



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

REQUEST FOR PROPOSAL (RFP)

FOR

**TEMPORARY EMPLOYMENT AGENCY SERVICES
EMERGENCY/DISASTER SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
(August 1, 2017 to June 30, 2018)**

Release Date: June 12, 2017

**All proposals shall be submitted by 3:00 p.m. E.T., July 6, 2017 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 Workforce Investment Board (SFWIB), Local Workforce Development Board (LWDB) 23 (Miami-Dade and Monroe Counties) is one of 24 LWDBs in the State of Florida. Through its network of CareerSource centers located across the region, in Miami-Dade and Monroe Counties, 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, 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, state and local government agencies. The Board conducts its business in accord with federal and state laws, the Interlocal Agreement creating the SFWIB for LWDB 23 of the State of Florida, the By-Laws of the SFWIB, 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. RFP Purpose

The SFWIB is seeking the services of multiple qualified agencies with the ability to provide recruiting, staffing and payroll services on a large scale emergency basis in the event Miami-Dade County has been given a federal disaster declaration and the USDA has approved an Emergency Food Stamp program. The best-qualified firm(s) will be determined upon review of the responses submitted, which will also be the basis for negotiating a contract.

**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 bid due date listed below:

A. Solicitation Timetable

RFP Events	Date	Time
Public Notice	June 9, 2017	N/A
Solicitation Release Date	June 12, 2017	N/A
Deadline for Request for Clarification Inquiries	June 21, 2017	5:00 p.m.
Offerors' Conference	June 29, 2017	3:00 p.m.
Deadline for Receipt of Proposals	July 6, 2017	3:00 p.m.
Public Review Forum	July 7, 2017	2:00 p.m.
Award Date on or about	July 21, 2017	N/A
Delivery Date	August 1, 2017	N/A

The SFWIB, in its sole discretion, reserves the right to change this schedule, without further notice, when it is in the best interest of the SFWIB. Thus, it is the responsibility of the Respondent 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 via e-mail 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., June 21, 2017.

Oral requests for clarification shall not be accepted. The SFWIB reserves the right to reject any or all requests for clarification, in whole or in part. All written requests for clarification accepted by the SFWIB along with corresponding responses will be posted on the SFWIB's website (www.careersourcesfl.com) under this RFQ's 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. Although attendance is not required, all potential Respondents are strongly encouraged to attend. The conference is scheduled for June 29, 2017, at the SFWIB's Headquarters: 7300 Corporate Center Drive, (NW 19 Street), 5th Floor, Miami, Florida 33126, in Conference Room 2.

The Offerors' 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. Please note verbal answers provided 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 this RFP's Q&A.

**PART III
GENERAL SPECIFICATIONS**

A. Services Solicited Under this RFP

The SFWIB is seeking professional temporary staffing services to be provided on an as needed basis in the event Miami-Dade and/or Monroe County has been given a federal disaster declaration and the USDA has approved an Emergency/Disaster Supplemental Nutrition Assistance Program (SNAP). The volume of workers needed to work designated sites for the Disaster SNAP program will be decided by the Department of Children & Families (DCF). The selected Contractor(s) will enter into an agreement with the SFWIB effective August 1, 2017 through June 30, 2018, irrespective of the date of execution, with the option to renew for two (2) additional one (1) year periods.

B. Specifications

The Contractor(s) selected to provide services specified below assures the SFWIB that the services (i) will be performed in a good workmanlike and professional manner, (ii) shall conform to generally prevailing industry standards and practices, and (iii) shall conform to the SFWIB's expressed qualifications and attributes for any given assignment.

The Contractor shall provide the services, which include, but are not limited to, the services described below:

- a. Immediately, or as soon as feasible, initiate recruiting, screening and hiring the number and types of staff required upon notification, verbally and/or in writing, by the SFWIB to initiate services.
- b. Referral of candidates with the qualifications, training, formal education, licenses, skills, and abilities to perform the type of work described in the **Position Descriptions, Exhibit E** and shall require all assigned employee to adhere to the **Personal Appearance Guidelines, Exhibit D**.
- c. In the event the SFWIB determines that an employee is not qualified for his/her specific assignment, the SFWIB will direct the Contractor to dismiss such employee.
- d. Conduct background screenings and hire only those persons whose background screenings' results are consistent with the Level 2 screening criteria outlined in section 435.04, Florida Statutes.
 - i. The background screening conducted by the Contractor shall include, but not be limited to, employment history checks and statewide checks regarding criminal matters or any civil matters involving a financial crime through the Florida Department of Law Enforcement, national criminal history records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.
 - ii. No persons hired may have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense prohibited under any of the provisions of section 435.04, Florida Statutes. In addition, no persons hired may have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense in Chapter 414, Florida Statutes, relating to public assistance fraud or Chapter 443, Florida Statutes, relating to unemployment compensation fraud, or any offense that constitutes domestic violence as defined in s. 741.278 Florida Statutes, whether such act was committed in this state or in another jurisdiction.

