



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
d/b/a CAREERSOURCE SOUTH FLORIDA**

INVITATION TO BID (ITB)

FOR

**PAYROLL SERVICES
(Contract July 1, 2016 through June 30, 2017)**

Release Date: April 8, 2016

**All proposals shall be submitted by 3:00 p.m. E.T., May 3, 2016 at
South Florida Workforce Investment Board Headquarters,
7300 Corporate Center Drive, Suite 500, Reception Desk,
Miami, Florida 33126**

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PART I INVITATION

A. South Florida Workforce Investment Board (SFWIB) Background

The South Florida Workforce Investment Board (SFWIB) of Region 23 (Miami-Dade and Monroe Counties) is one of 24 regional workforce boards in the State of Florida. Through its network of CareerSource centers located throughout the region, the SFWIB serves businesses, job seekers, adults, youth, dislocated workers, refugees and individuals transitioning from welfare to work.

The SFWIB is a governmental agency and instrumentality of both Miami-Dade and Monroe Counties, which is eligible to exclude income under Section 115 of the U.S. Internal Revenue Code. The Board is comprised of volunteers who represent local private sector businesses, educational institutions, economic development agencies, labor organizations, veterans' interests, community-based organizations, and state and local government agencies. The Board conducts its business in accord with federal and state laws, the Interlocal Agreement between Miami-Dade and Monroe Counties creating the SFWIB for Region 23 of the State of Florida, the SFWIB's By-Laws and its approved policies.

Additional information regarding the Board, its members, and approved policies is located on the SFWIB's website (www.careersourcesfl.com).

B. ITB Purpose

The SFWIB is seeking the services of a qualified payroll services provider with expertise in payroll processing. The SFWIB provides various work experience opportunities for youth and young adults in Miami-Dade and Monroe Counties. The Contractor must have the capacity to provide services that meet the needs of the SFWIB in the most cost-effective and efficient manner.

**PART II
ITB CALENDAR AND PROCESS**

If your company is interested in providing a bid, please read the following information carefully and return as directed on the ITB no later than the bid due date listed below:

A. Solicitation Timetable

ITB Events	COMPLETION DATE		
	Day	Date	Time
Public Notice	Friday	April 8, 2016	N/A
Solicitation Release Date	Friday	April 8, 2016	N/A
Deadline for Request for Clarification Inquiries	Wednesday	April 20, 2016	5:00 p.m.
Offerors' Conference	Thursday	April 28, 2016	3:00 p.m.
Deadline for Receipt of Bids	Tuesday	May 3, 2016	3:00 p.m.
Public Review Forum	Wednesday	May 11, 2016	2:00 p.m.
Award Date	Wednesday	June 1, 2016	N/A
Delivery Date		By July 1, 2016	N/A

The SFWIB, in its sole discretion, reserves the right to revise this schedule when it is in the best interests of the SFWIB, and thus it is the Respondent's responsibility to routinely check the SFWIB's website (www.careersourcesfl.com) for modifications to the schedule.

B. Method of Solicitation

In an effort to assure the greatest degree of open competition and to obtain the best technical responses and services at the best possible price, an Invitation to Bid (ITB) is being used as the method of solicitation. Public notices of this ITB have been published in the region's major newspapers and also distributed via e-mail to agencies on the SFWIB's Vendor List. Moreover, the ITB and all accompanying attachments will be published on the SFWIB's website.

C. Cone of Silence

All Respondents to this ITB are limited by the "Cone of Silence" surrounding solicitations and prohibitions against ex parte communications. The "Cone of Silence" prohibits communications regarding this solicitation between a current or potential contractor and any SFWIB member, SFWIB staff, or any other person serving as a selection committee member during this solicitation process. Respondents directly contacting Board members, staff, or selection committee members risk immediate elimination of their response.

D. Request for Clarification

Respondents shall submit all questions regarding the clarification of any requirement or procedure to the SFWIB liaison, Teresa Serrano at teresa.serrano@careersourcesfl.com not later than 5:00 p.m., **April 20, 2016**.

Oral requests for clarification shall not be accepted. All written requests for clarification accepted by the SFWIB along with corresponding responses will be posted on the SFWIB's website at www.careersourcesfl.com under RFQ Q/A.

