

CareerSource Florida, Inc.

Request for Quotes

for

IT Staff Augmentation Services

(Florida State Term Contract: 80101507-23-STC-ITSA)

PLEASE DIRECT INQUIRIES TO:

Quartil Robinson,

Contracts and Procurement Manager

contracts@careersourceflorida.com

TIMETABLE

Date	Time	Event
Wednesday, February 5, 2025	3:00 pm	Release of RFQ
Wednesday, February 19, 2025	3:00 pm	Quotes due to CSF
Monday, February 24 – Friday, February 28, 2025		CSF Interviews Candidates
Monday, March 3, 2025	5:00 pm	CSF Selects candidate and Issues PO
Tuesday, March 4 – Tuesday, March 18, 2025		Fingerprinting and/or 2-week notice
Wednesday, March 19, 2025	8:00 am	Anticipated start date

- A. **Request for Quotes Release Date: Wednesday, February 5, 2025**
- B. **Deadline for Submitting Quotes: Wednesday, February 19, 2025**
- C. **Method for Submitting Quotes:** Complete the [submission form](#) and attach accompanying documents. A vendor may submit up to two (2) candidates for each of the two positions.
- D. **Right to Reject:** CareerSource Florida reserves the right to reject all quotes received in response to this RFQ in the event funding becomes unavailable or other unforeseeable circumstances occur. A contract for the accepted quote will be based upon the factors described in this RFQ and may include any or all parts of the quote.
- E. **Contract Period:** The contract period will not extend beyond **June 30, 2025**, although there may be an option to renew for up to two 1-year extensions.
- F. **Notification of Award:** A decision selecting the successful bidder is scheduled to be made within two (2) weeks of the closing date for the receipt of quotes. Interviews with prospective vendors will take place during this two-week period if needed. **Availability of funds for this project is subject to legislative appropriation and budget signature. CareerSource Florida receives its - funding through an annual appropriation from the Florida Legislature, any contract is subject to the availability of funds.**

Please do not contact CareerSource Florida to check on the status of quotes.

SUBMISSION OF RESPONSES: Submissions from vendors in response to this RFQ must be received by CareerSource Florida by **3 p.m. EDT, Wednesday, February 19, 2025.**

1.0 General Description

Under the direct supervision of the CareerSource Florida Project Manager, Contractor will assist CareerSource Florida by providing the expertise necessary through IT Staff Augmentation Services for up to two (2) Business Process Consultants – Advanced, in accordance with the tasks outlined below.

1.1 Minimally Required Deliverables/Tasks

Contractor and/or Contractor’s staff will assist CareerSource Florida with the following hourly IT Staff Augmentation Services:

A. Business Process Consultant - Advanced (Job #7620)

General Characteristics

Facilitates the optimization of business unit performance by enhancing the alignment between business processes and information technology. Responsible for actively resolving day-to-day technology needs of the business unit with a focus on the analysis of processes—dissecting problems and suggesting solutions. Includes complex systems process analysis, design and simulation. Must understand technical problems and solutions in relation to the current, as well as the future business environment. Must be able to suggest plans to integrate new and existing processes. Provides input and supports planning and prioritization for business process engineering related activities, including developing the business unit process engineering plan and integrating that plan with the corporate plan. Possesses knowledge and experience leveraging both IT solutions and business process improvements.

1. Participates in continuous review and update to ensure that processes meet changing business unit conditions.
2. Identifies processes for improvement, documents existing processes, identifies and analyzes gaps between current processes and the desired state, designs new processes, develops process performance measures and plans the transition to a new process.
3. Provides counsel and leadership on future use of technology and business process improvements. This requires a high level of understanding of the organization’s business systems and processes as well as industry-wide requirements.
4. Must demonstrate expertise in strategic planning, tactical execution, project management, process management and business systems requirements definition.

Complexity

Expert/lead technical role. Works with business senior management in one business segment and corporate staff executives to align technology solutions with business strategies. Demonstrates breadth and in-depth knowledge of a business area to identify and communicate how IT solutions can add value. Supports one or more key business functions. Issues and interactions tend to be

highly complex and have significant strategic importance. Serves as a project team member for strategic planning or as a team lead.

2.0 Staff Qualifications and Performance Criteria

Contractor shall possess the professional and technical staff necessary to perform the IT Staff Augmentation Services required by this Contract, and the staff shall have sufficient skill and experience to perform the services assigned to them.

A. Business Process Consultant - Advanced (Job #7620)

Contractor and/or Contractor's Staff assigned to this Contract shall have the following knowledge, skills, and abilities:

1. Bachelor's or Master's Degree in Computer Science, Information Systems, Business Administration, or other related field, or;
2. Equivalent work experience (A minimum of seven (7) years of IT experience, four (4) years of experience in process engineering and two (2) years experience in project management).