- e. Advise the SFWIB and defer to the decision to hire to the SFWIB, on a case-by-case basis, when an applicant's background screening shows offenses unrelated to theft, fraud or financial crime that are not expressly prohibited by section 435.04, Florida Statutes.
- f. Defer all decisions to hire individuals whose screenings show criminal histories that have not been dismissed or nolle prosequi to the DCF Region Human Resources Office. The Contractor will submit a spreadsheet that shall include attached documentation such as charges, and/or arrest affidavits, convictions, withholds of adjudication, injunctions, protective orders, pleas of guilty, and sealed records. For these employees, the Contractor shall be responsible for providing the corresponding disposition for each charge and a copy of the employment application. Additionally, if documentation of the disposition (in a criminal matter or a civil matter involving a financial crime, the sentencing or other final settlement of a criminal case or civil case involving a financial crime) of the criminal charge is not within the report, the Contractor must provide said documentation prior to review or employee will not be considered for employment.
- g. Ensure persons hired with bilingual skills (English/Spanish and English/Creole languages) meet the needs of each site, as determined by DCF, are proficient in their ability to interpret between two languages.
- h. Ensure that all assigned employees sign the **Affirmation Statement, Exhibit F**, which affirms that they will not disclose any confidential information. Contractor shall submit the original signed affirmations to DCF Site manager or designee along with a spreadsheet indicating the names of each assigned employee that have signed an affirmation form (may be included as a data field on the Daily Temporary Staff Tracking and Reporting Form, Exhibit C).
- i. Ensure all assigned employees understand and agree that they may be re-assigned to different sites, which will be based on the needs of the Disaster SNAP program.
- j. Ensure all assigned employee reports to duty for training and orientation twenty-four (24) hours prior to the designated site opening.
- k. Controls, directs and supervises the activities of its assigned employee.
- l. Responsible for reviewing, examining and verifying the assignments and the performance of its assigned employees.
- m. Ensure that the initial **Daily Temporary Staff Tracking and Reporting Form, Exhibit C**, is completed by Contractor's Staff Coordinator and is submitted to the Department's Site Manager by close of business no later than two days prior to the site opening. Upon completion of the site, the Daily Temporary Tracking and Reporting Form, Exhibit C, is completed at each site and is submitted to the DCF's Site Manager by close of business each day.
 - i. Contractor will maintain information entered onto the Daily Temporary Staff Tracking and Reporting Form, Exhibit C in an Excel format.
 - ii. Ensure that all assigned employees sign in and out on a daily basis and will submit copies of the sign in sheets to the DCF site manager or designee on a daily basis.
 - iii. Ensure that all assigned employees remain on site at their designated location(s) for the entire work day. In cases of emergencies, assigned employee shall be relieved of duty. Contractor shall ensure that any persons failing to seek the Contractor's Staff Coordinator prior approval to leave the work-site shall be terminated.
 - iv. The Daily Temporary Staff Tracking and Reporting Form, Exhibit C shall be updated daily and submitted by close of business on the same day for written approval by the DCF Site Manager or designee.
 - v. On the final day of the Disaster SNAP operations, the Daily Temporary Staff Tracking and Reporting Form, Exhibit C must be updated with the final hours worked and submitted to the DCF Site Manager or designee for approval by close of business.

- vi. Daily Temporary Staff Tracking and Reporting Form, Exhibit C may be modified to add additional columns to track additional information as deemed necessary by the Contractor, such as assigned employee's signatures, time in and time out, etc.
- n. Pay assigned employees wages, withhold and transmit payroll taxes; provide unemployment insurance and worker's compensation benefits; and handle unemployment and workers' compensation claims involving assigned employees.
- o. Ensure that wages are paid at a rate of one and one-half times the assigned employee's regular hourly salary rate for all time that an assigned employee member is required to work more than forty (40) hours in a workweek, in compliance with the Fair Labor Standards Act. For the purposes of this agreement, all assigned employees who work over forty (40) hours in a seven (7) day period (which begins twenty-four (24) hours prior to the official opening of the site as determined by the Regional Director or designee) during the operation of the disaster SNAP program, shall be eligible for overtime pay at the overtime unit rate listed in **Job Titles and Rates, Exhibit A**. The DCF's obligation to pay overtime is not contingent on the number of hours assigned employee may have worked for the Contractor prior to beginning work for the disaster SNAP program. Likewise, the employee shall be paid one and one half times the hourly salary rate for all overtime hours invoiced to the Department regardless of whether the hours worked for the disaster SNAP program may have crossed over two of the Contractor's pay periods
- p. Notify the DCF Site Manager or designee, on a daily basis, of progress in meeting all tasks.
- q. Ensure that all assigned employees display a photo ID badge at all times. Persons failing to display the approved ID badge shall not be permitted on the work-site(s).

C. Holidays

For official holidays observed by Miami-Dade County, the Contractor shall not provide such services unless approved in writing by the SFWIB. Holidays shall be billed at the regular billing rates. No additional allowances will be given for Holidays worked.