E. Offeror's Conference

An Offerors' Conference will be held to afford Respondents an opportunity to voice questions and/or concerns relevant to the ITB. While attendance is not required, all potential Respondents are strongly encouraged to attend; the conference is scheduled to be held on **April 28, 2016**, at the SFWIB Headquarters: 7300 Corporate Center Drive, (NW 19 Street), 5th Floor, conference room 2, Miami, Florida 33126.

The conference is the only forum available for Respondents to communicate questions and/or concerns to the SFWIB's staff and to receive responses to the questions and/or concerns. Except for information provided at the Offerors' Conference, the SFWIB's staff is prohibited from communicating with Respondents. Note that oral answers during the conference will not be binding on the SFWIB.

Answers to relevant questions during the conference will be posted on the SFWIB's website (www.careersourcesfl.com) under ITB Q&A.

**PART III
GENERAL SPECIFICATIONS**

A. Services Solicited Under this ITB

The SFWIB seeks professional Payroll Services to be provided on a temporary basis to support the Summer Youth Employment and Training Program and similar paid work experience initiatives that may involve youth between the ages of 14-17 and young adults between the ages of 18-24 who reside either in Miami-Dade or Monroe Counties. The selected vendor(s) will enter into an agreement with the SFWIB effective July 1, 2016 through June 30, 2017, with the option to renew for two (2) additional one (1) year periods.

B. Specifications

The Contractor shall provide the following services to meet the SFWIB's goals and objectives, which include, but are not necessarily limited to, the following:

- a. On-board Processing
 - i. Enrollment of all individuals referred to the Contractor by the SFWIB.
 - ii. Conduct drug and alcohol testing.
 - iii. Attain appropriate authorizations/releases from parents or legal guardians of youth under the age of 18 referred to the Contractor for processing.
- b. Job Descriptions
 - i. Hire individuals based on the job descriptions provided by the SFWIB and included in this solicitation.
- c. Payroll Data Processing
 - i. Collection of time and attendance information from various sites within Miami-Dade County.
 - ii. Process for transmitting payroll data to the Contractor's payroll service.
 - iii. Contractor shall designate sufficient resources to insure payroll services are seamless, accurate and processed timely on a bi-weekly or weekly basis as dictated by the needs of the SFWIB.
 - iv. Offer direct deposit and ensure direct deposits are posted to bank on pay date.
- d. Reporting Requirements
 - i. Prepare payroll reports and provide same to the SFWIB on a bi-weekly basis.
 - ii. Preparation in a timely manner all year-end payroll/tax processing report.
 - iii. Remit all payroll taxes to federal and state agencies on bi-weekly basis.
- e. Timeframes
 - i. Contractor shall work and cooperate with the SFWIB to ensure on-boarding process coincides with the timeframes established by the SFWIB.
- f. Transition
 - i. If your company is selected, what is the transition process and timeline the SFWIB can expect.

C. Available Funding

Funding for the services solicited under this ITB is contingent upon Board approval of the SFWIB's PY 2016-17 annual budget.

PART IV TERMS AND CONDITIONS

The issuance of this ITB does not commit the SFWIB to pay any costs incurred in preparation and response to this solicitation. Vendors must be fully registered with Miami-Dade and/or State of Florida prior to being awarded any contract. The SFWIB reserves the right to investigate or inspect, at any time, the product or qualifications offered by the Respondents to meet the ITB's requirements.

