



RFP 2025-02

REQUEST FOR PROPOSAL (RFP)
FOR
Temporary Staffing Agency & Payroll Services

ISSUED April 3, 2026

**PROPOSALS DUE BY
April 27, 2026, 12:00 pm, EST**

**ALL PROPOSALS MUST BE SUBMITTED ELECTRONICALLY TO
accounting@careersourcesc.com**

The email subject line should read:
"Response to RFP 2025-02 Temporary Staffing Agency & Payroll Services"

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SECTION A - INTRODUCTION

A.1 BACKGROUND

All incorporated and unincorporated areas within Manatee and Sarasota Counties have been designated by the Governor of the State of Florida as the Local Workforce Development Board- Region 18.

Suncoast Workforce Board, Inc., dba CareerSource Suncoast is the grant recipient and the designated administrative and fiscal entity by Manatee and Sarasota Counties Boards of County Commissioners for Local Workforce Development Board -Region 18, to provide workforce development programs under the Workforce Innovation and Opportunity Act (WIOA) of 2014. The Region's Commission Coordinating Council is composed of two currently serving Commissioners from the Manatee County Board of County Commissioners (Manatee County Chief Local Elected Official) and one currently serving Commissioner from the Sarasota County Board of County Commissioners (Sarasota County Chief Local Elected Official). The Commission Coordinating Council appoints the members of local workforce development board.

Suncoast Workforce Board, Inc is organized under the laws of the state of Florida and has been determined exempt by the Internal Revenue Service ("IRS") under the provisions of Section 501(c)(3) of IRS Code. The Organization is the direct service provider for various workforce programs which are supported by the U.S. Department of Labor, Health and Human Services, Agriculture, and other agencies as part of awards totaling \$9,111,105 as of November 2025 (Updated annually).

A.2 STATEMENT OF PURPOSE/NEED

This is a Request for Proposal ("RFP") for qualified organizations (the "proposer" or "Proposer") to provide RFP 2025-02 Temporary Staffing Agency & Payroll Services for Suncoast Workforce Board, Inc., dba CareerSource Suncoast referred to as the "Organization" or "CareerSource Suncoast" or "CSS". Selected Proposer will perform the role of employer of record for temporary employment opportunities for CareerSource Suncoast , as part of its Temporary employment for Disaster Recovery under the National Emergency Dislocated Worker Grant for disaster recovery temporary employment participants.

These documents constitute the complete set of specifications, requirements, and/or proposal forms. All terms and conditions of this RFP, any addenda, proposer's submissions and negotiated terms, are incorporated into the contract by reference as set forth herein. Proposers are encouraged to thoroughly review the information contained therein to become familiar with the Organization and its operations.

A.3 CONTRACT PERIOD

CareerSource Suncoast intends to execute a twelve(12) month "fixed fee" contract as a result of this RFP. CareerSource Suncoast reserves the right to negotiate for continued services with the same Proposer up to four additional years annually depending upon Proposers' performance. Each year CareerSource Suncoast will evaluate the effectiveness of the Proposer's performance, if needed, and determine if the contract should be continued. Such renewal will occur at the sole and absolute option of CareerSource Suncoast.

In the event additional funds become available for services requested more than that announced or if not announced expected to become available following the issuance of this RFP, CareerSource Suncoast shall have the right to negotiate and contract with the successful Proposer for additional services without the need for an additional RFP. A contract will be executed after successful negotiations with the recommended Proposer. In the event CareerSource Suncoast is unable to successfully negotiate a contract with the recommended Proposer, as determined by CareerSource Suncoast in its sole and absolute discretion, CareerSource Suncoast may then negotiate with the second or third highest-ranked Proposer and so

on until a contract is executed or if CareerSource Suncoast decides to terminate the selection process. Cash advances from CareerSource Suncoast shall not be available to Proposer. Therefore, the successful Proposer must have sufficient cash resources to “front” expenditures and await reimbursement from CareerSource Suncoast, usually within one month of an invoice submitted with proper documentation. In other words, Proposer shall have funds available to cover a minimum of two months of expenses. Proposer must be able to provide documentation to substantiate the invoices which are cost reimbursement. Copies of original documents are adequate.

A.4 QUALIFICATIONS OF THE PROPOSER

This solicitation is open to licensed personnel agencies with the capacity, experience, and financial resources to manage and provide the services and comply with the requirements outlined in this RFP. CareerSource Suncoast may select one or more Proposers as is necessary to meet CareerSource Suncoast needs.

Proposers must be licensed to conduct business in Florida. No parties debarred or suspended from doing business with the State of Florida or the Federal government will be eligible to do business with CareerSource Suncoast.

