

REQUEST FOR PROPOSAL
Non-Custodial Parent Employment Program
ISSUED February 20, 2017

RFP No. 17-1291

Worknet Pinellas, Inc. dba CareerSource Pinellas is accepting proposals for the Non-Custodial Parent Employment Program, an employment and training program serving non-custodial parents in Pinellas, Hillsborough, Pasco, and Miami-Dade counties.

Request for Proposal (RFP) should be submitted by 5:00 pm EDT on March 23, 2017 to:

CareerSource Pinellas
Attention: Edward Peachey, President/CEO
13805 58th St. North, Suite 2-140
Clearwater, FL 33670

The official opening will be held at the CareerSource Pinellas conference room at 13805 58th St. North, Suite 2-140, Clearwater, FL 33670 on March 23, 2017 at 5:00 p.m. EDT. Submitted RFPs will be recorded. Any RFP or portion thereof, received after the submittal deadline will not be considered, nor returned.

Questions may be submitted by email to Michelle Schultz at schultzm@careersourcetampabay.com until 5:00 p.m. EDT, March 20, 2017. Please reference RFP No. 17-1291 in the subject line. Answers will be posted on the CareerSource Pinellas website at [http://careersourcepinellas.com/rfps_ & bids](http://careersourcepinellas.com/rfps_&_bids) by 12:00 p.m. EDT, March 21, 2017.

Action	Date
Issue RFP	February 20, 2017
Question and Answer Period	February 20, 2017-March 20, 2017, 5:00 pm EDT
Proposal Due Date	March 23, 2017, 5:00 pm EDT
Official Opening	March 23, 2017, 5:00 pm EDT
Evaluation and Selection Begins	March 24, 2017
Award date*	May 10, 2017

* Tentative date subject to the identification of a qualified respondent.

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I. INTRODUCTION

A. Objectives

In anticipation of funding, the Governing Board of WorkNet Pinellas, Inc. dba CareerSource Pinellas (hereafter known as the Board) is requesting sealed proposals for the provision of services to approximately 1,150 non-custodial parents in Pinellas, Hillsborough, Pasco (referred to as Tri-County), and Miami-Dade counties. The services are to cover a period encompassing July 1, 2017 thru June 30, 2018. The contract amount is conditional upon funding from the State of Florida but is estimated to not exceed \$1,400,000.00. Service providers will be required to work with the court system, determine eligibility in accordance with Temporary Assistance for Needy Families (TANF) regulations, assess and develop individual service strategies for those individuals enrolled, transition participants into unsubsidized employment and document child support payments from the Non-Custodial Parent. Non-custodial parents with children receiving TANF who are unable to pay child support due to unemployment or underemployment may utilize services.

The contracts to be awarded under this RFP will be contracts of WorkNet Pinellas, Inc. dba CareerSource Pinellas and is contingent upon funding availability. The target date for the start of the contract is July 1, 2017. Based on this RFP, the award may be extended for three one-year periods based on funding and/or approval by the Board.

B. Standards

Proposers may be governmental units, public agencies, private not for profit corporations, private for profit corporations, or local educational agencies organized in accordance with state and federal laws with experience in working with the target population.

C. Selection Committee

A committee comprised of WorkNet Pinellas, Inc. dba CareerSource Pinellas staff.

II. DESCRIPTION OF WORKNET PINELLAS

A. General Information

WorkNet Pinellas, Inc. dba CareerSource Pinellas (hereafter referred to as "CareerSource Pinellas" or "Organization") is a 501(c)(3) non-profit organization. The CareerSource Pinellas Governing Board is appointed and designated by the Pinellas County Board of County Commissioners to act as the Pinellas County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CareerSource Pinellas has requested and received certification as the Region 14 Workforce Development Board by CareerSource Florida, the State of Florida's Workforce Development Board. This public-private partnership supports and promotes economic growth through workforce development. CareerSource Pinellas is one (Region 14) of 24 local workforce development boards in Florida.

