

**CareerSource Florida, Inc.**  
**Invitation to Negotiate**  
**for**  
**Workforce and Labor Market Information System**  
**Bundled Licensing and Customer Support**

**February 5, 2025**

**PLEASE DIRECT INQUIRIES TO:**

**Quartil Robinson,**  
**Contracts and Procurement Manager**  
**[contracts@careersourceflorida.com](mailto:contracts@careersourceflorida.com)**

**TIMETABLE**

<b>Date</b>	<b>Time</b>	<b>Event</b>
Wednesday, February 5, 2025	3:00 pm	Release of ITN
Monday, February 10, 2025	3:00 pm	Questions due to CSF (via email – <a href="mailto:contracts@careersourceflorida.com">contracts@careersourceflorida.com</a> )
Friday, February 14, 2025	5:00 pm	CSF responds to questions (anticipated)
Monday, February 24, 2025	3:00 pm	<a href="#">Proposals</a> due to CSF
Friday, March 7, 2025	3:00 pm	CSF selects Vendor(s) for negotiations (anticipated)
Monday, March 17 – Friday, March 28, 2025	TBD	CSF and selected Vendor(s) conduct negotiations
Friday, April 4, 2025	3:00 pm	Award Posted
Thursday, May 1, 2025	8:00 am	Anticipated Contract start date

- A. **Invitation to Negotiate Release Date: Wednesday, February 5, 2025**
- B. **Deadline for Submitting Proposals: Monday, February 24, 2025**
- C. **Method for Submitting Proposals:** Complete the [submission form](#) and attach accompanying documents.

- D. **Right to Reject:** CareerSource Florida reserves the right to reject all proposals received in response to this ITN in the event funding becomes unavailable or other unforeseeable circumstances occur.
- E. **Contract Period:** The contract period will not extend beyond June 30, 2028, although there may be an option to renew up to two one-year terms.
- F. **Contract and Payment Schedule:** Upon receipt of competitive proposals, CareerSource Florida will establish a competitive range of vendors, if appropriate; commence negotiations as needed; select a vendor; develop a contract proposal; and set contract terms, including a payment schedule. Any licensing, services, and deliverables executed under this contract will be paid based on the payment schedule. This is not an ITN for a retainer contract.
- G. **Notification of Award:** A decision selecting the successful bidder is scheduled to be made within six (6) weeks of the closing date for the receipt of proposals. Interviews and negotiations with prospective vendors will take place during this four-week period if needed. Upon conclusion of final negotiations with the successful bidder(s), all offerors submitting proposals in response to this Invitation to Negotiate will be informed, in writing, of the decision. **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.**

## **PURPOSE.**

CareerSource Florida issues this Invitation to Negotiate (ITN) to elicit responses from vendors for tiered / bundled licensing, customer support, and ad-hoc professional consulting services related to methods and solutions for Workforce and Labor Market Information (WLMI) tools. The intent of this ITN is to establish a statewide contract vehicle providing CareerSource Florida, Local Workforce Development Boards (LWDBs), and Florida Department of Commerce the ability to buy licenses direct from the selected vendor(s).

In accordance with this corporation's guidelines that call for periodic evaluation of external contractor services, CareerSource Florida seeks to establish this initial contract with the possibility of two annual renewals. The contract period will be determined by CareerSource Florida. In the event CareerSource Florida determines the bundled licensing and customer support capabilities are provided by more than one vendor and are in the best interest of the organization, CareerSource Florida reserves the right to contract with more than one respondent.

## **BACKGROUND.**

CareerSource Florida, Inc., is the public/private corporation established by the Florida Legislature to provide policy direction and general oversight for the state's workforce development system through its board of directors, appointed primarily by the Governor. As established in Chapter 445, Florida Statutes, this workforce system comprises the State Workforce Development Board (CareerSource Florida, Inc.), the Florida Department of Commerce, which serves as the state's administrative and fiscal entity, the 21 LWDBs, and other state and regional partners. CareerSource Florida is managed by a president and professional staff located in Tallahassee and serves as the administrative support to the State Workforce Development Board. CareerSource Florida, Inc., is not a unit or entity of state government and is exempt from Chapters 120 and 287, Florida Statutes.

