



**Request for Quotes
CareerSource Suncoast
Summer Youth Employment Program
Pre-employment Services**

CareerSource Suncoast (CSS) currently offers a Summer Youth Employment Program (SYEP) to underserved youth ages 14-19 in Manatee and Sarasota Counties. The SYEP provides local youth with job skills training, financial literacy, access to summer employment and post-employment services.

CSS is seeking quotes from qualified organizations for the following services to serve one hundred-fifty (150) youth in Manatee and Sarasota Counties:

- Development and delivery of youth focused personal development and job skills training workshops.
- Host a multi-county SYEP hiring event for up to fifty (50) potential employers and the SYEP participants.
- Host a SYEP wrap-up session for all participants, employers, and parents/guardians.

Scope of Services:

Transportation:

Provide transportation from designated pick-up locations to and from all hosted events (Job Skills workshop and job fair). Request a minimum of two designated pick-up locations in both Manatee and Sarasota Counties as needed (i.e., Palmetto, Bradenton, Sarasota, and Venice/North Port area).

Job Skills Workshop:

Job Skills Workshops must be provided in a single session prior to the scheduled hiring event, dates are to be determined for either April or May of 2024. Multiple group sessions/locations are allowed to accommodate participant numbers. All courses must cover the following topics and include certificates of completion for the workshop day.

- Personal Branding
- Interviewing Skills
- Job Fair Preparation
- Career Exposure/Exploration
- Financial Literacy



Job Fair:

Provide a location to host an employer orientation and hiring event for up to fifty (50) participating employers and SYEP participants from Manatee and Sarasota Counties.

Food and Beverage:

Provide lunch and/or snacks for events that are scheduled for four (4) hours or more. Food and beverage costs cannot exceed the following cost per SYEP participant.

- Breakfast - \$6.00
- Lunch - \$11.00
- Dinner - \$19.00

Post Employment Wrap-up Session:

Host a post-employment wrap-up session for employers, participating youth, and their parents/guardians on June 28, 2024 or June 29, 2024. The Post employment event should include employment highlights and at minimum light refreshments for attendees. Multiple sessions/locations are allowed.

Conditions of Award:

All individuals working directly with the youth on the SYEP must have completed and been cleared with a Level 2 Background screening by the vendor. This includes but is not limited to workshop facilitators and bus drivers.

CareerSource Suncoast reserves the right to award individual services to multiple vendors.

Quote Submissions:

Quote must include the following elements:

- Itemized cost structure
- Copy of the program curriculum
- Locations for all activities

Submit questions to Christina Witt @ cwitt@careersourcesc.com by close of business January 26, 2024. Email must have subject line: SYEP RFQ.

Please submit quotes/proposal to Christina Witt @ cwitt@careersourcesc.com , by the close of business on February 9, 2024. Email must have subject line: SYEP RFQ.