All entities must be able to provide proof of sufficient insurance prior to receiving funds. The amount of insurance required may vary dependent upon the type of activities proposed by the Proposer, the type or amount of work required by the disaster recovery efforts, or the legal status of an entity as a unit of government.

Entities must attest they are able to provide services without advanced payment by CareerSource Suncoast and possess the availability of financial resources sufficient to sustain payrolls and the associated time lag between payment and reimbursement.

Proposers must be able to provide Employer of Record (EOR) services including having a payroll and reporting system in place that meets the needs of CareerSource Suncoast requirements.

SECTION B – SCOPE OF WORK

B.1 SERVICES

The successful proposal will effectively meet the requirements of CareerSource Suncoast as outlined in this section. During the negotiation process CareerSource Suncoast reserves the right to negotiate services to be provided as determined necessary to provide the best use of taxpayer funds in recovery efforts. CareerSource Suncoast is requesting the following services:

1. The Proposer shall provide employer of record temporary staffing services for clean-up, restoration, and humanitarian assistance to National Emergency Grant (NEG) or other funds provided to CareerSource Suncoast for disaster recovery as designated in Manatee and Sarasota Counties affected by an emergency or major disaster, such as a hurricane. Temporary disaster recovery employment participants workers compensation coverage will be maintained by the Proposer. The Proposer is responsible for completion of all federal and state-required employment and tax forms.
2. It is CareerSource Suncoast's intent to provide outreach, recruitment, and enrollment of participants into the disaster recovery temporary employment activities. CareerSource Suncoast will determine eligibility and facilitate matches between participants and employers. Participants will then be referred to the Proposer as the employer of record to complete required employment documentation.
3. The Proposer has the ability to keep and submit to workers' time and attendance records, itemized payroll registers, and weekly invoices in a format required by CareerSource Suncoast to receive reimbursement of costs.

4. The Proposer, as the employer of record, shall be an Equal Opportunity Employer and adhere to all federal, state, and local laws in relation to its hiring process.
5. The Proposer will conduct a state level background check covering criminal; driving history where both parties agree it is applicable to the position; social security number verification, and sexual offender. Additionally, and as requested, provide for a minimum of a five (5) Panel drug test on individuals employed under the contract. Additional Panels may be requested by CareerSource Suncoast. Results will be provided CareerSource Suncoast staff.
 - a. Participant results of a pass/fail must be disclosed to CareerSource Suncoast. Commencement of temporary employment will be contingent upon results of background check/drug screening and agreement with worksite employer following employer's guidelines for background allowability.
 - b. The criminal background check must, at a minimum, include an investigation for, and review of, any (i) state and federal felony convictions; (ii) misdemeanor convictions involving moral turpitude; (iii) any crimes in violation of the Violent Crime Act of 1974; and (iv) any pending deferred adjudications with respect to (i) or (ii).
 - c. A level II background check is required for referred participants working with youth or on a school campus.
6. The Proposer will acknowledge that any participant placed under the contract is an employee of the Proposer and shall expressly inform all participants of that status prior to commencement of their work assignment.
7. Any hours worked by a participant exceeding forty (40) hours in a workweek will be the sole responsibility of the Proposer.
8. Participants will be paid an hourly rate set by CareerSource Suncoast and may work up to a maximum of 40 hours per week.
9. The Proposer agrees that at the end of a participant's disaster-recovery temporary employment, worksite management may offer continued employment to a participant without the Proposer receiving a placement fee.
10. Payroll must occur weekly. The Proposer will utilize an electronic daily log-in system for disaster recovery workers. Timecards must be maintained via an online application that provides electronic access for reviewing timecards and printing W-2s. The Proposer will provide orientation for employees on using the timecard application.
11. The Proposer will provide required safety equipment, i.e., safety vests, helmets, goggles, gloves, etc., and training on equipment utilized by the disaster recovery worker(s).
12. The Proposer will provide orientation to the disaster recovery worker and disaster-relief supervisor prior to the placement at a worksite. The orientation must include review of the Proposer's policies and worksite assignment requirements, including Proposer/ participant relationship; work standards, and expectations; dress and business etiquette; and Proposer policies and procedures related to drug use, sexual harassment, non-discrimination/anti-retaliation, compliance, and ethics training. Proposer must hold one on one and/or group orientations at Career Centers, when requested by CareerSource Suncoast. Preference is for Proposer to have the ability to provide bilingual orientations/assistance with online onboarding for those who require it.
13. The Proposer will provide onboarding at CareerSource Suncoast locations or virtually; preference being at CareerSource Suncoast locations.
14. The Proposer will secure necessary rental and communication equipment needed by employees to do their recovery work. The Proposer will be reimbursed by CareerSource Suncoast at the rate actually paid by the Proposer for actual expenses accrued.
15. The Proposer may provide additional EOR benefits at no cost to CareerSource Suncoast. These benefits may include safety bonuses, vacation pay, insurance, skills training, and/or placement services for employment independent of the disaster grant, and other assistance of value to the disaster recovery employee.
16. The Proposer will be responsible for personnel matters such as distribution of pay checks/ACH Payments.