1. Delivery of the service is required to begin on or by **July 1, 2016**.
2. Respondents must submit responses as indicated in the delivery method section of this ITB.
3. Bid opening shall be on **May 11 2016**. Bids will be opened in the presence of the Bidder's representative(s) who choose to attend. Late bids shall not be accepted.
4. Vendor must sign an agreement for a one (1) year period with the option to extend for two (2) additional one (1) year periods. Payment for all items will be made within thirty (30) days upon receipt of original invoice.
5. Vendor must completely fill-out, sign and return all required signatory pages within ten (10) calendar days of receipt of purchase order, agreement, or contract otherwise the SFWIB will exercise its option to cancel the award and proceed to select another vendor.
6. All quotes must indicate mark-up rate and bill rates with and without benefits. The bid price must be valid through **June 30, 2017**.
7. Companies are not under any obligation to respond. If a response is late or not received within the specified deadline, the SFWIB shall consider this action as non-responsive.
8. The SFWIB reserves the right to modify or make no award if deemed by the SFWIB to be in the best interest of the SFWIB.
9. Where two (2) or more related parties, as defined herein, each submit a bid for any contract, such bids shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such bids. "Related parties" shall mean the bidder or the principals thereof which have direct or indirect ownership interest in another bidder for the same contract. Furthermore, any prior understanding, agreement, or connection between two or more corporations, firms, or persons submitting a bid for the same materials, supplies, services, or equipment shall also be deemed collusive. Bids found to be collusive shall be rejected. Bidders who have been found to have engaged in collusion may be considered non-responsive, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.
10. Any individual, corporation or other entity that attempts to meet its contractual obligations with the SFWIB through fraud, misrepresentation, or material misstatement, may be debarred for up to five (5) years. The SFWIB as a further sanction may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.
11. The SFWIB may hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.
12. Bidders are hereby notified that after opening of bids and in compliance with Chapter 119 of the Florida Statutes, the "Public Records Law," all information submitted as part of, or in support of bid submittals will be available for public inspection. The bidder shall not submit any information in response to this ITB, which the bidder considers to be a trade secret, proprietary or confidential. The submission of any information to the SFWIB in connection with this invitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the bidder.
13. This ITB does not establish an exclusive arrangement or employment between the SFWIB and Contractor.
14. The SFWIB endeavors to obtain the participation of small and minority businesses, and women's business enterprises.

PART V VENDOR REQUIREMENTS

The vendor must meet all requirements under this bid in order to be considered. After opening bids for verification purposes, the SFWIB may require additional proof of satisfaction of the ITB's. Failure to provide additional required verification within 24 hours from request may result in your company being deemed as non-responsive.

1. Completion of the Vendor Questionnaire:

Vendor must insure all areas on the Vendor Questionnaire form is completely filled out and signed by the authorized agent representing the business. Information not provided will be considered as incomplete.

2. Completion of the following disclosure forms:

- a. Proposal Package Checklist
- b. Proposal Form
- c. Vendor Questionnaire
- d. Code of Business Ethics
- e. Contractor Disclosure and Certification
- f. Assurances and Certifications
 - (a) Certification Regarding Debarment, Suspension, and Other Matters
 - (b) Certification Regarding Lobbying
 - (c) Certification Regarding Drug-Free Workplace Requirements
 - (d) Non-Discrimination and Equal Opportunity Assurances
 - (e) Certification Regarding Public Entity Crimes
 - (f) Sarbanes-Oxley Act of 2002
 - (g) Association of Community Organization for Reform Now (ACORN) Funding Restrictions Assurance
 - (h) Discriminatory Vendor List

**PART VI
EVALUATION PROCESS AND SELECTION CRITERIA**

A. Submission Guidelines

Respondents are required to submit three (3) sets of sealed bids not later than 3:00 p.m., **May 3, 2016**. Proposal packages shall be delivered to the address set forth on the cover of this Invitation to Bid. The SFWIB shall not accept any modifications to any submitted proposal package after the submission deadline. Any proposal package arriving post deadline will not be accepted by the SFWIB and will be returned, unread, to the Respondent. No proposal package will be accepted via electronic mail or facsimile.

The Proposal Form must be completed and submitted. The Proposal Form must be legible. Bidders shall use a typewriter, computer, or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the proposal to be rejected.

The bidder's authorized agent must sign proposal. **FAILURE TO SIGN THE PROPOSAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**

B. Proposal Format, Content and Organization

All proposal packages must be assembled in the following format:

1. Proposal Package Checklist
2. Proposal Form
3. Vendor Questionnaire
4. Code of Business Ethics
5. Contractor Disclosure and Certification
6. Original W-9 -- Request for Taxpayer Identification Number & Certification
7. Assurances and Certifications
 - (a) Certification Regarding Debarment, Suspension, and Other Matters
 - (b) Certification Regarding Lobbying
 - (c) Certification Regarding Drug-Free Workplace Requirements
 - (d) Non-Discrimination and Equal Opportunity Assurances
 - (e) Certification Regarding Public Entity Crimes
 - (f) Sarbanes-Oxley Act of 2002
 - (g) Association of Community Organization for Reform Now (ACORN) Funding Restrictions Assurance
 - (h) Discriminatory Vendor List

Proposals must be submitted in three (3) sets **via regular mail or delivery to the SFWIB's Headquarters: CareerSource South Florida, Reception Desk, Suite 500, 7300 Corporate Center Drive, Miami, Florida, 33126** by the deadline.