B. CareerSource Pinellas, Inc. Board

The Board of CareerSource Pinellas is comprised of representatives of businesses in Pinellas County, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners, and other individuals deemed appropriate. Membership composition requirements are reviewed and certified by the Governor of the State of Florida once every two years. Criteria for composition of the Board are set forth in Section 107, Title I of the Federal Workforce Innovation and Opportunity Act (WIOA) of 2014 and the State of Florida's policies. The Board of CareerSource Pinellas serves as the Administrative and Fiscal Agent for the region.

III. SERVICES TO BE PROVIDED

A. Scope of the RFP

Proposals must include how the following services will be implemented for the approximately 1,600 Non-Custodial Parents in Pinellas, Hillsborough, Pasco, and Miami-Dade counties service delivery area.

1. Outreach to non-custodial parents through the courts and Department of Revenue, Division of Child Support Enforcement.
2. Eligibility determination.
3. Complete and timely data entry into the One Stop Service Tracking System (OSST) and Employ Florida Marketplace (EFM) State of Florida data management system for each participant served.
4. Orientation and assessment.
5. Strategic planning and case management.
6. Individual counseling, including issues related to parenting and visitation.
7. Supervised job search and employability skills training.
8. Provision of support services necessary for employment.
9. Job placement services.
10. Follow up, retention and monitoring service.
11. Participant file storage and retention is maintained within the CareerSource Electronic Document management system, Atlas, per local operating procedures.

B. Information Provided by WorkNet Pinellas, Inc.

1. Modified AWI 0005 (TANF Eligibility Form) (Appendix A).
2. Program benchmarks as stipulated by AWI (Appendix B).
3. Example Budget Page for Submission (Appendix C).
4. Budget Narrative for Submission (Appendix C-1).

IV. GENERAL CONDITIONS

A. Response Format

Respondent should follow the instructions in this RFP Document in order to be considered fully responsive. Submissions should be concise and easily understood.

Provide one signed original and three hard copies of the proposal as well as an electronic version of the proposal on CD or flash drive by the proposal due date. The original should be stamped or marked "Original". Please format the financial information in an Excel spreadsheet and the text in a Word document. **DO NOT SUBMIT IN PDF FORMAT.**

The cover page should indicate the name and number of the RFP, the Respondent's name, mailing and location address, telephone number, and the name, email and phone number of the Respondent's contact person.

B. Delivery of Proposals

The proposal shall be addressed and delivered to:

CareerSource Pinellas
Attention: Edward Peachey, President/CEO
13805 58th St. North, Suite 2-140
Clearwater, FL 33670

The proposal shall be submitted in a sealed envelope and clearly marked in the lower left hand corner with the following information:

Request for Proposal
Sealed Proposal
For CareerSource Pinellas
Non-Custodial Parent Employment Program
RFP No. 17-1291

Failure to do so may result in the premature disposal of your proposal and be grounds for disqualification.

It is the responsibility of the Proposer to insure the proposal is received by the Organization by the proposal due date.

Late proposals will not be considered.

C. Assignment of Contract

The successful Respondent(s) may not make an assignment of their obligations resulting from award of a contract in response to this RFP.

D. Possibility of Additional Services

CareerSource Pinellas reserves the right to request additional services. If the Respondent is to be engaged to perform these additional services, the scope and fee will be negotiated in a separate contract to be awarded as a result of this solicitation. Such contract modification agreements, including provisions for additional fees are valid only if approved by both the Respondent and the CareerSource Pinellas Board.

E. Rejection of Responses

The Board reserves the right to reject any or all responses, to re-advertise this RFP, to postpone or cancel this process, to waive irregularities in the process or in responses thereto; and to change or modify the project schedule at any time.

F. Cost of Preparing Response

The cost of preparing a response to this RFP shall be borne entirely by the Respondent.

G. Requests for Interpretation of RFP

All requests for interpretation or clarification of the RFP document must be submitted in writing and received by CareerSource Pinellas within the dates listed on the first page. Any resultant interpretation or clarification responses, if issued, will be added to our website for review.

