs, addressing benefits cliffs faced by families receiving temporary cash assistance or school readiness program services (the 'Target Population')." Knowing that under certain circumstance certain families receive both temporary cash assistance and school readiness program services, is this meant to read and/or?	Yes, and/or.
5. Please describe what data sets will be available to the selected vendor to begin the work described.	Data sets will be shared with the awarded vendor.
6. Does the term 'local level' in paragraph 3. (and later in the description for Deliverable 3) refer to the formally established local workforce development areas or to a different political/geographic subdivision?	Yes, the local workforce development boards.
7. For meetings with local elected officials, given the short duration of this engagement, would CSF be open to some virtual and/or hybrid meetings in lieu of in-person meetings? If yes, please describe the areas in which in-person meetings with local elected officials are requisite.	No, see page 5 of the RFP, Meeting Type and Expectation table.
8. This section states that the solicitation will result in a fixed price contract; however, the terms in the Contract and Payment Schedule section (page 1) and Proposal Format	This is a fixed price contract based on deliverables.

<p>(price 12) require the submission of hourly rates for each individual service. Please describe how do these two payment structures align.</p>	
<p>9. Please provide a sample engagement letter with the terms and conditions of the engagement. Will the selected vendor have an opportunity to negotiate any terms it considers non-standard or unusual?</p>	<p>Terms and Conditions will be shared with the awarded vendor. No negotiations will occur related to the Terms and Conditions.</p>
<p>1. Project structure: Given the various stakeholders, have you determined a project governance structure for this project? Who will be the core client and do you anticipate there be a steering committee, working group or advisory group in place to steer/guide the process? If yes, could you please provide a structure overview and composition of any groups.</p>	<p>This project will not require a steering committee. The core client will be CSF.</p>
<p>2. For Deliverable #2 (Analysis of current usage), what types of data (e.g., participation in XYZ service, cost of delivering XYZ service) are tracked/available from existing systems to inform the needs assessment and analysis, e.g., participation of TANF recipients in various types of services? Where is this data housed/which agencies have the data?</p>	<p>Data is available and will be provided by multiple channels including CSF, Department of Children and Families, and the Department of Economic Opportunity.</p>
<p>3. For Deliverable #2 (Analysis of current usage), will any kind of MOU be required to share data from different agencies?</p>	<p>No MOUs will be needed.</p>
<p>4. For Deliverable #3 (policy recommendations and best practices), will client provide introductions to local workforce development boards or any other entities that will need to be interviewed?</p>	<p>Yes.</p>
<p>5. For Deliverable #6 (coordination with relevant agencies), If a steering committee or advisory board is not contemplated, does the client have a desired frequency of convening the various groups (e.g. to discuss results of analysis, draft recommendations, draft implementation plan) to the stakeholders involved?</p>	<p>Yes, weekly basis.</p>
<p>6. Vendor professional qualifications: Could you please comment on the following qualification listed under skill set “knowledge and experience in legal topics regarding dissolution and establishment of non-profit business entities including Human Resources staffing requirements” – how do you expect this skill set to be utilized on this engagement?</p>	<p>This skill is not required for this RFP.</p>