All of the IT Staff Augmentation Services to be furnished by the Contractor under this Contract shall meet the professional standard and quality that prevail among IT professionals in the same discipline and of similar knowledge and skill engaged in related work throughout Florida under the same or similar circumstances. The Contractor shall provide, at its own expense, training necessary for keeping Contractor staff abreast of industry advances and for maintaining proficiency in equipment and systems that are available on the commercial market.

Contractor staff shall render services identified by CareerSource Florida and shall be paid on an hourly basis.

Contractor shall maintain during the term of the Contract all licenses, permits, qualifications, insurance, and approvals of whatever nature that are legally required to perform the IT Staff Augmentation Services in accordance with this Contract.

2.1 Background Screenings

CareerSource Florida has designated certain duties and positions as positions of special trust because they involve special trust responsibilities, are in sensitive locations, or have key capabilities with access to sensitive or confidential information. The designation of a special trust position or duties is at the sole discretion of CareerSource Florida.

Contractor or Contractor's employees, agents, or subcontractors, who in the performance of this Contract will be assigned to work in a position determined by CareerSource Florida to be a position of special trust are required to submit to a Level 2 background screening and be approved to work in a special trust position prior to being assigned to this Contract.

Level 2 screenings include Livescan fingerprinting of individuals and submission of the fingerprints through the Florida Department of Law Enforcement (FDLE) for a local, state, and National Crime Information Center (NCIC) check of law enforcement records through the Federal Bureau of Investigation (FBI).

In accordance with section 112.011, F.S., Contractor or Contractor's employees, agents, or subcontractors who have been convicted of Disqualifying Offenses shall not be assigned to this Contract. Disqualifying Offenses include, but are not limited to, theft, fraud, forgery, embezzlement, crimes of violence, or any similar felony or first-degree misdemeanor offenses directly related to the position sought. Screening results indicating convictions of Disqualifying Offenses will result in a contractor, contractor employee, agent, or subcontractor not being allowed to work on this Contract.

All costs incurred in obtaining background screening shall be the responsibility of the Contractor. The results of the screenings are confidential and will be provided by secure email transmission from FDLE to Commerce and will be maintained by Commerce. Commerce will provide written approval/disapproval of the Contractor, Contractor's employees, agent, or subcontractor to the Contractor. Contractor, Contractor employees, agents, or subcontractors are prohibited from performing any work under this Contract until written approval is received from Commerce's Contract Manager. CareerSource Florida reserves the right to make final determinations on suitability of all Contractor employees, agents, or subcontractors assigned to this Contract.

2.2 Staffing Changes

Contractor may make staffing changes or cost shifting of staff assigned to this Contract only with prior review and written approval of CareerSource Florida's Contract Manager. CareerSource Florida's Contract Manager must be notified in writing at least 10 days prior to a potential change in staff. Notifications must include the candidate's name, résumé, position, title, starting date, and references. CareerSource Florida reserves the right to interview all potential staff prior to beginning work on the Contract. CareerSource Florida reserves the right to request the replacement of any staff through written notification to Contractor. In the event of a staff change or cost shifting, an amendment to this Contract (and the corresponding change order to the Purchase Order) shall only be required if the change of staff also results in a change of the hourly rate.

If a staffing change occurs, with each invoice submitted thereafter, Contractor shall also submit a copy of the notification letter citing the applicable staffing changes as approved, signed, and dated by CareerSource Florida's Contract Manager.

2.3 Employment Verification (E-Verify)

- A. E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify system can be found at: <https://www.e-verify.gov/>.
- B. In accordance with section 448.095, F.S., the State of Florida (State) expressly requires the following:

- (1) Every public agency and its contractors and subcontractors shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public agency or a contractor or subcontractor thereof may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
 - (2) An employer shall verify each new employee's employment eligibility within three (3) business days after the first day that the new employee begins working for pay as required under 8 C.F.R. 274a. Beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee's employment eligibility.
- C. If Contractor does not use E-Verify, Contractor shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the effective date of this Contract.