17. The Proposer will work in collaboration with designated CareerSource Suncoast staff to notify the participant of assignment conclusion and complete all necessary termination documentation.
18. The Proposer will provide weekly reports to CareerSource Suncoast staff allowing the ability to generate custom reports, as needed, on performance and fiscal data. In addition to weekly reporting requirements, Proposer will attend scheduled meetings with CareerSource Suncoast staff on an agreed upon frequency between both parties. Meeting time and dates to be coordinated with CareerSource Suncoast staff.
19. The Proposer will ensure that electronic access to participant timesheets and paystubs is made available to CareerSource Suncoast staff.
20. A CareerSource Suncoast worksite monitor will provide oversight of the participant and worksite employer at regular intervals to ensure program compliance.
21. The Proposer will maintain accurate auditable records, including, but not limited to, records, timesheets, activity logs, invoices, or other expense records, which are the basis of charges for any fees, expenses, or other charges to CareerSource Suncoast under the contract. Records must track and capture cost by multiple grants for all participants under awarded contract, including hours and dollars spent by each participant.
22. The Proposer will work in collaboration with CareerSource Suncoast assigned staff to notify the CareerSource Suncoast Program Director or their designee in writing within 24 hours of participant termination, if they are fired and let go by host employer.
23. The Proposer will work with CareerSource Suncoast staff to obtain all documentation necessary from a participant's worksite employer to meet reporting and reimbursement requirements.
24. The Proposer will designate a primary point of contact that will be responsible for the day-to-day management of the contract, coordinating participant assignments, supervising the delivery of services, coordinating with CareerSource Suncoast staff, responding to CareerSource Suncoast requirements, and program reporting.
25. The Proposer will designate a secondary point of contact that will be responsible for the day-to-day management of the contract, coordinating participant assignments, supervising the delivery of services, coordinating with CareerSource Suncoast staff, responding to CareerSource Suncoast requirements and program reporting while the primary point of contact is on vacation or out for an extended period of time, more than three (3) days.
26. The Proposer will ensure bi-lingual staff (English & Spanish) will be made available to CareerSource Suncoast upon request.
27. If the Proposer is requested to source a worker for a specific position and is unable to do so with a qualified candidate agreed upon by CareerSource Suncoast and proposer at the time of the recruitment, and at a pay rate acceptable to CareerSource Suncoast, then CareerSource Suncoast reserves the right to utilize any temporary service provider to meet the specific temporary worker need without liability or fee to the Proposer.
28. The Proposer will utilize weekly timesheets for each participant. Weekly the Proposer will deliver to CareerSource Suncoast the following deliverables (format and content shall meet CareerSource Suncoast requirements):
 - a. Cumulative hours worked and wages earned by each participant.
 - d. An invoice with a separate line item for each participant paid All invoices must be supported with attached timecards, (signed by the participant and the participant's supervisor), and applicable VENDOR invoices. The Proposer will add a notation of FINAL CHECK to invoices, when applicable, for participants.

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B.2 ADMINISTRATIVE REQUIREMENTS

1. Proposer will be required to list CareerSource Suncoast as an additional insured on their general liability, umbrella, and fidelity bond insurance policies.
 - a. Liability Insurance: A standard liability insurance policy in the single limit amount of \$1,000,000 per occurrence and \$2,000,000 as an aggregate amount and General liability insurance in an amount not less than \$100,000 per person and \$200,000 per occurrence.
 - b. Bonding: A company-wide blanket Employee Fidelity Bond intended to cover every officer, director, agent, sub-Proposer, or employee authorized to receive or deposit funds under the contract, or issue financial documents, checks, or other instruments of payment of program costs. This bond shall be in the amount of \$100,000 or the highest planned single payment by CareerSource Suncoast during the contract period, whichever is more.
2. CareerSource Suncoast frequently monitors and evaluates its programs. Proposer must agree to participate in evaluations and allow CareerSource Suncoast access by monitors who will examine Proposer's books, financial transactions, records, and temporary worker files related to the contract.
3. Proposer must agree to assume full responsibility for all costs including funds spent on any ineligible persons certified by Proposer and for payments for hours not supported by time records or pre-approved by CareerSource Suncoast.
4. The Proposer should have sufficient credit or resources to be paid on a reimbursement basis. CareerSource Suncoast will not provide funding advances.