C. Selection Process

The SFWIB will conduct a review of all proposals received by the deadline. Proposals will be evaluated first to determine if all information required by the ITB is complete. Incomplete proposals or those not satisfactorily addressing each requirement of the ITB may be disqualified. A respondent may include

additional information and such information may or may not be considered by the SFWIB during the evaluation process.

The evaluation process will be conducted in a thorough and impartial manner at a publicly noticed selection committee meeting held in accordance with the Florida Public Meetings Law. That meeting (Public Review Forum) is scheduled for **May 11, 2016** at the SFWIB Headquarters: 7300 Corporate Center Drive, (NW 19 Street), 5th Floor, conference room 2, Miami, Florida 33126. Respondents are encouraged to attend the Public Review Forum.

Criteria for Review:

1. Completeness of Response. (10%)
2. Satisfactory past performance as noted by references. (15%)
3. Pricing structure. (25%)
4. Past experience as a vendor contracted with the SFWIB to provide same service. (50%)

The SFWIB reserves the right to reject any and all proposals. The SFWIB reserves the right to withdraw this solicitation or any portion of this solicitation at any time without prior notice. The SFWIB is not responsible for any costs incurred for responses to this solicitation.

D. Contract Award

Final award of a contract will be contingent upon:

- Respondent's acceptance of the contract terms and conditions,
- Satisfactory verification of Respondent's past performance (Vendor's Questionnaire)

The SFWIB reserves the sole discretion to make awards to up to three (3) responsive/responsible vendors.

E. Appeal Process

Respondents will be advised of the SFWIB's appeal process at the time of the **Public Review Forum**.

**PART VII
CONTRACTUAL SPECIFICATIONS**

A. Indemnification

For Florida Governmental Entities: The Respondent shall indemnify and hold harmless the SFWIB, its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the SFWIB and its officers, employees, servants, agents, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the contract by the Respondent or the Respondent's officers, employees, agents, servants, partners, principals or subcontractors. The Respondent shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the SFWIB, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. Provided, however, this indemnification shall only be to the extent and within the limitations of Section 768.28, Florida Statutes, subject to the provisions of that statute whereby the Respondent shall not be held liable to pay a personal injury or property claim or judgment by any one person which exceeds the sum of \$200,000, or any claim or judgment or portions thereof, which, when totaled with all other claims or judgments paid by the Respondent arising out of the same incident or occurrence, exceed the sum of \$300,000 from any and all personal injury or property damage claims, liabilities, losses or cause of action which may arise as a result of the negligence of the Respondent or the Respondent's officers, employees, servants, agents, partners, principals, or subcontractors.

All Entities Which are Not Florida Governmental Entities: The Respondent shall indemnify and hold harmless the SFWIB and its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the SFWIB and its officers, employees, servants, agents, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the contract by the Respondent or the Respondent's officers, employees, agents, servants, partners, principals or subcontractors. The Respondent shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the SFWIB, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. The Respondent expressly understands and agrees that any insurance policies required by the Contract or otherwise provided by the Respondent shall in no way limit the responsibility to indemnify, keep and save harmless and defend the SFWIB, and its officers, employees, agents, servants, agencies and instrumentalities as herein provided.

Term of Indemnification: The provisions of this indemnification shall survive the expiration of the contract and shall terminate upon the expiration of the applicable statute of limitation.

B. Clean Air Act And Federal Water Pollution Control Act

The Respondent agrees that if this is a Contract for more than \$100,000, Respondent shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, (42 U.S.C. 7401 et seq.), and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). The SFWIB shall report violations to the Federal Awarding Agency and the appropriate Regional Office of the Environmental Protection Agency (EPA).