D. 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.

E. Records and Documentation

1. The Contractor shall ensure that timesheets and sign-in logs are completed for each assigned employee and correspond to the **Daily Temporary Staff Tracking and Reporting Form, Exhibit C** for each day of the disaster SNAP program.
2. The Contractor must ensure all required supporting documentation is submitted to the SFWIB, which includes the following:
 - a. The Daily Temporary Staff Tracking and Reporting Form, Exhibit C, sign-in sheets must be completed daily and copies must be submitted with the invoice. Sign-in sheets must include, at a minimum, the assigned employee's signature and work commencement and departure times.
 - b. Sign in sheets and copies of all timesheets at the time of invoice submission **Invoice For Food For Florida/Disaster SNAP Program, Exhibit B**.
 - c. Level 2 Background Screening results. Please note, only Level 2 Background Screenings conducted 30 days prior to the request to initiate services or after the request to initiate

services will be reimbursed.

d. Electronic copies of the final Daily Temporary Staff Tracking and Reporting Form, Exhibit C.

3. The final Daily Temporary Staff Tracking and Reporting Form, Exhibit C, sign-in sheets and timesheets must be reconciled with the invoice prior to submission to the SFWIB for payment. Timesheets and Tracking Reports must be sorted alphabetically by last name. An invoice will not be processed and will be returned to the Contractor for correction if discrepancies exist.

F. Emergency Preparedness Planning

1. Within 60 days following the completion of service delivery related to the disaster SNAP program in Miami-Dade or Monroe County, the SFWIB and the Contractor will meet to debrief. Such debriefing will include recommendations to improve the efficiency and effectiveness of the operation of the disaster SNAP program.
2. Prior to May 1st of each year, the SFWIB and the Contractor will meet to discuss any procedural changes for the upcoming season.

PART IV TERMS AND CONDITIONS

The issuance of this RFP does not commit the SFWIB to pay any costs incurred by the Respondent in preparation of and response to this solicitation. The SFWIB reserves the right to investigate or inspect, at any time, the qualifications or the product offered by the Respondent(s) to meet the RFP's requirements.

1. Delivery of services is required to begin **August 1, 2017**
2. Respondents must submit responses as indicated in the delivery method section of this RFP.
3. Bid opening shall be on **July 7, 2017**. Bids will be opened in the presence of the Bidder's representative(s) who choose to attend. Late bids shall not be accepted.
4. 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.
5. Vendors must be fully registered with Miami-Dade County and/or the State of Florida prior to being awarded a contract.
6. 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.
7. 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.
8. Any individual, corporation or other entity that attempts to meet its contractual obligations with the SFWIB through fraud, misrepresentation, or material misstatement(s), 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 of its contract, including paying attorney's fees and other related costs.
9. The SFWIB may conduct a pre-award inspection of the goods or hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.
10. 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 RFP, 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.
11. This RFP does not establish an exclusive arrangement or employment agreement between the SFWIB and Contractor.

PART V VENDOR REQUIREMENTS

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

A. Completion of the Vendor Questionnaire:

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

B. Completion of the following disclosure forms:

1. Proposal Package Checklist
2. Proposal Form
3. Vendor Questionnaire
4. Code of Business Ethics
5. Contractor Disclosure and Certification
6. 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

Three (3) sets of sealed proposals are required to be submitted not later than the deadline indicated on the RFP timetable. Proposal packages shall be delivered to the address set forth on the cover of this Request for Proposal and below. 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 sender. No proposal package will be accepted via electronic mail or facsimile.**

The Proposal Form must be legible. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the proposal to be rejected.

The Proposal Form must be signed by the Respondent's authorized agent **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

Three (3) sets of sealed proposals must be submitted **via regular mail or delivery to the SFWIB Headquarters: CareerSource South Florida, Reception Desk, Suite 500, 7300 Corporate Center Drive, Miami, Florida, 33126** by the deadline as provided in this RFP. 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.

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 RFP is complete. Incomplete proposals or those not satisfactorily addressing each requirement of the RFP may be disqualified. During the evaluation process, the SFWIB may or may not consider additional information submitted with proposals.

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

Criteria for Review: Below are the maximum points the Respondent may earn per proposal component:

1. Organizational Experience/Capabilities (35 points)
2. Work Plan (30 points)
3. Staffing (20 points)
4. Pricing structure (15 points)

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 vendor acknowledges that the SFWIB is not responsible for any costs incurred for responses to this solicitation.

D. Contract Award

(a) Only those proposals receiving a score of 60 points or more of the total maximum possible score will be considered for award.

(b) All price proposals will be opened. However, prices will only be evaluated from those Respondents meeting the minimum point threshold.

Final award of a contract will be contingent upon:

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

The SFWIB reserves the sole discretion to make awards to up to two (2) responsive bids/responsible vendors.

E. Appeal Process

Respondents will be advised of the SFWIB's appeal process at the July 7, 2017, **Public Review Forum**.

F. Organization Experience/Capabilities

Submit the experience of your firm which you consider relevant to your ability to successfully manage a Contract for the services defined by this RFP. Include sufficient detail to demonstrate the relevance of

this experience to the size and scope of this project. Specify if experience includes public sector or government entities, for whom the Respondent has conducted similar services.