SECTION C - INSTRUCTIONS TO PROPOSERS

C.1 GENERAL INFORMATION

This RFP is a solicitation and not an offer to contract. Interested parties desiring to provide proposal for Temporary Staffing & Payroll Services as described in this RFP must submit responses to CareerSource Suncoast in the following manner:

1. Inquiries regarding this RFP should be submitted electronically to: accounting@careersourcesc.com. Please type "INQUIRY – RFP 2025-01 Temporary Staffing & Payroll Services" in the subject line. Questions must be received by noon on April 10, 2026 – 12:00 pm EST. Responses will be posted to the website.
2. Submit your proposal electronically by attaching documents in a searchable PDF format in a version compatible to Acrobat PDF. Documents should be clearly marked with the Proposer's business name and address. Please type "Response to RFP 2025-02 Temporary Staffing & Payroll Services" in the subject line.
3. Proposals must be submitted electronically to: accounting@careersourcesc.com no later than 12:00 PM (EST), on April 27, 2026.
4. To maintain integrity of the process, proposers must only submit questions and proposal to the email address stated above. Proposers are not to copy or blind copy any other CareerSource Suncoast official, employee, or board member. Violating these conditions may render the submitted proposal disqualified and subject to no further review.
5. Responses by telephone or fax will not be accepted. Such responses will be rejected as non-responsive, regardless of when such responses are received. Proposers are cautioned that they are responsible for delivery to the specific email address cited above.
6. Any proposal may be withdrawn until the date and time set above for final submission of proposals. Any proposals not so withdrawn will constitute an irrevocable offer, for a period of 90 days, to provide the services set forth in this RFP, or until one or more of the proposals have been awarded. Preparation costs for responses to this RFP are solely those of the Proposer, and CareerSource Suncoast assumes no responsibility for any such costs.

Please do not contact CSS to check on the status of proposals.

C.2 TIMELINE

All times listed reflect Eastern Standard Time (EST). These dates are estimates only and are subject to change by CSS without recourse. CSS reserves the right to conduct Proposer interviews if necessary at a date to be determined.

PROCUREMENT TIMETABLE AND PUBLIC MEETING NOTICE	
RFP Available, Public Notice, CSS Website	April 3, 2026
Technical Question & Answer Period. CSS will make every effort to post responses within three (3) business days to the CSS website.	April 3, 2026 – April 13, 2026 - 12:00 PM EST
Proposal Deadline	April 27, 2026 - 12:00 PM EST
RFP Review Committee Meeting	May 4, 2026 (may be rescheduled if needed)
CSS Executive Committee Meeting - Approval of Vendor Negotiations	May 14, 2026
CSS Board of Directors Meeting - Approval of Vendor Negotiations	May 28, 2026
Contract Negotiations and Execution	June 1, 2026- June 30, 2026
Services to Begin	July 1, 2026

It is the proposer’s responsibility to visit the CSS website to view answers to submitted questions and any potential modifications and clarifications to this RFP. Do not email for updates.

C.3 PROPOSAL CONTENT AND FORMAT

In responding to this RFP, each Proposer should review and account for all the requirements contained within this RFP. **No proposal will be considered if it is not complete.** The proposal will require a response of the following and follow the format and order listed:

Title Page

The title page must include, at a minimum:

1. The title and number of the RFP;
2. The Proposer’s name (person, organization, and firm);
3. The name, title, phone number, and address of the person who can respond to inquiries regarding the reply; and
4. The signature of the Proposer with authorized signatory.
5. The date
6. The FEID/FEIN and SAM/Unique Entity ID # of Proposer
7. Unique Entity ID (12-character alphanumeric ID assigned to an entity by SAM.gov) – Please specify or indicate “N/A”.

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Include a clear identification of the material included in the proposal by section and page number.

Organization’s Information

Proposer must provide the following information:

1. Describe its organization, size, and structure.

2. Indicate whether the firm is in compliance with the registration, licensure, and permit requirements to practice as a staffing agency in the State of Florida.
3. Indicate the location of the office from which the work is to be done and the number of staff and other professional staff employed at that office who have the experience and capacity to perform the services requested in this RFP.
4. Has any complaint or disciplinary action been initiated against proposer's Firm or a Partner, by the Florida State Board of Accountancy, or other oversight body during the past three (3) years? If yes, please explain.

Services

Proposer statement confirming they are able to meet all conditions or requirements of B.1 Services. Requirements or conditions that cannot be met are to be listed by number with a brief explanation.

Administrative Requirements

Proposer statement confirming they are able to meet all conditions or requirements of B.2 Administrative Requirements or conditions that cannot be met are to be listed by number with a brief explanation.

