PASCO-HERNANDO WORKFORCE BOARD
REQUEST FOR QUALIFICATIONS
RAPID RE-EMPLOYMENT TRAINING SERVICES
RFQ 120710-001

PASCO-HERNANDO WORKFORCE BOARD
3185 PREMIER DRIVE
BROOKSVILLE, FLORIDA 34604
(352) 593- 2226

PROPOSAL DEADLINE: DECEMBER 30, 2010 BY 12:00 NOON (EST)

I. GENERAL SUMMARY

Pasco-Hernando Workforce Board is requesting proposals from qualified individuals/organizations to provide Rapid Re-employment Training services. Acceptable proposals shall, at a minimum, meet the specifications contained in this RFQ and any other specifications as may be necessary.

Pasco-Hernando Workforce Board is a 501(c) 3 not-for-profit organization that is chartered with the provisioning of various services associated with workforce development in Pasco and Hernando counties. As one of 24 Regional Workforce Development Boards (RWDBs), **Pasco-Hernando Workforce Board** receives federal funding for the operation of several programs including (but not necessarily limited to) those associated with the Workforce Investment Act (WIA), the Welfare Transition Program (WTP) and the Wagner-Peyser Act.

Minority or female-owned businesses, and community-based institutions are encouraged to apply. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any services provided under this RFQ because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

A. Conditions Applicable to All Proposals

The following conditions are applicable to all proposals:

• **Pasco-Hernando Workforce Board** 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 to **Pasco-Hernando Workforce Board** at the time and under the conditions stipulated in the specifications of this request.

• Non-conforming proposals will be considered non-responsive and are subject to return without review; however **Pasco-Hernando Workforce Board** reserves the right to waive informalities and minor irregularities in proposals received.

• **Pasco-Hernando Workforce Board** reserves the right to request additional information for clarification from proposers, or to allow corrections to errors or omissions.

• All proposals are subject to negotiation by **Pasco-Hernando Workforce Board**

• **Pasco-Hernando Workforce Board** 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 institution of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between **Pasco-Hernando Workforce Board** and the institution selected.

Five copies of the proposal, one with original signatures, are to be submitted no later than 12:00 noon EST, **December 30, 2010** to:

Pasco-Hernando Workforce Board
3185 Premier Drive
Brooksville, Florida 34604

Attn: Jerome Salatino, CEO

Funding award decisions will be made on or about **January 14, 2011**.

Successful bidders will commence services on or after **January 21, 2011**.

Administrative staff will be available to answer written technical questions if submitted in writing by **December 17, 2010**. All questions should be submitted via email to bgause@careercentral.jobs.

II. INFORMATION

A. Introduction

Pasco-Hernando Workforce Board is a non-profit 501(c)(3) corporation which receives the majority of its funding through Federal and State grants. Annual revenues range from $5,000,000 to $13,000,000. The intent of this RFQ is to identify an individual/organization that can offer the highest quality of service at the lowest overall cost to **Pasco-Hernando Workforce Board**.

B. Services Solicited

Pasco-Hernando Workforce Board is soliciting the services of qualified individuals/organizations to provide Rapid Re-employment Training from approximately **January 21, 2011** through **June 30, 2011**. **Pasco-Hernando Workforce Board** seeks the

services of an individual or organization with the proven ability to train staff and customers in the art of gaining employment quickly. This training could include resume writing, resume libraries, workshops and other innovative techniques to improve customers' chances of finding suitable employment.

C. Experience Sought

Pasco-Hernando Workforce Board seeks an individual or organization with at least five (5) years experience in a majority of the components indicated. To be considered, please provide a statement of qualifications for this position to include depth of experience in the proposed areas.

Experience with the Federal programs is preferred, or experience in working with the Agency for Workforce Innovation. If a multi-person firm responds, the person assigned should meet the above requirements. Proposer should list the name of the person assigned in its response to the RFQ.

Please submit a statement of qualifications, a retainer quote, and hourly rate. The **Pasco-Hernando Workforce Board** Ad Hoc Committee made up of Pasco-Hernando Workforce Board Members and staff will review all submissions.

D. Evaluation

Overall responsiveness to the RFQ is a major factor in the evaluation process. Evaluations will be based on the ability to provide Re-employment Training services. Each evaluation will be scored and ranked based from the following categories listed below:

1. At least five (5) years experience in Federal or Workforce programs.

40 Points

2. Proven experience in working with unemployed/underemployed customers and finding suitable employment for those customers.

30 Points

3. Cost of services:

30 Points

TOTAL 100 POINTS

CERTIFICATIONS

A. The individual signing certifies that he/she is authorized to contract on behalf of the organization.

B. The individual signing certifies that the individual/organization is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the firm.

C. The individual signing certifies that there has been no attempt by the individual/organization to discourage any potential individual/organization from submitting a proposal.

Dated this _____ day of _____, 20_____.

_____

Organization's Name

_____

Signature of Representative

_____

Printed Name and Title of Representative Signing