2.4 Prohibition Against Contracting with Scrutinized Companies; Contractor Certifications

Contractor is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew this Contract with CareerSource Florida if, at the time of bidding on, submitting a proposal for, or entering into or renewing such Contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, F.S., or is engaged in a boycott of Israel. At the time Contractor submits a bid or proposal for this Contract, Contractor must certify that it is not participating in a boycott of Israel. CareerSource Florida may terminate this Contract at its option if Contractor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In addition to the provisions in the preceding paragraph, If the value of this Contract is \$1,000,000 or more, not including renewal years, Contractor is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew this Contract with CareerSource Florida if, at the time of bidding on, submitting a proposal for, or entering into or renewing such Contract, Contractor is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, F.S., or is engaged in business operations in Cuba or Syria. Furthermore, at the time Contractor submits a bid or proposal for such a contract, Contractor must also certify that the company is not on the Scrutinized Companies with - Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria. CareerSource Florida may terminate this Contract at its option if Contractor is found to have submitted a false certification under this Section 2.4, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or been engaged in business operations in Cuba or Syria.

In accordance with section 287.138, F.S., a contract between a governmental entity and an entity which would give access to an individual's personal identifying information which is executed, extended, or renewed on or after the dates provided in section 287.138(4), F.S., must include an attestation by the entity on Form PUR 1355, "Foreign Country of Concern Attestation Form,"(ATTACHMENT A) which is incorporated herein by reference. Prior to execution of the Contract, Contractor must provide CareerSource Florida with a signed Foreign Country of Concern Attestation Form pursuant to section 287.138(4).F.S., and rule 60A-1.020, F.A.C.

2.5 Prohibition Against Contracting with Antitrust Violators

Pursuant to section 287.137(2)(a), F.S., “a person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity.”

3.0 CareerSource Florida Contract Liaison

CareerSource Florida designates as its Contract Manager, Quartil Robinson, who can be contacted by email at contracts@careersourceflorida.com.

CareerSource Florida reserves the right to adjust the Contract Liaison, at any time, at its sole discretion and will notify, via email, the Contractor of any changes.

4.0 Renewal

Renewals are contingent upon availability of funds, satisfactory performance evaluations by CareerSource Florida and shall be at the discretion of CareerSource Florida. Renewals must be in writing and are subject to the same terms and conditions set forth in the initial Contract and any amendments thereto.

5.0 Invoicing Instructions

- A. Invoices must contain the Contract number, the Purchase Order number, Contractor’s invoice number, invoice period, and the appropriate Federal Employer Identification Number (FEID). Invoices must clearly reflect the number of hours worked at the hourly rate for the position, CareerSource Florida may require any other information from the Contractor that CareerSource Florida deems necessary to verify the goods and services have been rendered under the Contract.
- B. Invoices must be accompanied by a corresponding timesheet and detailed status report that clearly identifies the services rendered in compliance with this Contract and supports the hours reported on said invoices.
- C. Contractor must submit invoices and applicable supporting documentation to the CareerSource Florida Contract Manager on or before the 15th of each month for the services rendered the previous month. If there are any questions or concerns regarding your invoice, the Contractor may contact the Contract Manager listed herein with questions.
- D. Timesheets will be approved by CareerSource Florida. Invoices must be accepted and approved by CareerSource Florida.

Performance under this Contract shall be done on an hourly basis, not to exceed the number of hours authorized per job number, job title, and scope variant as specified below:

Information Technology Staff Augmentation Services Job Family: Business Analysis and Planning						
Job Number	Job Title	Scope Variant	State Term Contract Maximum Hourly Rate	CareerSource Florida Discounted Labor Rate	Estimated Total Hours	Total Cost
7620	Business Process Consultant	Advanced	\$123.58	\$	2080	\$
Total:						<u><u>\$</u></u>

6.0 Termination

6.1 Termination Due to the Lack of Funds

In the event funds to finance this Contract become unavailable, or if federal or state funds upon which this Contract is dependent are withdrawn or redirected, CareerSource Florida may terminate this Contract upon no less than 24 hours' notice in writing to Contractor. Said notice shall be delivered by certified mail, return receipt requested or in person with proof of delivery. CareerSource Florida shall be the final authority as to the availability of funds and will not reallocate funds earmarked for this Contract to another program thus causing "lack of funds." In the event of termination of this Contract, Contractor will be compensated for any work satisfactorily completed prior to notification of termination.

6.2 Termination for Cause

CareerSource Florida may terminate the Contract if Contractor fails to: (1) deliver the product within the time specified in the Contract or any extension; (2) maintain adequate progress, as determined solely by CareerSource Florida, thus endangering performance of the Contract; (3) honor any term of the Contract; or (4) abide by any statutory, regulatory, or licensing requirement. Section 287.1351, F.S., governs the procedure and consequences of default. Contractor shall continue work on any work not terminated. The rights and remedies of CareerSource Florida in this clause are in addition to any other rights and remedies provided by law or under the Contract.

