

**Request for Proposal
SPC #02-13-14
Recruiter Services**

St. Petersburg College

SPC

Due May 7, 2014 @ 2:00 p.m.

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General Conditions

Respondents: To insure review of the bid, follow these instructions.

SEALED PROPOSALS: The number of the proposal and the date of opening shall be shown on the envelope containing each proposal. Respondents are requested to show their name and address on the envelope. All proposals are subject to the conditions specified herein and on the attached proposal documents.

DEFINITION OF "REQUEST FOR PROPOSAL": A Request for Proposal (RFP) is a purchasing need, which, due to its uniqueness, is established around general guidelines or a description of need rather than specifications written in minute detail and is used when few or no fixed criteria exist.

A sealed RFP response requires some degree of creativity from the Respondent but is handled by the College in the same way as formal sealed bids.

The effective difference between the two is, under competitive sealed bidding--once the judgmental evaluation is compiled--award is made on a purely objective basis to the lowest responsive and responsible bidder. Under competitive sealed proposals, in this instance, the quality of competing products or services may be compared and trade-offs made between remuneration and quality of the products or service offered.

Completed proposals need to be submitted in a sealed envelope. Telegraphic bids will not be accepted.

1. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of an authorized representative of the company in the space provided. Failure to properly sign the proposal may invalidate same, and it may not be considered for award. All proposals need to be completed in pen and ink or typewritten. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections need to be initialed by the person signing the bid. Any illegible entries, pencil bids or corrections not initialed will not be tabulated. The original conditions and specifications cannot be changed or altered in any way. Clarification of proposals submitted shall be in letterform, signed by Respondents and attached to the proposal.
2. **PROPOSAL PREPARATION COSTS:** All expenses involved in the preparation and submission of Request for Proposals to the College, or any work performed in connection therewith, shall be borne by the firm submitting the response. No payment will be made for any responses received or for any other effort required, or made by, the firm submitting the statement prior to contract management.

3. **PROPOSAL SUBMISSION:** The College will only receive hand delivered proposals (including FED EX and UPS as they will not ship to US. PO Boxes) at the purchasing office, 14025 58th St. N, #217, Clearwater, FL 33760-3768 or they may be mailed to Attn: Director of Procurement, St Petersburg College P.O. Box 13489 St. Petersburg FL, 33733-3489.

The outside of the sealed envelope/container need to be identified as follows:

- Respondent's name and company
- Return address
- RFP number and title
- Due date and time

Facsimile or electronic proposals are not acceptable. Proposals need to be hard copy sealed and properly identified on the container.

4. **DUE DATE AND TIME:** The date and time must be carefully observed. Proposal's received after the specified date and time will be returned unopened and the enclosed proposal will not be considered by the College. The College will not be responsible for late deliveries or delayed mail.

Receipt of the proposal in the Purchasing Department after the date and time specified due to failure by the Respondent to provide the above information on the outside of the envelope/container shall not be accepted.

The proposal needs to be submitted in person or by mail/courier service. The College cautions Respondents to assure delivery by the deadline set for receiving proposals.

5. **REGISTRATION:** Respondents need to officially register with the College's purchasing office in order to be placed on the mailing list for any forthcoming addenda or official communications. The College shall not be responsible for providing addendums to Respondents who do not register with the College.

Failure to register as a prospective Respondent may cause your proposal to be rejected as non-responsive if you have submitted a proposal without an addendum acknowledgement for the most current and/or final addendum.

6. **DELAYS:** The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify Respondents of all changes in scheduled due dates by written addendum.

7. **CHANGES OR MODIFICATIONS:** The right is reserved, as the interest of the College may require, to revise or amend the specifications or drawings or both prior to the date set for opening of the proposal. Such revisions and amendments, if any, will be announced by an addendum to the proposal with sufficient time for Respondents to amend their proposals following the College's revision or amendment. If the revisions and amendments are of a nature which require material changes in quantities or prices, the

date set for the opening of the proposal may be postponed by such number of days as in the opinion of the Procurement Director will enable bidders to revise their proposal. In such cases the addendum will include an announcement of the new proposal opening date. The Respondents shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with their bid.

8. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All Respondents must disclose with their bid the name of any officer, director, or agent who is also an employee of the College. Further, all Respondents must disclose the name of any Board employee who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm or any of its branches.

In accordance with Section 112.313(3), Florida Statutes, no College officer or employee acting in a private capacity may rent, lease, or sell any realty, goods or services to the College, unless the transaction is otherwise exempted under Section 112.313(12), Florida Statutes. Therefore, any Respondent who is a College employee or who has an interest in the Respondent's firm, and the transaction is not otherwise exempted, cannot contract with the College to provide the services set forth in this RFP.

9. **COLLUSION/DISCLOSURE:** The Respondent, by affixing his/her signature to a Proposal submitted in response to this RFP, agrees to the following statement: "(name of Respondent) certifies that his/her Proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a Proposal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action." Additionally, the Respondent, by affixing his/her signature to the RFP, agrees to the following: "No member of my firm's ownership, management or staff has a vested interest in any aspect or department of the College." If you cannot agree with these statements do not submit a Proposal.

Any or all proposals will be rejected if there is reason to believe that collusion exists between Respondents. Proposals in which the prices are unbalanced will be subject to rejection.

10. **PROPOSAL WITHDRAWAL:** Respondents may withdraw their proposals by notifying the College in writing at any time prior to the proposal deadline. Respondents may withdraw their proposals in person, through an authorized representative of the company. Authorized representatives must disclose their identity (company business card and driver's license) and provide a signed receipt for the proposal. Once opened, proposals become the property of the College and will not be returned to the Respondents.

Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days, to provide to the College the services set forth in the Request for Proposals and response thereto, or until one or more of the other proposals has been awarded.

11. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested for compliance.
12. **SUBCONTRACTING:** Subcontracting is permitted only with the prior knowledge and written approval of the College. The name and company of any subcontractor contemplated for use must be included as part of the proposal. This process is needed so the College can be assured and in agreement that the subcontractor(s) can complete the work to the desired quality and in a timely manner.
13. **PROPOSAL SUBMISSION:** Proposals will be publicly opened and recorded on the date and time specified herein unless changed by an addendum provided by the College. All Proposals received after the specified time will not be considered and will be returned to the Respondent. A proposal may not be altered after the opening of the proposals. A late modification of the proposal from the otherwise successful Respondent offering more favorable prices or terms to the College will be accepted. Upon receipt of proposals, an evaluation committee will select qualified candidates based on criteria contained herein. The evaluation committee may contact qualified responders to give oral presentations after the initial review of all proposals.
14. **CLARIFICATIONS:** The College reserves the right to request clarification of information submitted and to request additional information of one or more Respondents if needed.
15. **ACCURACY OF PROPOSAL INFORMATION:** Any Respondent which submits in its proposal to the College any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
16. **ADVERTISING:** In submitting a proposal, Respondent agrees not to use the results there from as a part of any commercial advertising unless permission in writing is granted by the College.
17. **DEFAULT:** In the event of a contract award, the failure of the Respondent awarded the contract to perform shall be cause to be found in default, in which event any and all re-procurement costs may be charged against the awarded firm and may also result in the firm being removed from the list of Respondents with which SPC does business.
18. **DISCRIMINATORY RESPONDENTS LIST:** An entity or affiliate who has been placed on the Discriminatory Respondents List may not submit a bid or bid to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity and may not transact business with any public entity.
19. **PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted Respondent list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded work or perform work as a contractor, supplier, sub-Respondent or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Chapter 287 for Category Two for a period of thirty-six (36)

months from the date of being placed on the convicted Respondent list. **Note: By signing the proposal, Respondent attests they have not been placed on the convicted Respondent list.**

20. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposal will become a public document pursuant to the Florida Statutes, Chapter 119. This may include materials which the responder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective upon submission of proposal pursuant to the Florida Statutes, Chapter 119.
21. **RESERVATION OF RIGHTS:** The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that Respondent who, in the opinion of the College, will serve the best interest of the College. The College reserves the right to reject the proposal of any Respondent who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in the College's opinion, is not in a position to perform properly under this award. The College reserves the right to inspect all facilities of Respondent's in order to make a determination as to the foregoing. The College reserves the right to rank firms pursuant to relative Florida Statutes and/or Florida Administrative Code and to negotiate with the highest-ranking firm. The College reserves the right to remedy and waive technical or immaterial errors in the Request for Proposals and responses thereto. The College reserves the right to request any necessary clarifications or statement data without changing the terms of the Request for Proposals.
22. **DISPUTES & PROTESTS:** Any actual or prospective Respondent who is allegedly aggrieved in connection with the issuance of this Request for Proposals or pending award of contract, may protest to Paul Spinelli, Director of Procurement, Asset Management and Auxiliary Services, P.O. Box 13489, St. Petersburg, Florida 33733. The protest must be filed in accordance with Chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
23. **IDENTICAL OR TIE BIDS:** In the event two (2) or more Respondents receive the exact same score from the evaluation team, the following criteria, in order of importance, shall be used to break said tie: (1) Drug Free Work Place, (2) Florida Respondents, (3) Bidder's place of business is within Pinellas County, (4) or by flip of coin, when all other factors are equal.
24. **EQUAL OPPORTUNITY:** All work on this project will be carried out in compliance with the College's commitment to the concept of equal opportunity; that is, there will be no discrimination on the basis of race, color, religion, sex, age national origin, marital status, ethnicity, sexual orientation, gender identity, genetic information or against any qualified person with a disability. Recognizing that sexual harassment constitutes discrimination on the basis of sex, the College shall not tolerate such conduct.

25. **ANTI-DISCRIMINATION:** The College will not discriminate on the basis of race, color, religion, sex, age, national origin, ethnicity, marital status, sexual orientation, gender identity, genetic information or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the College will not tolerate such conduct. Additionally, the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.
26. **INDEMNIFICATION:** To the fullest extent permitted by law, the bidder shall indemnify, hold harmless and defend the College, its Trustees, officers, agents, servants, and employees, or any of them, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees and other legal costs including but not limited to costs for paralegal, investigative, and legal support services, and the actual costs incurred for expert witness testimony, arising out of or resulting from the performance of services required under this Contract, provided that same is caused by the negligence, recklessness, or intentional wrongful conduct of the bidder or other person utilized by the bidder in the performance of the work. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the College as set forth in Section 768.28, *Florida Statutes*.
27. **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, local laws and ordinances, College rules and procedures shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and a lack of knowledge by any Respondent shall not constitute a cognizable defense against the legal effect thereof. The laws of the State of Florida shall govern any contract resulting from this RFP.
28. **RFP TERMS:** This RFP will in all cases be evaluated as a Request for Proposal and will not be evaluated as a "Bid" that is awarded solely on the basis of lowest price or highest commission. It will be evaluated on the basis of what is in the best interest of St. Petersburg College.
29. **AWARD:** The Board of Trustees or the President or his designee will make the decision regarding a proposal award upon determining what is in the best interest of the College after considering a staff recommendation based upon the points listed within the evaluation criteria. The successful Respondent will be expected to enter into an appropriate agreement which will be prepared by the College Attorney.
30. **CONTRACT TYPE:** The College expects to enter into a deliverable based reimbursement contract with the successful Respondent. Deliverables will be aligned with the outcome measures outlined in the table on Pages 13-14. If you have specific contract language or terms and conditions, they must be included in your proposal response to be considered.

31. **TECHNICAL SPECIFICATIONS:** The Technical Specifications follow the General Conditions. To the extent there is conflict between the General Conditions and the Technical Specifications, the Technical Specifications shall control and have precedence, except for Addenda which will take precedence over any conflict.

32. **SUBMITTAL:** Proposals must be submitted no later than **Wednesday, May 07, 2014 @ 2:00 p.m.**

Proposal Number: SPC #02-13-14

Proposals Will Be Opened In Purchasing on **Wednesday, May 07, 2014 @ 2:00 p.m.**

Send Proposal to:

St. Petersburg College
Purchasing Department
14025 58th St. N #217
Clearwater, Florida 33760

33. **MANDATORY PRE-PROPOSAL CONFERENCE:** All firms or persons interested in being considered for selection must attend a mandatory pre-submission conference call scheduled from 9 a.m. to 11 a.m. on Thursday, April 17, 2014. The conference call in number is 727-398-8420 (Conference ID #: 42038). Questions concerning the RFP process and required services will be addressed at the conference.