C. Compliance With Energy Efficiency Provision

The Respondent shall comply with the mandatory standards and policies relating to energy efficiency, if applicable, which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

D. Additional Job Descriptions

The SFWIB may add or delete job descriptions at the option of the SFWIB. The SFWIB and Contractor shall agree that any additions or deletions will be agreed to through a modification to the original Agreement signed by the SFWIB and Contractor.

E. Drug and Alcohol Testing Requirement

The Contractor must provide proof of drug and alcohol testing to the SFWIB prior to the assignment of Contractor's employee with the SFWIB. The Contractor shall bear all costs associated with drug and alcohol testing.

F. Employment Eligibility Verification

Pursuant to Executive Order 11-116, signed May 27, 2011, by the Governor of Florida, the Contractor shall:

Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the Contract term; and,

Include in all subcontracts under this Contract, the requirement that subcontractors performing work or providing services pursuant to this Contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of the subcontract.

E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States after the effective date of the required Memorandum of Understanding (MOU); the responsibilities and elections of federal contractors, however, may vary, as stated in Article II.D.1.c. of the MOU. There is no charge to employers to use E-Verify.

The Department of Homeland Security's E-Verify system can be found at:

http://www.dhs.gov/files/programs/gc_1185221678150.shtm

If the Contractor does not have an E-Verify MOU in effect, the Contractor must **enroll in the E-Verify system prior to hiring any new employee** after the effective date of this Contract.

G. Holidays

For official holidays observed by Miami-Dade County, the Contractor shall not provide such services unless approved in writing by the SFWIB.

H. Insurance Requirements

1. The Contractor shall provide the SFWIB, prior to the execution of this Agreement, Certificates of Insurance or written verification (binders) required under this section or as determined by the SFWIB. Such insurance policies shall be in the amounts indicated in section 2 below.
2. Commercial General Liability Insurance - \$1,000,000 aggregate; this insurance shall be secured on a comprehensive basis to include contingent liability in an amount that ensures that the Contractor is protected against any suits. The SFWIB shall be the certificate holder and also be named as an additional party insured with respect to this coverage.
3. Worker's Compensation Insurance shall be secured for all persons employed by the Contractor in an amount that is consistent with Chapter 440 of Florida Statutes.
4. Workers' Reemployment Assistance Insurance shall be secured for each person employed by the Contractor. This insurance shall be secured in an amount that is consistent with Federal and State laws.
5. All insurance certificates and policies secured by the Contractor shall be issued by companies authorized to perform such functions under the laws of the State of Florida.
6. All insurance certificates must list the SFWIB as "Certificate Holder" in the following manner:

South Florida Workforce Investment Board
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126-1234

7. The Contractor shall be responsible for assuring that the insurance certificates required in conjunction with this Agreement remain in force for the duration of the effective term of this Agreement. If insurance certificates are scheduled to expire during the effective term, the Contractor shall be responsible for submitting new or renewed insurance certificates to the SFWIB prior to expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the effective term, the SFWIB may suspend the Agreement until such time as the new or renewed certificates are received by the SFWIB in the manner prescribed herein; provided, however, that this suspended period does not exceed ten (10) calendar days. Thereafter, the SFWIB may, in its sole discretion, terminate this Agreement.

I. Level 2 Background Screening Requirement

The SFWIB, at its own expense, will conduct a comprehensive criminal background check of youth and young adults by accessing the Florida Department of Law Enforcement's (FDLE) Volunteer and Employee Criminal History System (VECH). Prior to conducting a background check, the SFWIB will obtain consent from the parents, legal guardian, or care-giver of youths under the age of 18.

J. Overtime

Overtime may be billed by the Contractor only if the overtime hours were previously approved in writing by the SFWIB and after the assigned employee has worked 40 hours in a week.