6.3 Termination for Convenience

CareerSource Florida, by written notice to Contractor, may terminate the Contract in whole or in part when CareerSource Florida determines in its sole discretion that it is in the State's interest to do so. Contractor shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of the Contract, if any. Contractor shall not be entitled to recover any cancellation charges or lost profits.

7.0 Financial Consequences for Non-Performance

Financial consequences shall apply for non-performance of the Contract by Contractor. The State shall apply financial consequences identified in Section 7.1 to Purchase Orders or Contracts issued by CareerSource Florida. In addition, if a service is deemed unsatisfactory by CareerSource Florida, the Contractor shall re-perform the service as needed for satisfactory performance, at no additional cost to CareerSource Florida, within the timeframe established by CareerSource Florida.

Contractor or its employee's inability to perform under the conditions of the Contract, may result in default proceedings.

Failure to respond to a CareerSource Florida request to correct a deficiency in the performance of the Contract may result in termination of the Contract.

7.1 Financial Consequences for Failure to Comply with Contract Requirements

In addition to those remedies outlined in Section 7.0, and any other remedies provided by law, if Contractor fails to comply with the requirements of the Contract, Contractor shall pay to CareerSource Florida financial consequences for such failures, unless CareerSource Florida, in its sole and absolute discretion, waives such financial consequences for such failure in writing based upon its determination that the failure was due to factors beyond the control of Contractor. A financial consequence in the amount of one (1) time the hourly rate(s) of each Contractor employee assigned to the Contract will be assessed against Contractor for each submittal of an invoice during the period that the Contractor is out of compliance with the Contract. This amount shall be reflected as a credit on the invoice submitted to CareerSource Florida. CareerSource Florida at its sole discretion shall determine when the Contractor is failing to comply and CareerSource Florida at its sole discretion shall determine when the Contractor has remedied the failure.

These consequences for non-performance are not to be considered penalties and are solely intended to compensate for damages.

8.0 Exceptions to Application of the Financial Consequences Provision

Contractor may be excused for failing to provide qualified staff as required by the terms of this Contract (hereinafter “services”) if such failure is beyond the control of Contractor and is approved, in writing, by CareerSource Florida. Excusals may be approved for events such as:

- a) Acts or omissions of CareerSource Florida, any other State agency, or third parties other than Contractor’s subcontractors providing services to or for CareerSource Florida;
- b) Announcement of new legislation affecting services;
- c) Unofficial media announcements relating to state/federal changes to legislation; or
- d) Federal guidance impacting services.

Contractor shall advise CareerSource Florida in writing as soon as possible after learning of any circumstance or occurrence that has affected or will affect Contractor’s ability to achieve any of the required services. In no event shall notice to CareerSource Florida be provided more than 72 hours after such circumstance or occurrence. CareerSource Florida shall be the sole determiner of whether Contractor’s failure to provide services in accordance with the terms of this Contract is excusable.

9.0 Non-Disclosure

Contractor and Contractor staff shall not divulge, disclose, or communicate information pertaining to the services provided in accordance with this Contract to any third party for any purpose not in conformity with this Contract without the express written consent of CareerSource Florida. Contractor and Contractor staff shall not divulge, disclose, or communicate information regarding the services rendered including but not limited to product development plans, products, processes, procurement documents, ideas, strategies and information, program methods, program plans, customer names and related information, contracts, contractual relationships, pricing, financial information, designs, software, hardware, works-in-progress, development tools, source code, specifications, improvements, enhancements, and databases. However, information which is or becomes part of the public domain through no direct or indirect act or omission of Contractor is excluded from this section. Contractor shall ensure that any agent, including a

subcontractor, providing services in accordance with this Contract agrees to the same terms, conditions, and restrictions that apply to Contractor with respect to this section. Violation of this section shall constitute a material breach of the Contract, and CareerSource Florida may avail itself of all appropriate legal and equitable remedies.

10.0 Conflicts of Interest

Contractor staff assigned to this Contract shall not participate in any matter that would inure to Contractor or Contractor staff's special private gain or loss, or which he or she knows will inure to the special private gain or loss of any relative or business associate. Contractor staff assigned to this Contract shall disclose to CareerSource Florida's Contract Manager any conflicts of interest that arise during the performance of this Contract. CareerSource Florida has the ultimate authority to determine if a conflict of interest exists. For purposes of this section, conflict of interest includes a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest. Violation of this section may constitute a material breach of the Contract, and CareerSource Florida may avail itself of all appropriate legal and equitable remedies.