Technical Specifications

1. **Background:** St. Petersburg College (SPC) located in Pinellas County and established in 1927, is the oldest of Florida's 28-member state college system and the first to become a 4-Year college issuing Baccalaureate Degrees beginning in 2001. SPC is governed by a five member board of trustees appointed to four year terms by the Governor of Florida. The Board appoints a president who has administrative responsibilities for operation of the College.
2. **Schedule of RFP Events:**

<i>Time</i>	<i>Date & Day</i>	<i>Description</i>
	4/11/14 - Friday	RFP issued
	4/17/14 – Thursday 9 a.m. – 11 a.m.	Mandatory Pre-proposal Conference Call Conference call number: 727-398-8420 Conference ID: 42038
	4/21/14 - Monday to 4/22/14 Tuesday	Question & Answer (Q&A) period open: please email all questions to Reynolds.Karen@spcollege.edu With the exception of the Pre-proposal Conference, all Q&A must be in writing. Q&A via telephone will not be accepted.
3:00PM	4/22/14 - Tuesday	Q&A period closed
3:00PM	4/23/14 - Wednesday	Q&A posted on www.spcollege.edu
2:00PM	5/07/14 - Wednesday	RFP Deadline: deliver sealed proposals to the purchasing office
	5/14/14 - Wednesday	Selection committee reviews proposals
	5/15/14 - Thursday	Notice of recommended intent to award

3. **Agreement/Contract:** The projected term of the Agreement begins on the date of the last party to sign the Agreement and extends no later than September 30, 2016.

Proposal Specifications

REQUEST FOR PROPOSALS

Introduction:

St. Petersburg College (SPC) is soliciting proposals from qualified Respondents to provide Recruiter Services for two separate programs funded through the U.S. Department of Labor (USDOL) Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants. The grants awarded are:

- Florida Transforming Resources for Accelerated Education & Employment (**Florida TRADE**) with SPC as the lead fiscal agent; and
- Community College Consortium for Bioscience Credentials (**C3BC**) with SPC as a co-grantee through Forsyth Technical College (North Carolina)

SPC is specifically looking for one Respondent to provide the services outlined herein in support of both Florida TRADE and C3BC programs. Because the programs are funded under separate grants, the Respondent will be required to keep separate and distinct plans, reports, backup documentation and invoicing for auditing and tracking purposes. However, it is the expectation of SPC that the overall services delivered will be very similar in design and delivery.

Background:

The USDOL TAACCCT program provides institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, and are suited for workers who are eligible for training under the Trade Adjustment Assistance (TAA) for Workers Program of the Trade Act of 1974, though not all participants are required to be TAA eligible workers.

The overarching goals of the TAACCCT program are to: (1) increase attainment of certifications, certificates, diplomas, and other industry-recognized credentials to better prepare TAA-eligible workers and other adults for high-wage, high-skill employment or re-employment in growth industry sectors; (2) introduce innovative and effective methods for curriculum development and delivery that address specific industry needs and lead to improved learning outcomes and retention rates for TAA-eligible workers and other adults; and (3) demonstrate, for TAA-eligible workers in particular, improved employment outcomes as a result of the funded program.

The two programs SPC has been awarded are aligned with the design of the broader TAACCCT mission, each targeting related industries: advanced manufacturing and medical device manufacturing/biosciences. Details of each program are included below:

Florida TRADE - The mission of the **Florida TRADE** program is to improve upon Florida's existing training and education system in manufacturing by aligning its vast resources and partnerships and offering wide access to training that will the number of students who obtain a college degree or

certificate with labor market value to address the critical skilled workforce shortage faced by the state's manufacturing industry. Florida TRADE is a cohesive, multi-layer program that incorporates five core elements: 1) evidence-based design; 2) stacked and latticed credentials; 3) online and technology-enabled learning; 4) transferability and articulation; and 5) strategic alignment. Florida TRADE was designed using evidence-based models comprised of key strategies tied to best practices in infrastructure enhancement, training access, and delivery.