Experience, Qualifications

Proposer shall provide a response to the twelve (12) question/statements listed below. Each response shall include question/statement number and description prior to the response.

1. A description of the organization's services should include experience with providing staffing/payroll services of a similar nature to other entities. Include the number of contracts currently held, the general scope of those services, and the firm's resource commitments. The successful Proposer will have provided evidence that the organization can perform the work when time is of the essence, as well as a description of the firm's size, structure, and the number of years of providing services of similar scope.
2. Information on experience in meeting the needs of businesses through staffing/payroll services offered by the firm to include at least two specific recent examples of successful contracts completed or ongoing by the organization within the thirty-six (36) months preceding the issue date of this RFP. Experience with local, state, or federal workforce services or programs is preferred.
3. State the number of temporary workers Proposer can effectively manage/payroll at any given time.
4. Explain the Proposer's background check process and how long it would take to perform employer-required background checks? Please specify different time periods for different types of background checks.
5. Describe how the Proposer would ensure compliance with anti-discrimination laws in the recruitment of individuals for temporary jobs?
6. Explain how the Proposer is currently addressing and ensuring compliance with the Affordable Care Act with regard to temporary and payroll services workers.
7. Describe the knowledge of both the Proposer and the team that would handle CareerSource Suncoast's account and their experience in providing employer of record services.
8. Describe the Proposer's ability and willingness to provide prompt and responsive service to CareerSource Suncoast to include interfacing with others and adjustments to service delivery.
9. Geographic areas of the United States serviced and all locations in the state of Florida. Provide capacity for additional volumes that might be utilized to service this account and the operations handled from these locations.
10. Location presence in Manatee and/or Sarasota County or indication of future plans to expand footprint into Manatee and/or Sarasota Counties.
11. Provide the number of current clients in the Manatee and Sarasota County footprint if applicable.

12. Describe the processes you will use for management and supervision to comply with the requirements in the scope of work including, Proposer work policies, employee/employer orientation, work standards, and expectations; background checks and drug testing, safeguarding participant confidential data and Proposer policy regarding them; the capital available to fund payroll on a weekly basis, and discuss how timecards are collected, paychecks are distributed and how the Proposer will ensure timely payments to participants, as well as, timely submission of deliverables under the contract.

Fiscal Information and Required Reports

Proposer shall provide a response to the thirteen (13) questions/statements listed below. Each response shall include question/statement number and description prior to the response.

1. Describe the reports Proposer will put in place and make available on an as-needed basis as requested by CSS. List the elements to be included in the reports. CSS is asking the Proposer to provide CSS with a wide array of reports at any given time. The Proposer is to provide in their proposal response the type of custom reports that will be available to CareerSource and the turn-around time for each report.
2. Will the Proposer provide invoices with copies of signed/approved timesheets to CSS on a weekly basis, grouped by the CSS defined funding source to which the worker is assigned?
3. Does the Proposer utilize an online system? (Proposer must utilize an online system to be considered for contract award). Will various CSS staff (e.g., CSS manager, participant's CSS counselor, and/or other CSS approved management and staff) have access to see the timesheet in real time? Provide a brief explanation of the online system used and how real-time access can be provided.
4. For Participant payroll services, will the Proposer provide an annual report with the number and names of the participants, number of hours each participant worked, and total wages paid to each participant? This reporting is needed by CSS for programming. Can Proposer provide such reporting on a more frequent basis? In what format will this information be provided (electronically, hard copy, Excel, .pdf)?
5. For Participant payroll services, will the Proposer provide weekly reports with the number and names of the participants, number of hours each participant worked, days and hours worked each day, and total gross and net wages paid to each participant for the work week? If so, can this reporting be provided to CSS? In what format will this information be provided (electronically, hard copy, Excel, .pdf)?
6. Will Proposer provide reports at least quarterly of amounts invoiced and/or paid through the contract by the type of service provided?
7. It is not anticipated that there will be disallowed costs (i.e., overtime, invoice errors, etc.), however what funds does the Proposer have available to repay any disallowed costs?
8. Proposer must provide CSS with access to original documentation to substantiate Proposer invoices. Can Proposer provide an assurance CSS will be given required access, and can Proposer maintain worker records for seven years?
9. If Proposer maintains their records, how will CSS be provided access to the records for monitoring purposes?
10. Has Proposer ever filed a petition in bankruptcy? If yes, provide explanatory information.
11. Has Proposer ever had to pay back funds to a funding source, an employer, or the federal government? If yes, explain.
12. Most grants CSS receives prohibit overtime pay for temporary workers. CSS will not reimburse the selected Proposer(s) for overtime. What controls will Proposer put into place to assure temporary workers do not work overtime?
13. Submit a copy of Proposers last three years' annual financial statements. If the Proposer is in operation for less than three years, provide a statement stating the number of years the Proposer has been in operation and include the most recent annual financial statement(s). If none have been completed, provide a copy of the most recent tax return. If the Proposer has been in operation for less than one year provide an explanation for when the annual financial statements or tax return will be available. Place the annual financial statement(s) or tax return behind the scope of work of the proposal. Failure to submit the required annual financial statement(s) or tax return or for a Proposer that has been in operation for less than one year an explanation when the annual financial statement or tax return will be available will be cause for the Proposal to be declared non-responsive and will not be considered for contract award by CSS.