Provide the name, address, and phone number of the responsible official of the customer organization who may be contacted for reference. This can be the same references identified on the Vendor Questionnaire Form.

If any of the organizations you identify decline to respond to the SFWIB or fail to respond within the timeframe specified, this will result in a reduced score.

G. Staffing

Provide a detailed description of your agency's testing, screening and interview processes. Using the **Position Descriptions, Exhibit E**, describe the criteria of how your agency determines if a candidate satisfies the requirements for each position.

The written proposal should describe the experience of personnel whom the Respondent intends to assign to fill the following roles:

- Contract Project Lead
This individual will work closely with SFWIB staff on the coordination of all aspects of the project from the initiation of the activities by DCF to the close-out of the project.

- Temporary Agency Staff Coordinator
This individual is responsible for on-site supervision of Contractor's assigned employee at the disaster SNAP program site to ensure that contract requirements are met and will report to the DCF Site Manager or designee.

H. Work Plan

Respondents must provide a detailed plan of action on how they intend to expeditiously perform the responsibilities and tasks of this RFP.

I. Pricing structure

Respondents must complete and submit **Job Titles and Rates, Exhibit A**, to the SFWIB as part of their proposal.

**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, subcontractors or any other individual performing work on the Respondent's behalf under the Contract. The Respondent shall pay all claims and losses of any kind 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, subject to the extent and within the limitations of Section 768.28, Florida Statutes. Further, 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 damage 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 or any other governmental entity covered under section 768.28 arising out of the same incident or occurrence which exceeds 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, subcontractors or any other individual performing work on the Respondent's behalf under the Contract. 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(s) of limitations.

B. Clean Air Act And Federal Water Pollution Control Act

The Respondent agrees that if this is a Contract for more than \$150,000, 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. 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 coverage shall be secured for all persons employed by the Contractor in an amount that is consistent with the requirements found in Chapter 440 of Florida Statutes.
4. 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.
5. 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

6. 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.
7. Workers' Reemployment Assistance Insurance shall be secured for each person employed by the Contractor in a manner and amount which is in accordance with Federal and State laws.

8. The Contractor shall provide to the SFWIB, prior to the execution of any Agreement, the following documentation:
- Certificate of Corporate Status, if a Corporation. The Contractor shall submit to the SFWIB a certificate of status in the name of the Contractor, which certifies the following: that the Contractor is organized under the laws of the State of Florida or another state; that all fees and all penalties fees, related to filing of registration, re-instatement, renewal, etc., have been paid; that the Contractor's most recent annual report has been filed; that Contractor's status is active; and that the Contractor has not filed Articles of Dissolution with the State of Florida or another state.
 - Articles of Incorporation and Corporate By-Laws; or Corporate Internal Rules (If Applicable).
 - Board of Directors Requirements. The Contractor shall ensure that the Contractor's Board of Directors or governing body is apprised of the fiscal, administrative and contractual obligations of the services funded through the SFWIB by passage of a formal resolution authorizing execution of the Contract with the SFWIB, when required by the Contractor's Articles of Incorporation or Corporate By-Laws (If Applicable).
 - Limited Liability Company (LLC) Affidavit (If Applicable).
 - W-9 –Request for Taxpayer Identification Number and certification. The Contractor shall ensure that a current form W-9 is provided to the SFWIB prior to the execution of the Agreement.

E. 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. Employers are not charged for using 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.

**Part VIII
ATTACHMENTS**

A. Proposal Package Checklist

1. Proposal form complete?	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 Vendor List		

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 RFP, I/we agree to provide all labor and materials as per specifications described in this RFP. 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 Exhibit A
Do not include sales tax

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

C. Vendor Questionnaire Form

Complete all areas on this form

1. Has your company been in business since July 2014 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). Your score will be reduced if any of the references listed below decline the SFWIB's request for information.

	Company Name	Name of Contact Person, telephone number <u>and e-mail</u>
1		
2		
3		

Business/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 (3) 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.**

Job Titles and Rates

Payment to the **Contractor** shall be based upon the service units quoted to the SFWIB, which is below and incorporated herein by reference as if fully set forth herein, and according to the terms of the Agreement.

All unit rates include the Assigned employee's salary, applicable employment taxes and benefits, administrative fees, and other costs for information technology hardware and office equipment.

Name of Contractor: _____

SERVICE UNIT	HOURLY SALARY RATE	UNIT RATE	OVERTIME RATE
One hour of Temporary Staff Coordinator Services	\$25.00	\$xx.xx	\$xx.xx
One hour of Line Control Meeter/Greeter Services	\$12.00	\$xx.xx	\$xx.xx
One hour of Line Control Meeter/Greeter Supervisor Services	\$17.00	\$xx.xx	\$xx.xx
One hour of Eligibility Worker/POS Worker Services	\$15.00	\$xx.xx	\$xx.xx
One hour of Eligibility Worker Supervisor Services	\$20.00	\$xx.xx	\$xx.xx
One hour of Shipper/Batcher Services	\$14.00	\$xx.xx	\$xx.xx
One hour of Parking Lot Attendant Services	\$12.00	\$xx.xx	\$xx.xx
One hour of General Labor/Driver Services	\$12.00	\$xx.xx	\$xx.xx

Cost per Level 2 Background Screening: \$xx.xx

The overtime rate will be calculated by multiplying the unit rate by 1.5. The employee shall be paid at the rate of one and one half times the hourly salary rate for all overtime hours invoiced to the SFWIB. Only Level 2 Background Screenings conducted 30 days prior to the request to initiate services or after the request to initiate services will be reimbursed.