Florida TRADE is a statewide consortium between 12 public Florida colleges which includes: Broward College, Daytona State College, Florida State College at Jacksonville, Gulf Coast State College, Hillsborough Community College, Indian Rivers State College, Palm Beach State College, Pasco-Hernando Community College, Polk State College, Tallahassee Community College, Valencia College and St. Petersburg College.

C3BC - The mission of the **C3BC** program is to synchronize a recognizable set of core skills and competencies across the biosciences industry, targeting three key subsectors, including (1) laboratory skills; (2) bio-manufacturing; and (3) medical devices. The focus will be (a) foundation training in core laboratory skills, which reflects surging demands for workers to fill new high-wage jobs in this high growth area – a majority requiring associate's degrees or certificates; and (b) translating manufacturing skills to bio-manufacturing and medical devices, which reflects the foundational skills already acquired through legacy jobs that so many displaced workers have been forced to leave.

C3BC is a national consortium between 12 community colleges from various states which includes: Alamance Community College (NC), Austin Community College (TX), City College San Francisco (CA), Ivy Tech Community College (IN), Los Angeles Valley College (CA), Forsyth Technical Community College (NC), Bucks County Community College (PA), Montgomery Community College (PA), Rowan Cabarrus Community College (NC), St. Petersburg College (FL), Madison Area Technical College (WI) and Salt Lake City Community College (UT).

SCOPE OF WORK

Enrollment, job placement and job retention are key outcomes measured under the TAACCCT program. As a result, SPC has budgeted a portion of each of its grant funds to support two separate recruiter roles as part of subcontracted services. How these outcomes are achieved will be the result of a plan developed and executed by the Respondent. It is the expectation of the College that the plan will eventually be amended based on collaboration with and feedback from SPC prior to plan execution. **NOTE:** Under Florida TRADE specifically, collaboration between the Respondent, SPC and the Regional Manufacturing Representative will need to take place for plan amendment and execution.

In response to this RFP, SPC is requesting that Respondents provide a detailed *Outreach and Job Placement Plan* that will achieve the performance goals of both the Florida TRADE and C3BC TAACCCT grants as outlined below, with a description of services consisting of, but not limited to the following (**NOTE:** Respondents must submit two separate Outreach and Job Placement Plans specific to the Florida TRADE and C3BC grants to be considered for an award. Although the plans may be similar in design, they must remain separate and distinct.):

Targeted Participants: Workers who have lost their jobs, or are at risk of losing their job, as a result of foreign trade (Trade Adjustment Assistance eligible workers), as well as veteran, and dislocated incumbent workers.

Targeted Certificates/Certifications:

Florida TRADE: Credentials including, but not limited, to those related to Certified Production Technician (CPT), Safety (OSHA); Machining (Computer Numerical Control – CNC), Quality (Six Sigma), Programmable Logic Controllers (PLC) and Mechatronics

C3BC: Credentials including, but not limited to, those related to Medical Device Manufacturing, Quality and Biomedical Technician

Key Outcome Measures:	Florida TRADE	C3BC	Total
<i>Minimum Total unique participants served</i> (Cumulative total number of individuals entering any of the grant-funded programs offered)	240	140	380
<i>Minimum Total number of participants employed after TAACCCT funded program of study completion</i> (Total number of students (non-incumbent workers only) who completed a grant-funded program of study entering employment in the quarter after the quarter of program exit)	115	55	170

Key Outcome Measures (Continued):	Florida TRADE	C3BC	Total
<i>Minimum Total number of participants retained in employment after program of study completion</i> (Total number of students (non-incumbent workers only) who completed a grant-funded program of study and who entered employment in the quarter after the quarter of program exit who retain employment in the second and third quarters after program exit) NOTE: employment verification at 90 days and 180 days will be expected of the successful Respondent	98	55	153
<i>Minimum Total number of participants employed at enrollment who received a wage increase post-enrollment</i> (Total number of students who are incumbent workers and who enrolled in a grant-funded program of study who received an increase in wages after enrollment)	24	47	71

Services:

1. Staff Support

- a. Respondent will assign appropriate staff necessary to provide outreach and referrals, job placement, follow-up, job retention and reporting services:
 - i. One **full-time** position dedicated to service delivery for **Florida TRADE**.
Florida TRADE specifically requires a full-time position as part of the grant statement of work.
 - ii. One **part-time** position dedicated to service delivery for **C3BC**.