Price Reply

This is an Indefinite Delivery/Indefinite Quantity Contract and is subject to available funding and paid participants. Proposer’s billable hourly rate shall be flat not to exceed the percentage set for all positions. The Proposer’s Management fee is the cost to administer the contract and shall not exceed 25%.

Participant Hourly Wages Paid	Benefits Paid (FICA, Workers’ Compensation Insurance, UC taxes, Liability Insurance.	Equipment Rental (Actual Cost incurred. Management fee cannot be included in equipment rental cost)	Proposer’s Management Fee % The cost to administer the contract.	Hourly waged paid + Benefits paid + equipment rental + Management fee % = Amount reimbursed.
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CareerSource Suncoast will determine hourly wages for all paid positions. The Proposer must provide a price sheet to include: Workman’s Compensation, FICA, Medicare, State and Federal UCT, Benefits, General Liability. Please include price sheets for the following positions:

Position	WC
Painting Noc & Shop Operations	5474
Building or Property Management-All Other Employee	9015
Construction Management	5606
Club NOC & Clerical	9061
General Labor	5613
Warehouse	8292
Storage Warehouse- Furniture and Drivers	8293
Buildings- Operation by Contractors	9014
Clerical/Humanitarian	8810
Social Services Organization - All Employees & Salespersons, Drivers	8864

All fees will be paid on a reimbursement basis.

Small businesses, minority-owned firms, and women’s business enterprises

Whenever possible, CSS shall make positive efforts to utilize small businesses, minority-owned firms, and women’s business enterprises, in procuring audit services as stated in 2 CFR 200, Section 200.321 – Contracting with Small and Minority Businesses, Women’s Business Enterprises, and labor surplus area firms, or the FAR (48 CFR part 42), as applicable. Small businesses, Minority, and female-owned businesses are encouraged to apply. No individual shall be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any services provided under the RFP because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

Proposer must either attach a copy of your Certified Minority Business Enterprise (CMBE) Certification, if certified with the Florida Department of Management Services or respond, not applicable.

Attachments

Replies to this RFP must include the following documents and certifications:

- **Relationship Disclosure Form (Attachment 1).** Completed, signed, and attached by authorized individual for Proposer.
- **Proposer Provisions, Certifications and Assurances (Attachment 2)** CareerSource Suncoast does not award a contract where Proposer has failed to accept the PROPOSER PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this Attachment.

SECTION D – EVALUATION CRITERIA

All complete proposals will be evaluated according to the guidelines set forth in this RFP. All bids will be evaluated based on responsiveness to this RFP. Negotiations will start with the bidder(s) whose proposal(s) has been judged most appropriate with regard to all factors, including audit service quality, total cost, and audit experience. The lowest priced proposal will not necessarily be selected, as cost is only one of the factors that will be considered. An established history of past satisfactory experience in doing business in Florida as confirmed by positive evaluations by references and comparison of the Proposer’s proposals will contribute to the selection. The following criteria will form the basis upon proposals are evaluated:

Criteria	Maximum Points
Experience, Qualifications, Ability: Proposer sufficiently demonstrates their organization has experience, qualification, and ability to meet the needs of CareerSource Suncoast (Services, Administrative Requirements, Experience and Qualifications, and Fiscal Information and Required Reports)	30
References: Proposer provides credible references validating ability to provide services described in the RFP. Preference for workforce system-related experience.	30
National Emergency Grant Experience: Proposer has experience in services delivery of temporary employment under National Emergency Dislocated Workers Grants.	5
Reporting: Proposer has an efficient and streamlined method for providing reports, time sheets, and meeting contract deliverables.	10
Price: Total cost of Temporary Staffing & Payroll Services	25
Total Points	100

SECTION E – CONDITIONS AND LIMITATIONS OF THIS RFP

The following conditions are applicable to all proposals:

This RFP does not commit or obligate CareerSource Suncoast to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

CareerSource Suncoast reserves the right to reject any and all proposals in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal that is deemed most favorable.

CareerSource Suncoast at the time and under the conditions stipulated in the specifications of this request. Non-conforming proposals will be considered non-responsive, and CareerSource Suncoast reserves the right to waive informalities and minor irregularities in proposals received.