11.0 Ownership and Intellectual Property Rights

All rights, title, and interest, including copyright interests and any other intellectual property, in and to the work developed or produced under the Contract, alone or in combination with CareerSource Florida and/or its employees, under this Contract shall be the property of CareerSource Florida. Contractor agrees that any contribution by the Contractor or its employees to the creation of such works, including all copyright interest therein, shall be considered works made for hire by the Contractor for CareerSource Florida and that such works shall, upon their creation, be owned exclusively by CareerSource Florida. To the extent that any such works may not be considered works made for hire for CareerSource Florida under applicable law, Contractor agrees to assign and, upon their creation, automatically assigns to CareerSource Florida the ownership of such works, including copyright interests and any other intellectual property therein, without the necessity of any further consideration.

12.0 Response Content

Interested vendors should respond to this RFQ directly to CareerSource Florida by submitting a response that includes, at a minimum, the vendor's qualifications and the cost structure (see Section 5.0) associated with providing the services.

The response to this RFQ shall be concise and shall be prepared using the following outline:

A. Introductory Letter and Letter of Commitment

The respondent shall submit an Introductory Letter on corporate letterhead listing the name of the proposed candidate(s), a summary of the candidate's qualifications, the point of contact for all RFQ communications, and the length of time the respondent's quote is valid, which shall be no less than 180 days. Up to three (3) candidates may be proposed.

B. Proposed Staff and Resumes

The respondent shall submit a resume for each proposed candidate. During the term of the

prospective contract, contract staff may be substituted only with the prior written approval of the CareerSource Florida Contract Manager. If access to confidential data is required by the vendor's contract staff in the performance of the contract, CareerSource Florida will require the vendor to have a Level II background check performed on each individual that will have access to confidential data. The vendor is responsible for payment. CareerSource Florida reserves the right to reject any proposed contract staff based on the results of the background check. New contract staff added to the contract after the initial award must have a background check before being added to the contract if access to confidential data is required.

C. Resume Self-Certification Form

The respondent shall provide a signed Resume Self-Certification Form (ATTACHMENT A) for each proposed candidate. Up to three (3) candidates may be proposed.

D. Pricing

The respondent shall provide an hourly rate for the proposed contract staff using the pricing instructions in Section 5.0, Invoicing Instructions. The hourly rate(s) quoted must be at or below the respondent's rates listed in STC contract number 80101507-23-STC-ITSA.

13.0 Selection of Award

CareerSource Florida intends to select one (1) or more vendors for the RFQ that provides the best value to the State.

14.0 Public Records

All materials submitted in response to this RFQ become the property of CSF and the State of Florida, and will be a public record and open for inspection by any person in accordance with the provisions of Chapter 119, F.S. The State of Florida shall have the right to use such ideas or adaptations of those ideas contained in any quote without cost or charge. Selection or rejection of a quote will not affect this right.

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ATTACHMENT A

FOREIGN COUNTRY OF CONCERN ATTESTATION (PUR 1355)

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in [Rule 60A-1.020, F.A.C.](#)

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name:

Title:

Signature:

Date:

ATTACHMENT B

Information Technology Staff Augmentation Services Contract No. 80101507-23-STC-ITSA

Resume Self-Certification Form

The Contractor’s candidates shall complete this Resume Self-Certification Form. Completed Resume Self-Certification Forms shall be submitted within the Contractor’s response to Customer’s Request for Quotes.

“I the undersigned do hereby certify, under the penalty of perjury, that information in my resume submitted for consideration of the State of Florida contract position is true, correct, complete, and made in good faith to the best of my knowledge and belief. If an omission, falsification, misstatement, or misrepresentation has been made regarding my education, work ability, experience, employment history, and/or fitness for employment as a contractor, I may be disqualified as a contractor, and the matter will be reported to appropriate agency or law enforcement personnel. I understand that there may be civil and/or criminal penalties for misrepresenting pertinent information in connection with contract positions, including, but not limited to, penalties available under sections 287.133 or 817.566, Florida Statutes. I further understand that if I am not a United States citizen, violation cases may be reported to the US Department of Homeland Security for potential deportation.”

“In addition, I the undersigned do hereby consent to the release of my information by employers, educational institutions, law enforcement agencies, and other individuals and organizations to investigators and other authorized agents of Florida for verification and investigation purposes.

I understand that any documents submitted to procure a contract(s) with the State of Florida, including resumes, are public records.”

Print Full Legal Name of Candidate			
Candidate’s Signature	Date		
Candidate’s Form of Identification Presented	Identification Number		
Contractor’s Witness Signature One	Date	Contractor’s Witness Signature Two	Date
Print Name Contractor’s Witness One		Print Name Contractor’s Witness Two	