**Part VIII
ATTACHMENTS**

A. PROPOSAL PACKAGE CHECKLIST

- | | | |
|--|------------|-----------|
| 1. Proposal Form typed or printed in ink? | YES | NO |
| 2. Vendor Questionnaire attached? | YES | NO |
| 3. Code of Business Ethics? | YES | NO |
| 4. Contractor Disclosure and Certification? | YES | NO |
| 5. Original W-9 Request for Taxpayer Identification Number & Certification? | YES | NO |
| 6. Assurances and Certifications? | YES | NO |
| a. Certification Regarding Debarment, Suspension, and Other Matters | | |
| b. Certification Regarding Lobbying | | |
| c. Certification Regarding Drug-Free Workplace Requirements | | |
| d. Non-Discrimination and Equal Opportunity Assurances | | |
| e. Certification Regarding Public Entity Crimes | | |
| f. Sarbanes-Oxley Act of 2002 | | |
| g. Association of Community Organization for Reform Now (ACORN) Funding Restrictions Assurance | | |
| h. Discriminatory Vendors Lists | | |
| 7. Vendor's Authorized Agent/Representative has signed proposal? | YES | NO |

Name of Business/Company

Mailing Address

City/ State/ Zip

Signature of Authorized Representative

Print or Type Name, Title

Telephone / Fax

B. PROPOSAL FORM

Having carefully read and understood all sections of this ITB, I/we agree to provide all labor and transportation to fulfill the specified job descriptions. I/we understand that the SFWIB reserves the right to modify or make no award if deemed by the SFWIB to be in the best interest of the SFWIB.

Please provide the information below:

Company's Name	
Federal ID No.	
Mailing Address	
Telephone /Fax	
e-mail address	
Contact Person's name and Title	

Complete and Submit the Pay Rate Table, Exhibit A
Do not include sales tax

AUTHORIZED AGENT'S SIGNATURE: _____ **DATE** _____

Job Description
Paid Work Experience

The Paid Work Experience program will provide a learning experience that supports the development of participants through valuable career training. Partnering with local employers, PWE participants will have the opportunity to work in a variety of entry-level jobs, to gain work experience, and acquire skills and competencies on the job in preparation for entry into a career and pathway to self-sufficiency.

Requirements

- Must reside in Miami-Dade or Monroe Counties
- A U.S. citizen or eligible to work in the U.S.
- Meet eligibility requirements

Job Description
Ready To Work Intern

The Ready To Work Intern program will provide a learning experience that supports the development of youth through valuable career training. Partnering with local employers, RTW participants will have the opportunity to work in a variety of entry-level jobs, to gain work experience, and acquire skills and competencies on the job in preparation for entry into a career and pathway to self-sufficiency.

Requirements

- Must reside in Miami-Dade or Monroe Counties
- A U.S. citizen or eligible to work in the U.S.
- Meet eligibility requirements

Job Description
Summer Youth Intern

The Summer Youth Internship program will provide a learning experience that supports the development of youth through valuable career training. Partnering with local employers, Summer Youth Interns will gain work experience, acquire skills and competencies on the job.

Requirements

- Between 14-17 years of age
- Must reside in Miami-Dade or Monroe Counties
- A U.S. citizen or eligible to work in the U.S.
- Meet income eligibility requirement

PAY RATE TABLE

Job Title	Hourly Rate of Pay	Rate without Benefits		Rate with Benefits	
		Mark-up Rate	Billing Rate	Mark-up Rate	Billing Rate
Paid Work Experience (PWE)	\$ 8.05				
Ready To Work (RTW) Intern	\$10.00				
Summer Youth Intern	\$ 8.50				

C. VENDOR QUESTIONNAIRE

INSTRUCTIONS

Complete all areas on this form

1. Has your company been in business since July 2012 providing the same type of service under the same business name? **YES** **NO**

2. In the past twelve months has your company provided similar service within the State of Florida? **YES** **NO**

3. Complete all the areas below **if response to Item #2 is Yes**. (Please contact the references below prior to submitting your bid to ensure they will openly discuss your contract with the SFWIB's staff).

	Company Name	Name of Contact Person <u>and</u> telephone number	consent to contact
1			(circle one) SFWIB May Contact or May <u>not</u> contact
2			(circle one) SFWIB May Contact or May <u>not</u> contact
3			(circle one) SFWIB May Contact or May <u>not</u> contact

Company Name

Name and Title of Authorized Agent/Representative

Signature

Date

D. CODE OF BUSINESS ETHICS AFFIDAVIT

Code of Miami-Dade County Section 2-8.1(i)

I, being duly sworn, hereby state and certify that this firm has adopted a Code of Business Ethics that is fully compliant with the requirements of Section 2-8.1(i) of the Code of Miami-Dade County, as amended. I further acknowledge that failure to comply with the adopted Code of Business Ethics shall render any contract with Miami-Dade County voidable, and subject this firm to debarment from County work pursuant to Section 10-38(h)(2) of the Code of Miami-Dade County as amended. I further acknowledge that failure to submit this affidavit shall render this firm ineligible for the contract award.