H. Question and Answer Period

All questions concerning this RFP should be emailed by 5:00 P.M. March 20, 2017 to schultzm@careersourcetampabay.com. Written response will be posted to http://careersourcepinellas.com/rfps_&bids by 12:00 p.m. EDT, March 21, 2017.

I. Contract Term and Conditions

The term of this contract shall be from a period commencing July 1, 2017 and terminating June 30, 2018. Invoices must be submitted on a monthly basis by the 10th of the month following the month of service. Contractors with CareerSource Pinellas must agree to allow CareerSource Pinellas, The Florida Department of Economic Opportunity, CareerSource Florida, U.S. Department of Labor (USDOL), and U.S. Department of Health and Human Services (USDHHS) access to any records directly related to this program. Records must be maintained for three (3) years subsequent to the conclusion of this program.

V. SPECIFIC INFORMATION REQUESTED IN THE RESPONSE

Responses must include **the following information in the following order**, and the Response must show the appropriate alphabetical letter stated herein:

A. Organization name, address and telephone number of the Respondent's office in or nearest to Clearwater, Florida. List any other offices, which are close to Clearwater. The organization should list their Dunn and Bradstreet number.

B. Name and title of Respondent's contact representative.

C. Program Proposal- this should include implementation and provision of those services enumerated in Section III and in accordance with AWI performance reporting requirements as listed in Appendix B.

D. Program Timeline – This should include program start up dates.

E. Budget – this should include a budget narrative and a sample budget with any resources and/or leveraged funds being provided. The budget narrative should include a description of each cost line item, types of cost included per line item, and methodology used in assigning budget cost.

VI. CRITERIA FOR SELECTION

CRITERIA	WEIGHT FACTOR
<p>1. Service Delivery Clarity and specificity of the proposal such that the evaluator can clearly understand how the proposer will deliver the requested services and the following:</p> <ul style="list-style-type: none"> • Plans for meeting performance measures. • Provision of additional services and creativity of service delivery. • Experience of proposer working with Non-Custodial Parents and the court system. 	35 Points
<p>2. Provider Resources: Amount of provider resources or leveraged funds to be provided. The resources/ leveraged funds must enhance the intended scope of services. The extent to which other sources of funds are being leveraged will be considered.</p> <p>0% = 0 points 1% - 25% = 10 points 26% - 49% = 15 points 50% or higher = 20 points</p>	20 Points
<p>3. Cost of the Services: Costs will be calculated based on CareerSource Pinellas funds requested divided by the number of Non-Custodial/TANF individuals to be served.</p>	25 Points
<p>4. Fiscal Capability: Proposer has evidenced fiscal capability, experience with federal grants, can wait for their reimbursement, and does not have any outstanding unresolved monitoring or audit question/disallowed costs related to programs they have operated.</p>	20 Points
TOTAL SCORE	100 Points

VII. SELECTION PROCESS

The selection committee will review and score each proposal, place the proposals in rank order, and present the results along with their recommendation to the CareerSource Pinellas Board for final contract negotiation and award. Should the Board be unable to negotiate a final contract, negotiations with that firm will be formally ended and negotiations will be undertaken with the next best qualified Respondent.

Appendix A: Modified DEO Eligibility Form 0005



Customer Name: _____ NCP Case: _____
 Is customer a Non-Custodial Parent? **Yes** CP FL Case # : _____

200% Poverty Calculation and Eligibility Tool Worksheet on NCP Family Income

200 Percent of the Federal Poverty Level as of January 26, 2017 (Alaska & Hawaii have different FPL)		
Family Size	Monthly Inc	Annual Income
1	\$2,010.00	\$24,120.00
2	\$2,706.67	\$32,480.00
3	\$3,403.33	\$40,840.00
4	\$4,100.00	\$49,200.00
5	\$4,796.67	\$57,560.00
6	\$5,493.33	\$65,920.00
7	\$6,190.00	\$74,280.00
8	\$6,886.67	\$82,640.00