Exhibit B

INVOICE FOR FOOD FOR FLORIDA/DISASTER SNAP PROGRAM

Contractor's Name: _____

MONTH/YEAR OF: _____

PROGRAM: **FOOD FOR FLORIDA/DISASTER SNAP PROGRAM**

FEDERAL ID #: _____

ADDRESS (Number, City, State, Zip): _____

SITE LOCATION: _____

STRAIGHT TIME PAYMENT CALCULATOR										
Contracted Positions	Total Number of Straight Time Hours Worked	Hourly Salary Rate	Straight Time Staffing Vendor Fees	Not Applicable	Straight Time Unit Rate <small>This should equal Exhibit A</small>	Total Straight Time Payment to Assigned Staff	Total Straight Time Staffing Vendor Fees	Total Straight Time PAYMENT to Staffing Vendor	Not Applicable	Straight Time AMOUNT DUE
	<small>Based on Exhibit C</small>	<small>From Exhibit A</small>			<small>Col 3+4</small>	<small>Col 2 x 3</small>	<small>Col 2 x 4</small>	<small>Col 7 + 8</small>		<small>Col 2 X 6</small>
	1	2	3	4	6	7	8	9		11
Temporary Agency Staff Coordinator		\$ 25.00				\$ -	\$ -	\$ -		\$ -
Line Control/Meeter/Greeter Services		\$ 12.00				\$ -	\$ -	\$ -		\$ -
Line/Meeter/Greeter Supervisor Services		\$ 17.00				\$ -	\$ -	\$ -		\$ -
Eligibility Worker/ POS Worker Services		\$ 15.00				\$ -	\$ -	\$ -		\$ -
Eligibility Worker Supervisor Services		\$ 20.00				\$ -	\$ -	\$ -		\$ -
Shipper/Batcher Services		\$ 14.00				\$ -	\$ -	\$ -		\$ -
Parking Lot Attendant Services		\$ 12.00				\$ -	\$ -	\$ -		\$ -
General Labor/Driver Services		\$ 12.00				\$ -	\$ -	\$ -		\$ -
						\$0.00	\$0.00	\$0.00		\$0.00
										SubTotal

OVERTIME PAYMENT CALCULATOR										
Contracted Positions	Total Number of Overtime Hours Worked	Hourly Overtime Salary Rate	Overtime Staffing Vendor Fees	Not Applicable	Overtime Unit Rate <small>This should equal Exhibit A</small>	Total Overtime Payment to EMPLOYEES	Total Overtime Staffing Vendor Fees	Total Overtime PAYMENT to Staffing Vendor	Not Applicable	Overtime AMOUNT DUE
	<small>Based on Exhibit C</small>	<small>From Exhibit A</small>			<small>Col 3+4</small>	<small>Col 2 x 3</small>	<small>Col 2 x 4</small>	<small>Col 7 + 8</small>		<small>Col 2 X 6</small>
	1	2	3	4	6	7	8	9		11
Temporary Agency Staff Coordinator		\$37.50				\$ -	\$ -	\$ -		\$ -
Line Control/Meeter/Greeter Services		\$18.00				\$ -	\$ -	\$ -		\$ -
Line/Meeter/Greeter Supervisor Services		\$25.50				\$ -	\$ -	\$ -		\$ -
Eligibility Worker/ POS Worker Services		\$22.50				\$ -	\$ -	\$ -		\$ -
Eligibility Worker Supervisor Services		\$30.00				\$ -	\$ -	\$ -		\$ -
Shipper/Batcher Services		\$21.00				\$ -	\$ -	\$ -		\$ -
Parking Lot Attendant Services		\$18.00				\$ -	\$ -	\$ -		\$ -
General Labor/Driver Services		\$18.00				\$ -	\$ -	\$ -		\$ -
						\$ -	\$ -	\$ -		\$ -
										SubTotal

	Number of Units	Rate	AMOUNT DUE <small>Col 2 x 3</small>				
Level 2 Background Screening			\$0.00				
			SubTotal				
<table border="1"> <tr> <td>TOTAL Payment to Staffing Vendor</td> <td>\$0.00</td> </tr> </table>			TOTAL Payment to Staffing Vendor	\$0.00	<table border="1"> <tr> <td>\$0.00</td> <td>TOTAL DUE</td> </tr> </table>	\$0.00	TOTAL DUE
TOTAL Payment to Staffing Vendor	\$0.00						
\$0.00	TOTAL DUE						

CERTIFICATION & APPROVAL

I certify the above to be accurate and in agreement with this agency's records and with the terms of this agency's contract with the SFWIB.