2. Outreach, Referrals and Support Services

- a. Respondent will recruit through their approved outreach plan that includes methods for increasing participant and employer program awareness.
- b. Respondent will refer identified participants interested in manufacturing jobs, or who have a background in manufacturing related fields including those eligible for paid training under the Workforce Investment Act or GI Bill. For example:
 - i. Trade Adjustment Assistance (TAA) eligible participants
 - ii. Dislocated Worker eligible participants
 - iii. Workforce Investment Act (WIA) Adult eligible participants
 - iv. Workforce Investment Act (WIA) Youth eligible participants
 - v. GI Bill eligible veteran participants
- c. Respondent will inform and communicate with SPC staff to help understand the Florida TRADE and C3BC grants in order to aid in participant qualification and process for referrals

3. Job Placement Services

- a. Respondent will design and implement their approved job placement plan that includes methods for identifying and placing participants in open job opportunities in manufacturing related positions.
- b. Respondent will be expected to host multiple recruiting events (minimum of 1-2 per quarter) in partnership with SPC and industry partners and associations.

4. Retention Services

- a. Respondent will be expected to provide follow-up services to participants and graduates of the Florida TRADE and C3BC grants such as assistance with resume writing, mock interviews, and referral to employment support programs as appropriate to the individual and determined by the Respondent.
- b. Respondent will be expected to perform all follow-up tasks necessary to verify employment, increased wages of previously employed workers, as well as employment retention at 90 and 180 days of placement. Standard employment verification forms will be provided by the College for tracking and reporting.

5. Reporting

- a. Respondent will submit to SPC two separate Quarterly Program Progress Reports to report progress toward achievement of the (1) Florida TRADE and (2) C3BC grants. Upon request by SPC, Respondent will also provide additional information as needed for report preparation. Specific report templates and backup documentation will be identified prior to contract execution with the successful Respondent.
- b. Time and Effort of assigned staff working on the projects will be tracked and reported as part of the invoicing process. A copy of the standard form can be found under Appendix A.
- c. Respondent will participate in scheduled meetings and occasional conferences, travel and fees all inclusive.

Review Team Process

1. RFP response review evaluation method
 - a. The College will appoint a Review Team consisting of five (5) members of its consortium staff to evaluate proposals, and to recommend award of a contract with the Respondent, which meets the best interests of the College.
 - b. SPC shall be the sole judge of its best interests.
2. Non-Responsive Proposals
 - a. Non-responsive proposals may be rejected by the purchasing department, and will not be distributed to the Review Team for consideration. Additionally, the evaluation team may determine that required submittals/documentation is so inadequate as to be determined as non-responsive. Non-responsive proposals may include, but are not limited to the following:
 - Failure to sign the proposal
 - Failure to acknowledge addenda (unless all changes are not material)
 - Failure to provide required submittals/documentation
 - Submission of a late proposal
 - Respondent does not meet minimum requirements
 - b. The Review Team will evaluate all responsive written proposals to determine which proposals best meet the needs of the College based on the evaluation criteria.
3. Request for Proposal
 - a. To insure that all RFP's are fairly evaluated, scored and ranked, it is very important that the RFP's are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

Instructions for Preparing Proposals

Please provide one (1) original RFP response, five (5) hard copies and one (1) electronic copy in *Microsoft Word* in a thumb/flash drive.

RFPs will be evaluated based upon four criteria:

1. Responsiveness to RFP (5 points)
2. Outreach and Job Placement Plans (55 points)
3. Experience (25 points)
4. Budget Narrative (15 points)

1. Responsiveness to RFP – (5 points)

- a. Letter of Intent: This letter will summarize in a brief concise manner, the Respondent understands the scope of services and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.
- b. Attachments
 - i. Registration form
 - ii. Proposal Certification – Ensure that all addenda, if applicable, are acknowledged.
 - iii. Respondent's Qualification Statement
 - a. Corporate Information: If Respondent is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying Respondent's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the state of Florida.
 - b. Subsidiaries: Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal's interest in this company.
 - iv. Drug Free Workplace Certification
 - v. Minority and Woman Owned Business Declaration
 - vi. W9

2. Outreach and Job Placement Plans – (55 Points)

Respondents must submit two separate Outreach and Job Placement Plans specific to the Florida TRADE and C3BC grants to be considered for an award. Although the plans may be similar in design, they must remain separate and distinct.

