



**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 for eighty (80) to one hundred (100) youth in Manatee and Sarasota Counties:

- Development and delivery of youth focused personal development and job skills training workshops.
- Host a SYEP wrap-up session for all participants, employers, and parents/guardians.

**Scope of Services:**

Job Skills Workshop:

Workshops to be provided on either May 2, 2026, or May 9, 2026.

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

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 Development
- Career Exploration
- Post-Secondary Education/College Readiness

CareerSource Suncoast is 100% supported by the Employment & Training Administration of the U.S. Department of Labor, Health & Human Services, and Agriculture through awards totaling \$8,411,137



### 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. Cost per person cannot exceed the allotted amounts outlined below.

- Breakfast - \$6.00 (provided before 10:30am)
- Lunch - \$11.00 (provided between 10:30 am and 4:00 pm)
- Dinner - \$19.00 ( provided after 4:00pm)

### Post Employment Wrap-up Session:

Host a single session post-employment wrap-up session for employers, participating youth, and their parents/guardians between June 26<sup>th</sup> and June 29<sup>th</sup>.

### 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.

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 for each service provided.
- Outline of program curriculum.
- Locations for all activities.

Submit questions to Christina Witt @ [cwitt@careersourcesc.com](mailto:cwitt@careersourcesc.com) by February 16, 2026. Email must have subject line: Question - SYEP RFQ.

Please submit quotes/proposal to Christina Witt @ [cwitt@careersourcesc.com](mailto:cwitt@careersourcesc.com), by 5:00 pm on February 27, 2026. Email must have subject line: SYEP RFQ Proposal Submission.