By: _____ 20____
 Signature of Affiant Date

 Printed Name of Affiant and Title

____/____-____/____/____/____/____/____/____/_____
 Federal Employer Identification Number

 Printed Name of Firm

 Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this _____ day of _____, 20____

He/She is personally known to me or has presented _____ as identification.
 Type of identification

 Signature of Notary Serial Number

 Print or Stamp Name of Notary Expiration Date

Notary Public – State of _____

Notary Seal

E. CONTRACTOR DISCLOSURE AND CERTIFICATION

For purposes of the contract between the **South Florida Workforce Investment Board (SFWIB)** and _____ (Contractor), the following disclosure is made:

The principals* and owners** of the contracting entity:

_____ have no relative who is a member of the SFWIB;

_____ have a relative who is a member of the SFWIB, whose name is _____

There is / is not (circle one) a principal or owner who is a member of the SFWIB. If applicable, the principal's or owner's name is _____.

There is / is not (circle one) a principal or owner who is an employee of the SFWIB. If applicable, the principal's or owner's name is _____.

* "Principal" means an owner or high level management employee with decision-making authority.

** "Owner" means a person having any ownership interest in the contractor.

I hereby certify that the information above is true and correct.

Date filed

Signature of Authorized Representative

Printed Name of Authorized Representative

Title

F. ASSURANCES AND CERTIFICATIONS

The South Florida Workforce Investment Board (SFWIB) will not award funds where the Respondent has failed to accept the **ASSURANCES AND CERTIFICATIONS** contained in this section. In performing its responsibilities under this agreement, the Respondent hereby certifies and assures that it will fully comply with the following:

- (a) **Certification Regarding Debarment, Suspension and Other Responsibility Matters (29 CFR Part 98)**
- (b) **Certification Regarding Lobbying (29 CFR Part 93)**
- (c) **Certification Regarding Drug-Free Workplace Requirements (29 CFR Part 94)**
- (d) **Non-discrimination and Equal Opportunity Assurances (29 CFR Part 37)**
- (e) **Certification Regarding Public Entity Crimes, Section 287.133 Florida Statutes**
- (f) **Sarbanes-Oxley Act of 2002**
- (g) **Association of Community Organizations for Reform Now (ACORN) Funding Restrictions Assurance (Pub. L. 111-117)**
- (h) **Discriminatory Vendor List (Section 287.134 Florida Statutes)**

By signing the agreement, the Respondent is providing the above assurances and certifications as detailed below:

(a) **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.**

As required by the regulation implementing Executive Orders No. 12549 and 12689, Debarment and Suspension, 29 CFR 98, the Respondent certifies to the best of Respondent's knowledge and belief, to the following:

1. The Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department, agency or subcontractor;
2. The Respondent has not, within a three-year period preceding this application/proposal/contract, been convicted of 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 Agreement 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;
3. The Respondent is not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (a)2. of this certification; and
4. The Respondent has not, within three-year period preceding this application/proposal/contract, had one or more public transactions (federal, state, or local) terminated for cause or default.

The Respondent shall comply with the language of the certification with regards to Respondent's Subcontractors. Respondent shall ensure and require the same certification from its subcontractor(s), which shall be forwarded to the SFWIB along with the request to subcontract as required by this solicitation/Contract.

Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall submit an explanation to the SFWIB attached to this form.

(b) CERTIFICATION REGARDING LOBBYING.

The Respondent certifies, to the best of the Respondent's knowledge and belief, that:

1. 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 a Respondent, 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.
2. 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.
3. The Respondent shall require that the language of this certification be included in the award documents for "all" sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose the same accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by the Byrd Anti-Lobbying Amendment Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(c) CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

The Respondent assures and guarantees that Respondent shall comply with the Federal Drug Free Workplace Act of 1988, its implementing regulations codified at 29 CFR 94, subpart F, and the Drug-Free Workplace Rules established by the Florida Worker's Compensation Commission.