To advance the overall program across the state and focusing on system-wide improvements, the CareerSource Florida Board has directed its professional team and the Florida Department of Commerce, working in collaboration with the Governor's REACH Office and local workforce development boards, to develop a plan for specific system-wide improvements for consistency, improved customer experience and efficiencies to include, but may not be limited to, technology, administration, fiscal, procurement/contracts and programmatic policies.

### **REQUIREMENTS AND SPECIFICATIONS.**

CareerSource Florida is requesting competitive proposals for tiered / bundled licensing, customer support, and ad-hoc professional consulting services related to methods and solutions for Labor Market Information tools based on the following requirements, features, and objectives. Priority needs include:

- Employment numbers by occupation and industry;
- Unemployment numbers and rates;
- Short- and long-term industry and occupational employment projections;
- Information on business employment dynamics, including the number and nature of business establishments, and share and location of industrial production;
- Local employment dynamics, including business turnover rates; new hires, job separations, net job losses;
- Job vacancy counts;
- Job seeker and job posting data;
- Identification of high growth and high demand industries, occupations, and jobs;
- Information on employment and earnings for wage and salary workers and for the self-employed;
- Information on work hours, benefits, unionization, trade disputes, conditions of employment, and retirement; and
- Information on occupation-specific requirements regarding education, training, skills, knowledge, and experience.

WLMI should also include, as either source data or as outputs of analysis of source data:

- Population and workforce growth and decline, classified by age, sex, race, and other demographic characteristics;
- Identification of emerging occupations and evolving skill demands;
- Business skill and hiring requirements;
- Workforce characteristics, which may include skills, experience, education, credential attainment, competencies, etc.;
- Workforce available in geographic areas;
- Information on regional and local economic development activity, including job creation through business start-ups and expansions;
- Enrollments in and completers from educational programs, training and registered apprenticeship;
- Trends in industrial and occupational restructuring;
- Shifts in consumer demands;
- Data contained in governmental or administrative reporting including wage records as identified in 20 CFR 652.301;
- Labor market intelligence gained from interaction with businesses, industry or trade associations, education agencies, government entities, and the public; and
- Other economic factors.

## **CONTRACTOR QUALIFICATIONS.**

Through this ITN, CareerSource Florida will select and negotiate a contract with a vendor(s) for tiered / bundled licensing, customer support, and ad-hoc professional consulting services related to methods and solutions for Labor Market Information tools within the following parameters:

1. Tiered / Bundled Licensing. Ability for the vendor to provide tiered bundled pricing for CareerSource Florida, Department of Commerce, and the 21 LWDBs. The license count is estimated to be up to 300 licenses. At a minimum, the tool will provide data focused in the following areas:
  - a. Employment data by occupation and industry (including online job postings)
  - b. Talent pipeline measures
  - c. Skill profiles
  - d. Employer data and demographic information
2. Customer Support. Ability for the vendor to provide customer support services specific to the vendor's Workforce and Labor Market Information tool.
3. Ad-hoc Consulting Services. Ability for the vendor to provide ad-hoc consulting services, to include on-demand labor market analysis reports.

## **SUBMISSION OF RESPONSES.**

Respondents should complete the form and upload their proposal no later than **3 p.m. ET, Monday, February 24, 2025.**

## **PROPOSAL FORMAT.**

Proposers should take care in following the format of the application. Use narrative and/or include attachments where requested. Adherence to this format is essential since evaluation criteria is based on the structure of the ITN. Failure to follow the requested format could result in the disqualification of your proposal. Proposals should be prepared as simply as possible and provide a concise description of the bidder's capabilities to produce deliverables. The proposal should be no longer than twenty (20) pages total and include the following:

1. Cover page
2. Executive summary
3. Tiered and bundled licensing options for a Labor Market Information system
4. Description and pricing for Customer Support Services
5. Description and pricing for Ad-hoc Professional Consulting Services for Labor Market Analysis

Proposals should also include a commitment to open communication with CareerSource Florida about delivery dates, launch dates, and any contingency plans should delivery dates need to be adjusted.

