

CareerSource Florida, Inc.
Request for Proposals
for
Human Resources Management and Consulting Services

1. How many employees does CSF currently have across full-time, part-time, and contract classifications?
 - **23 – 25 Full Time Employees (FTE)**
2. What Human Resource Information System (HRIS) and payroll platform does CSF currently utilize?
 - **Paycor**
3. Regarding the 401(k) Salary Savings Plan referenced in Section 1 (Trustee and Fiduciary Services), does CSF currently work with a Third-Party Administrator (TPA) or recordkeeper for day-to-day plan administration?
 - **CSF currently works with Voya as the recordkeeper and DCS Retire as the TPA.**
4. Is there a current HR services contractor, and if so, what is prompting the release of this new RFP?
 - **The current contract is expiring.**
5. Is there an approximate annual budget range allocated for HR management consulting services that proposers should be aware of when developing their cost proposals?
 - **The budget for the 2026-2027 fiscal year is still being developed and has not been finalized. The base contract for 2025-2026 is \$210,660 and is included on the CSF website.**
6. Does the 15-page proposal limit include resumes of key personnel, or may resumes be submitted as a separate attachment?
 - **Resumes may be submitted as a separate attachment.**

7. How frequently does CSF anticipate on-site travel will be required for the selected contractor (e.g., monthly, quarterly, as-needed)?
 - **Travel for in-person meetings is based on recruitments, trainings, and ad hoc requests, but has historically averaged about once a month.**
8. Approximately how many recruitments were conducted in the past 12 months to help us appropriately scope talent acquisition services?
 - **There were four (4) recruitments conducted in the last 12 months.**
9. Will questions submitted by prospective proposers and CSF's responses be shared with all proposers, or will responses be provided only to the submitting firm?
 - **Responses to the Request for Proposal for Human Resources Management and Consulting Services will be posted on CSF website for Contracting Opportunities as stated in the RFP.**