

# WORKFORCE POLICY DEVELOPMENT TRACKER STATEWIDE STANDARDIZATION OF TOOLS AND SERVICES TRACKING DOCUMENT

## A. GENERAL INFORMATION

**Policy Name:** O124 Statewide Standardization of Tools and Services  
**Policy Type:** Operational

**Related Policies:** [CareerSource Florida Strategic Policy O14 / 2023.10.12.A.1 – Statewide Standardization of Tools and Services](#) (Sunset)  
  
[CareerSource Workforce Policy O124 – Statewide Standardization of Tools and Services](#) (Revised)

**Date to Publish:** November 14, 2025

## B. PROJECT SUMMARY

CareerSource Florida and FloridaCommerce recommend consolidating two workforce policies—Strategic Policy 2023.10.12.A.1 – Statewide Standardization of Tools and Services and Workforce Policy O124 – Statewide Standardization of Tools and Services. These policies were developed during Workforce System Transformation. Combining them into a single, streamlined policy eliminates redundancy and simplifies guidance for local workforce development boards (LWDBs). The unified policy (O124) provides reduces duplication, promotes consistent use of state-procured tools or services, as well as providing LWDB’s an option to submit a waiver for consideration if a separate tool or service has been determined to better meet local needs.

CareerSource Florida and FloridaCommerce worked with executive directors and staff of LWDBs to align the updated policy with the law, and existing policies. Policies were sent to all 21 LWDBs for consultation feedback.

<b>Feedback Response Key</b>	
<b>Incorporated</b>	7 (63.6%)
<b>Future Action</b>	1 (9.1%)
<b>No Change</b>	3 (27.3%)
<b>Total</b>	11

## C. OVERVIEW OF CHANGES

<b>Substantive Change</b>	<b>Location</b>	<b>Reason</b>
Revised Purpose and Scope.	Section I. Purpose and Scope (Page 1)	Establishes a unified framework to improve efficiency, reduce duplication, and align with state and federal workforce goals.

Added Measurable Performance Outcomes	Section II. Measurable Performance Outcomes (Page 1)	Requires LWDBs to justify tool choices to promote cost savings, consistency, and accountability.
Revised section on the use of state procured or developed tools.	Section III. Policies and Procedures, A. The Use of State Procured or Developed Tools (Page 1-2)	Using tools procured by the state helps LWDBs stay consistent and avoid spending funds on duplicate systems. When statewide tools aren't available, boards should work together to identify shared, lower-cost options. This leads to efficient spending and better services across Florida's workforce system.
When a state procured tool or service is not available, LWDBs must attempt to first 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 should be able to show evidence of work with the local regional planning area to provide a common tool or service at a reduced rate.	Section III. Policies and Procedures, A. The Use of State Procured or Developed Tools (Page 1-2)	This approach promotes cost-efficiency, collaboration, and consistency across Florida's workforce system. It reduces duplication, supports smarter spending, and aligns with WIOA by encouraging shared use of resources and regional coordination.
A list of State procured workforce specific tools or services will be posted by CareerSource Florida, in collaboration with FloridaCommerce.	Section III. Policies and Procedures, A. The Use of State Procured or Developed Tools (Page 2)	This gives all LWDBs a clear and shared list of approved tools and services, supports consistency, transparency, and reduces waste by guiding boards toward tools already paid for by the state.
Waiver process for LWDBs to opt out of statewide implementation or utilize a tool or service in place of the procured or acquired tool.	Section III. Policies and Procedures, B. Waiver Request Review Process (Page 2)	LWDBs can request a waiver to use different tools than the ones chosen by the state for up to two years or until the contract ends, whichever comes first. This allows flexibility while ensuring boards follow statewide rules for the use of public funds.
Identify responsible entity and create a process for LWDB consultation prior to procurement	Section III. Policies and Procedures	This will be addressed by FloridaCommerce in technical assistance.
Revised implementation section requires LOPs in alignment with the policy. Tools and services will be reviewed six months before contract expiration to assess continued relevance.	Section IV. Implementation (Page 2)	Requires local alignment with state policy and regular review of tools for continued relevance. This ensures statewide consistency, accountability, and timely updates to tools and services, helping the system stay efficient and aligned with state and federal goals.