Authorized Signature _____ Date _____ Title _____

Personal Appearance Guidelines For Disaster Food Stamp Program

Employees shall dress in business attire that is consistent with the type of work to be performed. Employees are not prohibited from wearing current and/or trendy clothing, hairstyles, facial hair or jewelry. However, at all times, employees' dress and personal appearance must be neat and clean. Although the Department recognizes cultural diversity with respect to jewelry, tattoos, hair and clothing styles, employees must maintain a professional appearance. Jewelry that is a distraction and/or inappropriate for the work setting may be prohibited. Tattoos shall be covered, to the extent possible.

Due to the nature of the Disaster Food Stamp Program, the following dress may be allowed:

- T-shirts, Casual shirts and blouses
- Casual pants, slacks, Capris or shorts
- Jeans (must be without holes, stains or tears)
- Closed shoes and well maintained athletic shoes
- Baseball caps or hats

The following should never be worn while on duty by either men or women:

- Sweat pants or leggings
- Flip-flops, house/bedroom slippers or excessively worn athletic shoes
- Sweatshirts, undershirts, tank tops or midriff tops
- Clothing or hats with sayings offensive that would be offensive to a reasonable person
- Revealing or transparent clothing

POSITION DESCRIPTION (1)

Working Title: TEMPORARY AGENCY STAFF COORDINATOR

RESPONSIBILITIES

The on-site Staff Coordinator will report to the DCF Site Manager or Co-site Manager and will supervise the Assigned Staff at the Disaster SNAP site to ensure that contract requirements are met.

1. Day-to-day personnel responsibility for the Assigned Staff
2. Responsible for maintaining the time and attendance records of all temporary agency employees
3. Responsible for hiring and terminating temporary agency staff
4. Coordinate with the incident reporting authority on site concerning any accidents or injuries claimed by temporary agency staff as well as any incident in which temporary staff may be involved
5. Elevate any problems or issues to the DCF site manager or co- site manager
6. Ensure that all temporary agency staff adheres to DCF required work hours
7. Other duties as requested

KNOWLEDGE /SKILLS /ABILITIES

Speaking	Talk to others to effectively convey information
Writing	Communicates effectively with others
Judgment and Decision Making	Weighing the relative costs and benefits of a potential action
Coordination	Adjusts actions in relation to others' actions
Management of Personnel Resources	Motivate, develop, and direct people as they work, identifying the best people for the job
Social Perceptiveness	Being aware of others' reactions and understanding why they react the way they do
Information Gathering	Know how to find information and identifying essential information
System evaluation	Look at many indicators of system performance, taking into account their accuracy
Critical Thinking	Use logic and analysis to identify the strengths and weaknesses of different approaches
Identification of Key causes	Identify things that must change in order to achieve a goal
Problem Identification	Identify the nature of problems
Active learning	Work with new material or information to grasp its implications. Ability to apply policy
Active listening	Listening to what other people are saying and asking questions as appropriate
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services
Administration and Management	Knowledge of principles and practices involved in planning, coordination, and execution
Idea Evaluation	Evaluate the likely success of an idea in relation to the demands of the situation
Mathematics	Knowledge of basic arithmetic

GENERAL SKILLS

- Ability to follow verbal and written instructions
- Ability to deal effectively in high-stress situations
- Ability to endure a 12-15 hour workday

POSITION DESCRIPTION (2)

Working Title: **LINE CONTROL/ MEETER / GREETER /CLIP BOARD ASSEMBLER /DISTRIBUTOR RESPONSIBILITIES**

This position reports to the Line/Meeter/Greeter Manager. It encompasses three specific duties or functions: line control; meeting/greeting and providing information and instructions to customers; loading the clipboards and assembling required documents and/or distribution of clip boards loaded with application forms.

1. Greet applicants at various strategic points from entry to exit and direct applicants through the line and maintain line organization and control.
2. Distribute pens and clipboards to applicants
3. Walk through the line giving instructions and offering assistance as needed
4. Identify and direct applicants who need special assistance
5. Inform applicants of how the application process works and approximate time involved.
6. Direct applicants to the next step in the process.
7. Identify potential crisis situations/individuals.
8. Ensure that clipboards are available and distributed to the meter/greeter staff
9. Retrieve clipboards from the tents and other drop off points
10. Load the clipboards with applications and pens ensuring supplies in all languages
11. Distribute clipboards to strategic places in the line for Meeter/ Greeters to provide to applicants
12. Maintain a constant supply of clipboards, applications and pens
13. Other duties as requested.

KNOWLEDGE /SKILLS /ABILITIES

- Knowledge of correct grammar usage
- Ability to speak clearly and correctly
- Ability to communicate effectively
- Ability to follow verbal and written instructions
- Ability to deal effectively in high stress situations
- Ability to listen effectively
- Ability to maintain working relationships with others

POSITION DESCRIPTION (3)
Working Title: LINE /MEETER/GREETER SUPERVISOR

RESPONSIBILITIES

The reports to the Site Manager (Area Manager in a large location) and is responsible for supervising Assigned Staff that organize and maintain orderly customer lines throughout the SNAP site(s). Positions that they may supervise include: line control staff, meter greeters, clip board assemblers and parking lot attendants.

