

**PART II
RFP CALENDAR AND PROCESS**

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

A. Solicitation Timetable

| RFP Events | COMPLETION DATE | | |
|--|-----------------|-------------------|-----------|
| | Day | Date | Time |
| Public Notice | Sunday | January 15, 2017 | N/A |
| Solicitation Release Date | Tuesday | January 17, 2017 | N/A |
| Deadline for Request for Clarification Inquiries | Thursday | January 26, 2017 | 5:00 p.m. |
| Offerors' Conference | Tuesday | January 31, 2017 | 3:00 p.m. |
| Deadline for Receipt of Proposals | Wednesday | February 6, 2017 | 3:00 p.m. |
| Public Review Forum | Thursday | February 8, 2017 | 2:00 p.m. |
| Award Date on or about | Tuesday | February 21, 2017 | N/A |
| Delivery Date | | March 1, 2017 | N/A |

The SFWIB, in its sole discretion, reserves the right to change this schedule when it is in the best interest of the SFWIB. It is the Respondent's responsibility to routinely check the SFWIB's website (www.careersourcesfl.com) for amendments to the schedule.

B. Method of Solicitation

In an effort to assure the greatest degree of open competition and obtain the best technical responses and services at the best possible price, a Request for Proposal (RFP) is being used as the method of solicitation. Public notices of this RFP 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 RFP and all accompanying attachments will be published on the SFWIB's website.

C. Cone of Silence

All Respondents to this RFP 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's liaison, Teresa Serrano at teresa.serrano@careersourcesfl.com not later the deadline indicated in the RFP timetable.

RFP – RECRUITING AND PAYROLL SERVICES

UPDATE: 01-24-17

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. Offerors' Conference

An Offerors' Conference will be held to afford Respondents an opportunity to voice questions and/or concerns relevant to the RFP. While attendance is not required, all potential Respondents are strongly encouraged to attend. The meeting will be held 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 to 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 RFP Q&A.

RFP – RECRUITING AND PAYROLL SERVICES

UPDATE: 01-24-17

Exhibit A

PAY RATE TABLE

| | Job Title | Hourly Pay Rate | Rate without Benefits | | Rate with Benefits | |
|----|---|-----------------------|-----------------------|--------------|--------------------|--------------|
| | | | Mark-up Rate | Billing Rate | Mark-up Rate | Billing Rate |
| 1 | Account Clerk | \$13.11 | | | | |
| 2 | Accountant 1 | \$19.25 | | | | |
| 3 | Business Consultant | *\$15.82 – \$26.52 | | | | |
| 4 | Career Advisor | \$16.83 | | | | |
| 5 | Career Center Director | *\$26.52 – \$44.52 | | | | |
| 6 | Community Service Specialist | \$16.83 | | | | |
| 7 | Customer Service Representative | \$10.00 | | | | |
| 8 | Employer Specialist | *\$15.10 – \$25.34 | | | | |
| 9 | Job Placement Specialist | *\$12.80 – \$22.21 | | | | |
| 10 | (corrected) Military Family Employment Advocate | *\$18.03 - \$19.23 | | | | |
| 11 | Outreach Specialist | *\$11.96 – \$20.44 | | | | |
| 12 | Program Specialist I | \$13.11 | | | | |
| 13 | Program Specialist II | \$15.65 | | | | |
| 14 | RET Intake Worker | \$11.06 | | | | |
| 15 | TAA Coordinator | \$21.32 | | | | |
| 16 | Workforce Program Supervisor | *\$17.68 – \$33.69 | | | | |
| 17 | Workshop Trainer | \$16.83 | | | | |
| 18 | Youth Program Specialist | \$16.00 | | | | |

*rate of pay commensurate with experience