



**POLICY
NUMBER
O124**

Workforce Policy

Title:	Statewide Standardization of Tools and Services		
Program:	One-Stop		
Type:	Operational		
Effective:	December 22, 2023	Revised	11/13/2025

I. PURPOSE AND SCOPE

This policy establishes a unified framework for statewide standardization of tools and services and provides guidance for the use of state-procured resources consistent with goals established in Section 14.36, Florida Statutes, the Reimagining Education and Career Help or REACH Act, to increase alignment and efficiency of the state's workforce development system and federal law specifying that the State, Local Workforce Development Boards (LWDBs), Regions, and direct grant recipients must make efforts to reduce administrative costs by minimizing duplication by effectively using information technology to improve services.¹

II. MEASURABLE PERFORMANCE OUTCOMES

1. Statewide adoption rate of standardized tools and services
2. Reduction in duplicative technology and service expenditures
3. Increase in system-wide consistency, performance, and efficiency.

Additional measures of performance for this policy include aligned, clearly written, and publicly posted LWDB policies and procedures outlining processes for procurement of tools and services.

III. POLICIES AND PROCEDURES

A. The Use of State Procured or Developed Tools

Tools and services negotiated and acquired at the state level must be used by all LWDBs that have an identified need for the specific purpose the tools and services are acquired to fulfill. LWDBs are prohibited from using funds subgranted by FloridaCommerce for the purchase of tools and services that are duplicative of state-procured resources without an approved waiver request.

When a state procured tool or service is not available, LWDBs must attempt to first

¹ [20 CFR 683.215\(d\)](#)

utilize common tools or services procured by a regional planning area. Regional planning areas can assist by negotiating improved rates for the LWDBs in their planning area. Prior to procuring separate solutions, LWDBs must be able to show evidence of work with the local regional planning area to provide a common tool or service at a reduced rate. A list of State procured workforce specific tools or services will be posted by CareerSource Florida, in collaboration with the Florida Department of Commerce (FloridaCommerce) to assist LWDBs.

B. Waiver Request Review Process

Where tools and services are procured, acquired, or developed for implementation statewide by FloridaCommerce or CareerSource Florida, LWDBs seeking to opt out of statewide implementation or utilize a tool or service in place of the procured or acquired tool may request a waiver from FloridaCommerce and CareerSource Florida for two years or until the contract expires, whichever occurs first.

LWDBs that seek a waiver must submit a request to CareerSource Florida and FloridaCommerce using the [Standardization of Tools and Services Waiver Request Form](#). Waiver requests must include:

1. Description of existing tools/services, their functions, and business/customer groups served by them.
2. Impact on performance and measurement and management.
3. Assumptions and constraints of state-provided tools.
4. Fiscal and functional efficiencies.
5. Anticipated benefits, cost savings, economies of scale, return on investment for the local area and the state that will result if the waiver is granted.

FloridaCommerce, in consultation with CareerSource Florida, will review waiver requests and determine whether to approve the LWDB's request. FloridaCommerce will notify the LWDB of the outcome of the waiver review process on or before 15 days from the date the waiver request was received.

IV. IMPLEMENTATION

Each LWDB must develop local policies and procedures in alignment with this policy and include implementation details in their four-year and two-year workforce development plans.

FloridaCommerce will monitor programmatic and fiscal compliance associated with this policy, review waiver requests and procurement plans in consultation with CareerSource Florida, and ensure alignment with WIOA, the REACH Act, and CareerSource Florida policies.

Tools and services will be reviewed six months before contract expiration to assess continued relevance.

V. ATTACHMENTS AND RESOURCES

[Standardization of Tools and Services Waiver Request Form](#)

[Florida CLIFF Dashboard](#).