1. Ensures coverage of all functions throughout the day accounting for breaks and lunch hours.
2. Ensures that the line of people waiting for FFF services moves quickly and without incident
3. Ensures procedures are in place for picking up people from the parking area that have special needs
4. Ensures the Meeter/Greeters provide clipboards and answer questions to applicants so paperwork can be completed as quickly and easily as possible
5. Ensure clip board assemblers have necessary supplies to replenish clipboards throughout the day
6. Notify the site manager of personnel, customer, security or other issues in a timely manner
7. Supervise line control staff located at various strategic points from entry to exit
8. Continually evaluates the effectiveness of the line movement and make necessary adjustments as needed
9. Other duties as requested

KNOWLEDGE /SKILLS /ABILITIES

Speaking	Talk to others to effectively convey information
Writing	Communicates effectively with others
Judgment and Decision Making	Weighing the relative costs and benefits of a potential action
Coordination	Adjusts actions in relation to others' actions
Management of Personnel Resources	Motivate, develop, and direct people as they work, identifying the best people for the job Social Perceptiveness Being aware of others' reactions and understanding why they react the way they do
Information Gathering	Know how to find information and identifying essential information
Critical Thinking	Use logic and analysis to identify the strengths and weaknesses of different approaches
Identification of Key causes	Identify things that must change in order to achieve a goal
Problem Identification	Identify the nature of problems
Active learning	Work with new material or information to grasp its implications.
Active listening	Ability to apply policy Listening to what other people are saying and asking questions as appropriate
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services
Administration and Management	Knowledge of principles and practices involved in planning, coordination, and execution
Idea Evaluation	Evaluate the likely success of an idea in relation to the demands of the situation
Visioning	Develop an image of how a system should work under ideal condition

GENERAL SKILLS

- Ability to follow verbal and written instructions
- Ability to deal effectively in high-stress situations
- Ability to stand 12-15 hours per day

POSITION DESCRIPTION (4)

Working Title: **ELIGIBILITY WORKER / POS Worker**

RESPONSIBILITIES

This is a highly responsible position that reports to the eligibility worker supervisor. The eligibility worker completes the eligibility portion of the application process by reviewing the Disaster SNAP application with the applicant and completing the worksheet portion of the application. The Eligibility worker may also be designated to perform POS worker responsibilities.

1. Interview applicant and evaluate the household's eligibility requirements
2. Verify the identity of the applicant
3. Check for complete and legible mailing address on application.
4. Ensure that applicant has listed themselves in part A, Household Member section.
5. Check for First Name, Last Name and Date of Birth for each household member listed.
6. Check for Applicant Signature and Date on application.
7. If an authorized representative is applying for others, ensure Part C of application is complete with Authorized Representative Name and Signature. Authorized Rep must also have ID of person for whom they are applying.
8. Complete worksheet portion of the application and sign
9. Complete denial notice for ineligibles or direct the applicant with their application to the EBT worker if approved.
10. Place denied applications and denial notices in appropriate box for processing. These will be collected by Shipper / Batchter.
11. Elevate client issues to the supervisor
12. Direct the applicant to the next step in the process
13. Check client's identity by viewing Drivers License or Florida ID card
14. Run card through POS device. If approved direct client on to the EBT/QA worker. If alert is received, direct client to Customer Service representative (troubleshooter) to resolve issue.
15. Other duties as requested

KNOWLEDGE /SKILLS /ABILITIES

Basic Computer skills

Knowledge of basic arithmetic

Ability to conduct fact- finding interview to identify needs

Ability to accurately prepare documents and forms

Ability to work with a diverse range of people

Ability to adapt to change

Ability to deal calmly and effectively in high stress situations

Ability to interpret and apply policy materials

Ability to establish and maintain working relationships with others

Ability to communicate effectively orally

Ability to write legibly

Ability to appropriately conduct a high volume of interviews

POSITION DESCRIPTION (5)

Working Title: ELIGIBILITY WORKER SUPERVISOR

RESPONSIBILITIES

This is a highly responsible position that reports to the Site Manager, Co-Site Manager or Area Manager depending on the site of the Disaster SNAP site. This position supervises eligibility workers, Customer Service Representatives and POS workers.

1. Direct supervision of staff that are involved with the determination of eligibility for benefits.
2. Ensures that eligibility workers to accurately and consistently complete all required duties as directed.
3. Resolve customer issues and complaints or elevate to the next appropriate level of management
4. Ensure that staff responsible are replenishing forms and supplies as needed
5. Coordinates day to day time and attendance of direct reports, staggering break and lunch schedules to minimize disruption of service
6. Ensure that there is consistent and effective customer flow to maximize service delivery
7. Ensure that policy issues are resolved or provide answers as appropriate.
8. Ensure adequate staffing at various eligibility points (POS/Customer Service Rep/ Eligibility worker).
9. Promotes quality work.
10. Ensures timely collection of denials and denial notices.
11. Ensure that work area is neat and orderly
12. Conducts daily debriefing meetings with eligibility workers/ POS workers/Customer Service Representatives.
13. Other duties as requested.

