



**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 County. 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 for ninety (90) youth in Manatee and Sarasota Counties:

- Provide transportation to and from the Job Skills Workshop event for forty-five (45) SYEP participants.
- 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 ninety (90) youth participants.
- Host a SYEP wrap-up session for all participants, employers, and parents/guardians.
- Marketing and Public Relations

**Scope of Services:**

Transportation:

Provide transportation for forty-five (45) from designated pick-up locations to and from the job skills workshop events. Request a minimum of one designated pick-up location in both Manatee and Sarasota Counties as needed (i.e., Palmetto, Bradenton, Sarasota, and Venice/North Port area). A certified service provider must provide the transportation.

Provide email and SMS text message reminder to students and parents for the scheduled pick-ups.

Job Skills Workshop:

Workshops must be provided in a single day prior to the scheduled hiring event. Dates are to be determined for either April or May of 2025. Workshops may be scheduled for nights or weekends. Please provide any additional costs for night and weekend session options if varies from weekday process.

Single location to accommodate participant numbers is preferred. All courses must cover the following topics and include certificates of completion for the workshop day.

This one-stop bid solicitation is fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling \$6,626,567.



Workshop sessions are to include two tracks, one for first year participants and one for returning second year participants.

First Year Participant Track to Include:

- Youth focused Financial Literacy
- Interviewing Skills
- Elevator Pitch
- Job Fair Preparation

Second Year Participant Track to Include:

- Youth focused Financial Literacy
- Resume
- Career Exploration
- Artificial Intelligence or Leadership

Provide Email and SMS text message reminder to students and parents for the scheduled event.

#### Job Fair:

Provide a location to host an employer orientation and hiring event for up to fifty (50) participating employers and the ninety (90) SYEP participants from Manatee and Sarasota Counties.

Provide email and SMS text message reminder to employers for the scheduled event.

#### 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 by no later than June 30, 2025. The Post employment event should include employment highlights and at minimum light refreshments for attendees. One session preferred.

Provide email and SMS text message reminder to students and parents for the scheduled event.

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## Outreach

### **Press Releases**

Create one press release and pitch one primary story idea about the Summer Youth Employment Program. Pitch for media focuses on providing access to youth and employers for an on-the-job experiential learning story. Media pitch and all media release(s) will identify CareerSource Suncoast as the primary agent of the summer program.

Press release to include Summer Youth Employment Program in the headline and primary focus.

All media content must be approved by CareerSource Suncoast prior to release.

### **Employer Outreach**

Create and implement a digital marketing campaign to recruit employer participation as a host site for the SYEP. Marketing campaign must launch by April 1, 2025.

### 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 per participant
- Copy of the program curriculum
- Locations for all activities

Submit questions to Christina Witt @ [cwitt@careersourcesc.com](mailto:cwitt@careersourcesc.com) and subject line by February 21, 2024. Email must have subject line: SYEP RFQ.

Please submit quotes/proposal to Christina Witt @ [cwitt@careersourcesc.com](mailto:cwitt@careersourcesc.com), by the close of business on February 28, 2025. Email must have subject line: SYEP RFQ.

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