All proposals to this ITN should also include itemized pricing (the hourly rates for each service) for the above work as well as tiered and bundled licensing price options that could provide any cost savings. Responses should be organized by main topic area listed above. If the proposal does not include the above noted statements and pricing structure breakdown, the proposal may be disqualified from the bidding process.

## **SELECTION.**

CareerSource Florida will assemble an objective proposal evaluation team to review the responses and evaluate proposals based on which responses CareerSource Florida deems to be the most suitable and qualified. CareerSource Florida retains the sole authority for developing and applying the criteria used by the team to evaluate proposals. Responding firms should be prepared to provide, upon request, at least three references from clients with whom the firm has worked within the past 12 months.

CareerSource Florida may choose to request that one or more of the responding firms make a face-to-face presentation to an individual or individuals reviewing responses. If needed, every effort will be made to schedule the presentation(s) at a time and on a date satisfactory to the respondent. Presentations, if necessary, will be scheduled in Tallahassee at CareerSource Florida headquarters. CareerSource Florida, at its sole discretion, may determine that a personal presentation(s) is not necessary. Tentatively, CareerSource Florida plans to schedule presentations, if necessary, for the weeks of **Monday, March 17 – Friday, March 28, 2025.**

**NOTE:** When CareerSource Florida decides which firm or firms it deems to be the most suitable and qualified for this project, upon receipt of evaluations by the ITN review team, it will notify all respondents of that decision. CareerSource Florida may select one or more vendors with which to commence negotiations relative to specific 1) scope of services, 2) timetables for implementation and 3) costs. If negotiations are unsuccessful, CareerSource Florida retains the right to initiate contract negotiations with the next most suitable firm and continue that process until it successfully negotiates a contract. CareerSource Florida retains the sole authority to make its selection based on what it determines to be its best interest. CareerSource Florida, at its sole discretion, may reject any and all responses as not meeting the needs of this project. **CareerSource Florida anticipates that a selection decision will be made no later than Friday, April 4, 2025.**

## **PROPOSAL REVIEW PROCESS.**

The application is a preliminary mechanism used to determine the suitability of a service provider for funding. The review process involves:

- A. Preliminary Screening –
  - a. To be considered for funding, you must complete the entire application. Based on your response, an evaluation team will determine whether further consideration of the application is warranted.
- B. Follow-up/Fact-finding Documentation –
  - a. Upon analysis of your completed application and budget, you may be asked to submit additional information or details to the evaluation team.
  - b. You may be asked to provide a presentation or demonstration of your organization's abilities to successfully fulfill the proposal requirements.
- C. Evaluation Process –

- a. Proposals will be scored using a predetermined scoring matrix by a formal evaluation committee. Vendors with the top proposals may be asked to participate in an interview or asked to provide further information/clarification.

### **PROPOSAL CONTENT AND EVALUATION.**

Based on information submitted, the suitability for delivering licensing options and the professional services will be rated in the following manner:

- A. Tiered / Bundled Licensing: up to 40 points maximum
- B. Description of Customer Support Service capabilities and qualifications: up to 30 points maximum
- C. Description and capability to provide Ad-hoc Professional Consulting Services: up to 30 points maximum

### **CONTRACT(S).**

The contract(s) resulting from this ITN will be a two-party contract between CareerSource Florida and the selected firm(s). Any subcontractors the firm may use from time to time throughout the contract will not be a party to the firm's contract with CareerSource Florida and should be identified when outside assistance is needed.

The contract(s) will establish pricing to be used for various aspects of the services provided by the contractor. The contract period will be determined by CareerSource Florida. As noted above, it is anticipated that there is an opportunity for contractual agreements for a period of up to three years including renewals. The actual length of the contract and any possible renewal options will be terms to be negotiated by the parties.

### **CONTACT.**

Firms should direct inquiries regarding this ITN to [contracts@careersourceflorida.com](mailto:contracts@careersourceflorida.com).

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

**No phone calls please.**