- a. Detailed plans to perform the following:
 - i. Staff Support
 - ii. Outreach, Referrals and Support Services
 - iii. Job Placement Services
 - iv. Retention Services
 - v. Reporting

3. *Experience* – (25 Points)

- a. Principle's Credentials: List experience of each principle within the firm assigned to the Recruiter Services project. Include current job description, resume, education/College degrees, licenses, and professional certifications. Designate number of years with the company and if all experience is while employed by the Respondent's firm.
- b. Project Personnel: Indicate any other persons that will be assigned to this project. For each of the project personnel, provide the following information:
 - Name, title and assignment for this project
 - Resume which includes:
 - Number of years with this company
 - Number of years with other company(s)
 - Experience: Names of projects, types of projects, and size of projects specific project involvement.
 - Education/ Degrees earned
 - Active registration/certification/licenses
 - Current job description
 - Other experience and qualifications which are relevant to the Recruiter Services project.
- c. Current References: The firm will provide a listing of, at minimum, three (3) participants it has or is providing successful recruiting services to that are consistent with the requirements and the scope set forth in this RFP. The listing shall include name of the client, the name of the contact person, address, e-mail, and telephone number and a brief explanation of the services that were provided.

4. *Budget Narrative* (15 Points)

Provide details of your proposed remuneration to SPC. Criteria for Budget Narrative:

The budget narrative for each proposed program plan should provide a description of all associated costs projected to implement each program plan and meet projected performance measures. All costs included in the budget narrative should be reasonable and necessary to the project timelines and deliverables.

- a. The cost for the performance of the work for **Florida TRADE** should not exceed **\$161,243.43**.
- b. The cost of the performance of work for **C3BC** should not exceed **\$49,154.43**.

Appendix A - Time and Effort Report Form

TIME AND EFFORT REPORT

Grant Title	Cost Center	Month/Year
Name of Individual Reporting	Employee ID#	Total hours charged to grant

All full-time employees whose salary is funded in whole or in part with federal funds, or whose salary is used to meet a match or leveraged funds must complete this report on a monthly basis. The report must be signed after-the-fact by the individual reporting and an immediate supervisor with firsthand knowledge of the employee's work.

	Sat/Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Total hrs.	1	2	3	4	5	6	
Description							
Total hrs.	7/8	9	10	11	12	13	
Description							
Total hrs.	14/15	16	17	18	19	20	
Description							
Total hrs.	21/22	23	24	25	26	27	
Description							
Total hrs.	28/29	30					
Description							

I certify that the above activities represents a reasonable estimate of all work performed by me during this time period.

Print Name	Signature of Individual Reporting	Date
Print Name	Signature of Immediate Supervisor	Date
Print Name	Signature of Grant Budget Supervisor	Date

Instructions for completion of report:

1. Calculate total hours spent on grant for that day
2. Once sentence summary of activity
3. Immediate supervisor must have firsthand knowledge of work performed by the above employee.

Attachments

1. Vendor Registration Form

Anyone interested in doing business with St. Petersburg College is requested to complete the Vendor Registration Form. The completed vendor registration is not a guarantee of an opportunity to bid, but will help us in evaluating your business for future opportunities.

Business Name:	
Mailing Address (Street/P.O. box):	
City: _____	State: _____ County: _____
	Zip Code: _____
Contact Person:	Title:
Telephone #:	Fax #:
Email Address:	
Is your company certified by the State of Florida's Office of Supplier Diversity as a Minority/Woman owned business? ☐ Yes ☐ No	
If Yes, identify certification:	
Please forward a current catalog or provide a website address if catalog is available online.	
Website Address:	
Type of business/service offered:	
Please return the completed Vendor Registration Form to: St. Petersburg College Purchasing Department P.O. Box 13489 St. Petersburg, FL 33733-3489 OR - <u>Fax to:</u> (727) 341-3368	