CareerSource Suncoast reserves the right to request additional information for clarification from potential candidates, or to allow corrections for errors or omissions.

All proposals are subject to negotiation by CareerSource Suncoast .

CareerSource Suncoast reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the individual or firm of the conditions contained in this solicitation, unless clearly and specifically noted in the proposal/quote submitted and confirmed in the contract between CareerSource Suncoast and the individual or firm selected.

CareerSource Suncoast may require the selected proposer to participate in negotiations, and to submit price, technical, or other revisions for the proposals in writing, which may result from negotiations.

A meeting will be held by an Evaluation Team to discuss proposals and develop recommendations. At this meeting, prospective providers may be invited to explain their proposals as needed. The Evaluation Team completes the review sheets and determines final recommendations for providers(s). Review sheet totals do not necessarily determine the outcome but serve as a tool for reviewers to formulate ideas for discussion.

CareerSource Suncoast reserves the right to further negotiate terms and conditions, including price with the highest ranked proposer. If the Evaluation Team cannot reach a mutually beneficial agreement with the first selected proposer, the Team reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until agreement is reached.

SECTION F – APPLICABILITY OF SUNSHINE LAWS

Pursuant to Section 445.007, Florida Statutes, regional workforce boards (including CareerSource Suncoast) are subject to Florida Sunshine Laws (chapters 119 and 286 and s. 24, Art. I of the Florida State Constitution). The Proposers acknowledge that CareerSource Suncoast is subject to Florida's Public Records and Sunshine Laws. Accordingly, materials produced by the Proposers under this RFP, as well as certain meetings and other communications, are subject to such laws.

SECTION G – APPEAL PROCEDURES

From the date and time of selection/notice of intent to award, a bidder has 72 hours (3 business days) to file a written appeal/protest with the CEO. (If unresolved by the CEO, the issue will be escalated to individuals selected by the Executive Committee. The decision of this Executive Committee is final.)

ATTACHMENT 1 RELATIONSHIP DISCLOSURE FORM

Relationship Disclosure Form

The purpose of this form is to document any personal or business relationships between the Proposer (defined below) and any one or more of the following: (i) CareerSource Suncoast 's current Board of Directors; and (ii) an employee of CareerSource Suncoast . Please click on the below link for a listing of CareerSource Suncoast 's current Board members.

[Board of Directors - CareerSource Suncoast](#)

QUESTIONS AND ANSWERS ABOUT THE RELATIONSHIP DISCLOSURE FORM

WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?

The relationship disclosure form needs to disclose pertinent background information about the Proposer and his/her or personal or business relationship, if any, with any CareerSource Suncoast staff or Board member. Proposers must disclose whether any of the following relationships exist: (1) Proposer is a relative of a CareerSource Suncoast staff or Board member; (2) a CareerSource Suncoast Board member is an employee of Proposer; (3) Proposer is an employee of CareerSource Suncoast ; or (4) Proposer is a business associate of any CareerSource Suncoast Board member.

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Proposer means the individual(s) or firm making any proposal pursuant to this RFP/RFQ

Business associate means any person or entity engaged in or carrying on a business or commercial activity with any other person who is a CareerSource Suncoast staff or Board member, whether as an independent Proposer, co-owner, partner, member, trustee or beneficiary, joint venture, vendor, consultant, service provider, officer, director or shareholder (excluding shares traded on a regulated national or regional securities exchange).

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral, or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes)

Relative means an individual who is related to a CareerSource Suncoast staff or Board member as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great-grandchild, step-grandparent, step-great-grandparent, step-grandchild, step-great-grandchild, person who is engaged to be married to a CareerSource Suncoast Principal or who otherwise holds himself or herself out as or is generally known as the person whom a CareerSource Suncoast Principal intends to marry or with whom the CareerSource Suncoast Principal intends to form a household, or any other natural person having the same legal residence as the CareerSource Suncoast Principal. (See Section 112.312(21), Florida Statutes.)

DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes until a vendor is selected.

WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Board of Directors and the President/Chief Executive Officer of CareerSource Suncoast .

RELATIONSHIP DISCLOSURE FORM

This form must be completed by the Proposer. In the event any information provided on this form should change, the Proposer must file an amended form on or before the date the item is considered by CareerSource Suncoast .