KNOWLEDGE /SKILLS /ABILITIES

Speaking	Talking to others to effectively convey information
Writing	Communicates effectively with others in writing
Judgment and Decision Making	Weigh the relative costs and benefits of a potential action
Coordination	Adjust actions in relation to others' actions
Management of Personnel Resources	Motivate, develop, and direct people as they work, identify the best people for the job
Social Perceptiveness	Being aware of others' reactions and understanding why they react the way they do
Information Gathering	Know how to find information and identify essential information
Critical Thinking	Using logic and analysis to identify the strengths and weaknesses of different approaches
Identification of Key causes	Identify things that must change in order to achieve a goal
Problem Identification	Identify the nature of problems
Active learning	Work with new material or information to grasp its implications
Active listening	Listen to what other people are saying and ask questions as appropriate
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services
Administration and Management	Knowledge of principles and practices involved in planning, coordination, and execution
Idea Evaluation	Evaluates the likely success of an idea in relation to the demands of the situation

GENERAL SKILLS

Ability to deal effectively in high stress situations
 Ability to endure 12-15 hour workdays

POSITION DESCRIPTION (6)
Working Title: SHIPPER/BATCHER

RESPONSIBILITIES

This is a highly responsible position that reports directly to the site manager. They are responsible for collecting, counting, batching, tracking, reporting and shipping all denial forms and notices. They will maintain all lost and found items.

1. Collect applications through the day from eligibility workers, EBT workers, Program Integrity workers, and customer service representatives.
2. Batch in groups of 50 and keep running count of approvals and denials
3. Place batches in DHL box and label box
4. Maintain tracking spreadsheet
5. Have boxes ready for DHL pick-up according to schedule each day
6. Identify potential problems within the process and communicates workflow issues to the supervisor
7. Maintains lost and found items

KNOWLEDGE /SKILLS /ABILITIES:

Ability to keep records

Ability to communicate effectively

Ability to maintain working relationships with others

Ability to follow written and oral instructions

Skill in assembling, packing, unpacking and storing supplies

Ability to check shipments against invoices for discrepancies

General: Note: physical endurance is required. The incumbent must be able to work 12-15 hour days and be on their feet most of the time.

POSITION DESCRIPTION (7)

Working Title: PARKING LOT ATTENDANT

RESPONSIBILITIES This is a responsible position that reports to the Parking Lot Manager. Responsible for directing the vehicles into and out of the parking lot(s). They also direct the customers from the parking lot to the entry line.

1. Guide vehicles entering and exiting the parking lot(s)
2. Direct customers from the parking lot(s) to the entry line
3. Maintain orderly operation of the designated parking facility(ies) which may include access to parking areas designated for disabled individuals
4. Wear proper parking lot clothing and use proper equipment
5. Ensures that appropriate cones, signage, barricades and other parking lot equipment is in place
6. Coordinates transportation arrangements from parking lot to line entry (include golf cart pickup for special needs)
7. Resolve issues/problems which may restrict access to and from the parking lot

KNOWLEDGE / SKILLS/ ABILITIES

Ability to communicate with others verbally

Ability to follow verbal instructions

Ability to deal effectively with others

General Note: Need to have prior traffic control experience also be heat tolerant

Ability to stand 10 to 12 hours per day

POSITION DESCRIPTION (8)
Working Title: GENERAL LABOR/DRIVER

RESPONSIBILITIES

This position is responsible for assisting the site manager and other managers for site set-up and dismantling of the Disaster SNAP location. This person reports to the site manager.

1. Sets up the tables and chairs at the site
2. Responsible for emptying trash cans into the dumpster during the day
3. Responsible for site clean-up throughout the day
4. Responsible for general maintenance at the site
5. Responsible for removing tables and chairs and loading equipment
6. Carries equipment and other supplies as needed to and from storage and work areas
7. Responsible for various other duties depending on type of site location
8. Assisting with distribution of ice and water
9. Transports supplies as directed
10. Other duties as requested

KNOWLEDGE / SKILLS/ ABILITIES

Ability to follow verbal instructions
Ability to deal effectively with others
Ability to maintain orderliness and cleanliness of an assigned area.
Skill in general maintenance and repairs.

GENERAL SKILLS

This person must be able to lift 75 lbs. or more
Must have a valid Florida Driver's License

AFFIRMATION STATEMENT

I, _____ affirm the following:

I agree that as an employee of the Disaster Food Stamp Program (“Program”), I shall not disclose or cause any third parties to disclose, any client information, or other information relating to the business, systems, procedures or interests of the Department of Children and Families (“Department”), which is regarded by the Department as secret, confidential and valuable, collectively referred to as “Confidential Information.” I further understand and agree that I shall not be authorized to disclose Confidential Information after my employment with the Program concludes. I understand and agree that any disclosure of such Confidential Information shall be deemed a breach of this agreement and shall result in immediate termination of my employment with the Department or contracted provider, unless such disclosure is authorized in writing by an authorized Department staff.

I acknowledge that I have read this agreement, understand it, and agree to be bound by it.

Print Name

Signature

Date