2. Statement of no Proposal

If your company does not intend to respond to this RFP, please complete and return this form prior to the date shown for receipt of Proposals to: St. Petersburg College, Purchasing Department, P. O. Box 13489, St. Petersburg, Florida 33733-3489. Fax # 727-341-3368

The undersigned declines to submit a proposal on the above referenced Invitation to Proposal for the following reason(s):

- ☐ Specifications are too "restrictive." (Please explain below)
- ☐ Unable to meet specifications
- ☐ Specifications were unclear. (Please explain below)
- ☐ Insufficient time to respond
- ☐ We do not offer this type of product or equivalent
- ☐ Our production schedule would not permit us to perform
- ☐ Other (please explain below)

Company Name	Title		
Signature	Telephone		
Printed Name	Fax		
Address	City	State	Zip

3. Proposal Certification

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read and understand the terms and conditions of the Request for Proposal.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum _____ Dated _____

Addendum _____ Dated _____

Signature _____

Name(s) and Title(s) _____

Legal Name of Respondent _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

Email _____

Date _____

4. Respondent's Qualification Statement

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions and information provided hereinafter.

Submitted to: St. Petersburg College
Director of Procurement

Submitted by: Name: _____ () Corporation

Address: _____ () Partnership

Principal Office: _____ () Individual

(Note: Attach separate sheets as required.) () Joint Venture

() Other

1. How many years has your organization provided the requested services? _____

2. How many years under the present business name? _____

If applicable:

Former business name: _____ # Years: _____

3. Corporations, answer the following:

Date of incorporation: _____

State of incorporation: _____

President: _____

Regional Manager: _____

District Manager: _____

4. Partnerships, answer the following:

Date of organization: _____

Type of partnership: _____

Names and addresses of partners (if applicable):

1). _____

2). _____

3). _____

5. If other than a corporation or partnership, describe organization and name principals: _____

1). _____

2). _____

3). _____

6. Have you ever failed to complete any contract awarded to you? If so, indicate when, where, why, and name/telephone number of persons we may talk to about this: _____

1). _____

2). _____

3). _____

7. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? Yes _____ No _____

If yes, state circumstances: _____

9. Worker's Compensation insurance policy number: _____

Name of company: _____ Policy amount: _____

10. Comprehensive General Liability policy number: _____

Name of company: _____ Policy amount _____
(\$500,000 combined single limit minimum)

The Board of Trustees, St. Petersburg College, will be named additional insured for General Liability coverage if our firm is awarded the bid? Yes _____ No _____
(A "No" answer will disqualify your bid.)

11. Name(s) and telephone number(s) of person(s) designated as liaison with the College in administering the contract in the event of bid award (attach sheet if necessary):

Date: _____ Name of Company: _____

By: _____
(Authorized Signature)

Title: _____

NOTARIZATION

Sworn to and subscribed before me this _____ day of _____, 2014

Personally known _____
Notary Signature

Produced Identification: _____

Type of Identification: _____

Notary Public State of: _____

My Commission expires: _____

(Printed, typed or stamped Commissioned
name of Notary Public)

5. Drug Free Workplace

The undersigned Respondent in accordance with Florida Statute 287.087 hereby certifies that does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or nolo contendere, to any violation of Chapter 893, or any controlled substance law of the United States or any state violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Respondent's Signature

Date

6. Minority and Woman Owned Business Declaration

Respondent hereby declares that it is a Minority/Woman Owned Business Enterprise by virtue of the following:

Type of Business: Check applicable block(s)

- ☐ "Black American" includes persons having origins in any of the Black racial groups of Africa.
- ☐ "Hispanic American" includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- ☐ "Native American" includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.
- ☐ "Asian-Pacific Americans" includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.
- ☐ "Service Disabled Veteran"

Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day to day management and control of the business.

Respondent:	
Certified by (name of Public Entity, if applicable)	
City:	County:
State:	Zip Code
Certificate Number:	
Attach copy	
Signature:	Date:

Minority and Woman Owned Businesses (MWBE) shall complete this page, and return with their submittal.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	☐ Check appropriate box for federal tax classification: ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ☐ Other (see instructions) ▶	☐ Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		

Employer identification number								
			-					

Part II Certification

Under penalties of perjury, certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person *	Date *

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business.

Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.