For each person over 8, add \$4,180 to the annual income

Financial Eligibility (to be completed by program staff person)

What is the NCP family size? **0** Maximum monthly income for family size is: **#N/A**

Monthly Available Income: **\$0.00** Gross Income: **\$0.00** ChildSupp: **\$0.00**

Is NCP monthly income less than 200% of the FPL on the above chart? **#N/A**

Other Criteria for TANF Eligibility for the Non-Custodial Parent:

Is the Non-Custodial Parent employed? **Yes**

Is the Non-Custodial Parent underemployed? **Yes**

Is the NCP having difficulty paying child support, court-ordered or volunteer? **Yes**

Is the NCP a resident of Pasco, Pinellas, Hillsborough or Dade County? **Yes**

Does the NCP have children under the age of 20? (If 19, is the child in school?) **Yes**

Are the child(ren) residents in the state of Florida **Yes**

Is the NCP-related child(ren) receiving or eligible to receive public asst? **Yes**

If child(ren) not receiving, is the CP's available income below 200% of FPL? **N/A**

NCP eligibility period is: **7/1/2016** to **6/30/2017**

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

NCEP-Calculation and Eligibility Income Worksheet. Use: Scanned and entered into system.
 Revised: October 2008 Updated March 2013, Updated January 2017
 Form # 1670 QI Dept.

Appendix B: AWI Performance Reporting Requirements

Type of Benchmark	Description	Percentage of Goal	Tri-County	Miami	Total NCPEP
Benchmark 9	Enrollment 1146 new enrollments less carry over defined as of July 1, 2017, by July 10, 2017	100%	600	546	1146
Benchmark 1	The NCPEP participant retained employment for 90 days at a minimum of 20 hours per week while participating in the NCPEP program. Within six months of enrollment (if employed at enrollment) or within six months of obtaining employment (if unemployed at enrollment)	75%	293	266	559
Benchmark 2	The participant retained employment for 180 days at a minimum of 20 hours per week. Within 360 days of enrollment (if employed at enrollment) or within six months of obtaining employment (if unemployed at enrollment).	50%	195	177	372
Benchmark 3	Participant earned an upgraded position	12%	47	43	89
Benchmark 4	The participant attained an increase in wages. (Duplicate Counts per Participant)	30%	117	106	223
Benchmark 5	The participant verifies that (s)he is paying child support for three months. (S)he has paid child support for three months within six months of the employment start date (unemployed at enrollment) or enrollment in the program (employed at enrollment).	65%	254	231	484
Benchmark 6	Participant completed a Vocational Education or Certificate Program or other Certification while participating in the NCPEP. (Duplicate Counts per Participant)	54%	324	295	619
Entered Employment	Participants Entered Employment (Cumulative from beginning of the program year)	65%	390	355	745
WP Performance Standards	Participants Enrolled and served in WP (EFFM) Participants Placed in WP (EFM) (PERCENTAGE obtained year-end)	65% 50%	65% 50%	65% 50%	65% 50%

Note: Allowance for carryover cases

Appendix C: Example Budget Page for Proposal

Line Item	TOTAL BUDGET	DIRECT FUNDING	LEVERAGED FUNDING
Salaries			
Tax			
Fringe			
Other:			
Total Salaries and Fringe			
OPERATING COST			
Mileage			
Travel			
Supplies			
Printing			
Postage			
Telephone			
Utilities			
Maintenance			
Equip Rental/Lease			
Facility Rental/Lease			
Insurance			
Other: Employee Testing			
Total Operating			
Indirect Cost			
SUPPORT SERVICES			
Other: Client Needs			
Total Support Services			
TOTAL BUDGET			

Appendix C-1: Budget Narrative Page for Proposal

The budget narrative should include a description of each cost line item, types of cost included per line item, and methodology used in assigning budget cost.

NOTE: The services are to cover a period encompassing July 1, 2017 thru June 30, 2018 and an amount not to exceed \$1,400,000.00.