(d) NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act (WIOA), and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), the Respondent assures that Respondent will comply fully with the non-discrimination and equal opportunity provisions of the following laws:

1. 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 gender identity, gender expression or sex stereotyping (except as otherwise permitted under title IV of the Education Amendments of 1972), 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;
2. Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq.), as amended, which prohibits discrimination against qualified individuals on the basis of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
4. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
5. The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;
6. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (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;

7. Titles I, II and III (42 U.S.C. 12101 et seq.) of the Americans with Disabilities Act of 1990, as amended, which prohibit discrimination on the basis of disability, respectively, by: (a) private employers, state and local governments, employment agencies and labor unions that employ 15 or more employees; (b) state and local government entities (“public entities”) and requires public entities to provide persons with disabilities an equal opportunity to benefit from their programs, services and activities; and (c) places of public accommodations and mandates that places of public accommodations and commercial facilities be designed, constructed, and altered in compliance with specific accessibility standards;
8. Executive Order (EO) No. 11246, “Equal Employment Opportunity” as amended by EO No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor”; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;
9. Chapter 11A of the Code of Miami-Dade County which, among other things, prohibits discrimination in employment and places of public accommodations on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression or sexual orientation.

The Respondent also assures that Respondent will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to Respondent’s operation of the WIOA Title I and TANF – financially assisted program or activity and to all agreements the Respondent makes to carry out the WIOA Title I and TANF – financially assisted program or activity. The Respondent understands the United States has the right to seek judicial enforcement of this assurance.

(e) CERTIFICATION REGARDING PUBLIC ENTITY CRIMES, SECTION 287.133 Florida Statutes

Respondent hereby certifies that neither Respondent, nor any person or affiliate of Respondent, has been convicted of a Public Entity Crime as defined in Section 287.133 Florida Statutes, nor placed on the convicted vendor list.

Respondent understands and agrees that Respondent is required to inform the SFWIB immediately upon any change in circumstances regarding this status.

(f) SARBANES-OXLEY ACT OF 2002

It is the policy of the SFWIB to comply with the requirements of the Sarbanes-Oxley Act of 2002, Sections 1102 and 1107, set forth by the Act, the United States Code Title 18, Sections 1512 and 1513, as amended, and the requirements of the Workforce Board. By signing below, the Respondent assures that the Respondent will comply with the Sarbanes-Oxley Act provisions as set forth below:

Provisions of the Act – Title X1 – Corporate Fraud Accountability

Section 1102 – Tampering with a record or otherwise impeding an official proceeding – “Whoever corruptly: 1) alters, destroys, mutilates, or conceals a record, document or other object, or attempts to do so, with the intent to impair the object’s integrity or availability for use in an official proceeding 2) otherwise obstructs, influences, or impedes any official proceeding, or attempts to do so, shall be fined under this title or imprisoned not more than 20 years, or both”.

Section 1107 – Retaliation against Informants – “Whoever knowingly, with the intent to retaliate, takes any action harmful to any person, including interference with the lawful employment or livelihood of any person, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any Federal offense, shall be fined under this title or imprisoned not more than 10 years, or both”.

(g) ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE (Pub. L. 111-117)

As a condition of an award, Respondent assures that Respondent will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act, 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriation Act, 2011, Section 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

(h) DISCRIMINATORY VENDOR LIST

The Respondent shall disclose to the SFWIB if Respondent appears on the discriminatory vendor list. An entity or affiliate placed on the discriminatory vendor list pursuant to Section 287.134, Florida Statutes, may not:

1. Submit a bid on a contract to provide any goods or services to a public entity;
2. Submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
3. Submit bids on leases of real property to a public entity; or
4. Be awarded or perform as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or transact business with any public entity.

BY SIGNING BELOW, THE RESPONDENT CERTIFIES AND ASSURES THAT RESPONDENT WILL FULLY COMPLY WITH THE APPLICABLE ASSURANCE OUTLINED IN PARTS A THROUGH H, ABOVE.

Respondent Name

***Name and Title of Authorized Representative**

Signature of Authorized Representative

Date

***The signatory should be fully and duly authorized to execute agreements on behalf of Respondent named above.**