Part I

INFORMATION ON PROPOSER:

Legal Name of Proposer: _____

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone () _____

Part II

IS PROPOSER A RELATIVE OF ANY CAREERSOURCE SUNCOAST PRINCIPAL? YES NO

IS ANY CAREERSOURCE SUNCOAST PRINCIPAL AN EMPLOYEE OF PROPOSER? YES NO

IS PROPOSER AN EMPLOYEE OF ANY CAREERSOURCE SUNCOAST PRINCIPAL? YES NO

IS PROPOSER A BUSINESS ASSOCIATE OF ANY CAREERSOURCE SUNCOAST PRINCIPAL? YES NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship:

(Use additional sheets of paper if necessary)

Part III

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to the date on which CareerSource Suncoast awards an agreement. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Signature of Proposer

Print Name

Title

Date

ATTACHMENT 2 PROPOSER PROVISIONS, CERTIFICATIONS AND ASSURANCES

By signing below, Proposer hereby certifies and assures that it will fully comply with all provisions, certifications, and assurances of this Attachment if contract is awarded.

If the Proposer is unable to comply in whole or part with the below, the Proposer is to cite the section number, detail the requirement that cannot be met and provide an explanation with the signed Attachment.

- I. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION (29 CFR 98).** The prospective Proposer certifies to the best of its knowledge and belief, that it and its principals: a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; b. Have not within a three-year period preceding this Contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph above; and/or d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.
- II. **CERTIFICATION REGARDING LOBBYING (29 CFR Part 93).** The prospective Proposer certifies, to the best of his or her knowledge & belief, that: No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- III. **NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37).** As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- IV. **ACCESS TO RECORDS.** Access by CareerSource Suncoast, the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of prospective Proposer or sub-Proposer which are directly pertinent to charges to the services, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies; this right also includes timely and reasonable access to Proposer’s and sub Proposer’s personnel for the purpose of interviews and discussions

related to such documents.

- V. **OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR.** Prospective Proposer agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- VI. **DAVIS-BACON ACT.** Prospective Proposer will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29 CFR part 3), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.
- VII. **AMERICAN WITH DISABILITIES ACT.** Prospective Proposer will comply with the Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.
- VIII. **EXECUTIVE ORDER 11246.** Executive Order 11246, as amended by Executive Order 11375, requires that Federal Proposer and Sub Proposers not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Prospective Proposer/Sub Proposer to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.
- IX. **PUBLIC ANNOUNCEMENTS AND ADVERTISING.** When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part with Federal money, all Prospective Proposers receiving Federal funds, shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.
- X. **TERMINATION FOR DEFAULT/CONVENIENCE.** a. Either party may request termination upon 60 days prior written notice to the other party. Written notification of termination be by registered mail, return receipt requested. b. CSS may unilaterally terminate or modify the Agreement, if for any reason the U.S. Department of Labor or the State of Florida reduces funding through the grants under which the Agreement is funded. c. CSS may unilaterally terminate the Agreement at any time that it is determined that: a. Proposer fails to provide any of the service it has contracted to provide; or b. Proposer fails to comply with the provisions of this modified agreement; or c. Such termination is in the best interest of the Board. In the event the Agreement is terminated for cause, Proposer shall be deemed to be in default and liable for damages sustained for any breach of this agreement by the Proposer, including court costs and attorney fees, when cause is attributable to the Proposer.
- XI. **CONFIDENTIALITY.** It is understood that the Prospective Proposer shall maintain the confidentiality of any information, regarding CareerSource Suncoast customers and the immediate family of any applicant or customer, which identifies or may be used to identify them, and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Proposer shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource Suncoast for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of CareerSource Suncoast. No release of information by Proposer, if such release is required by Federal or State law, shall be construed as a breach of this Section.

- XII. **E-VERIFY.** Prospective Proposer warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify system (E-Verify.gov), and beginning January 1, 2021, uses the E-Verify system to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Proposer's sub Proposers performing the duties and obligations of the Agreement are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers
- XIII. **PUBLIC ENTITY CRIMES.** The Prospective Proposer hereby represents and warrants that it has not been convicted of a public entity crime and that it is not on the State of Florida's convicted vendor list. The Proposer also represents that it is not prohibited from entering into this Agreement by Section 287.133, Florida Statutes. Discovery or proof of the contrary will result in immediate contract termination by CSS.
- XIV. **DISCRIMINATORY VENDOR LIST.** The Prospective Proposer/Sub Proposer hereby represents and warrants that it has not been listed on the discriminatory vendor list as described in section 287.134, Florida Statutes. Discovery or proof of the contrary will result in immediate contract termination by CSS.
- XV. **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** Prospective Proposer agrees to comply with the provisions of 2 CFR Appendix II part 200 and 2 CFR part 200.216 and the requirements stated therein.
- XVI. **DOMESTIC PREFERENCES FOR PROCUREMENTS.** As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section: 1)"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.2)"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Name and Title of Authorized Representative

Signature of Authorized Representative

Organization/ Business Name

Date