



**Request for Qualifications (RFQ)  
For  
Licensed Realtor for Lease and Contract  
Negotiation**

Released by  
The South Florida Workforce Investment Board (SFWIB)

Release Date  
**March 13, 2024**

Deadline for Receipt of Responses  
**All proposals shall be submitted by 4:00 p.m.ET, April 9, 2024**

Submit Responses to:  
**South Florida Workforce Investment Board Headquarters:  
CareerSource South Florida, Reception Desk,  
7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126**

## TABLE OF CONTENTS

	Page
<b>PART I INVITATION.....</b>	<b>3</b>
A. SOUTH FLORIDA WORKFORCE INVESTMENT BOARD (SFWIB) BACKGROUND	
B. RFQ PURPOSE	
<b>PART II RFQ CALENDAR AND PROCESS.....</b>	<b>4</b>
A. SOLICITATION TIMETABLE	
B. METHOD OF SOLICITATION	
C. CONE OF SILENCE	
D. REQUEST FOR CLARIFICATION	
E. OFFERORS' CONFERENCE	
<b>PART III GENERAL SPECIFICATIONS .....</b>	<b>6</b>
A. SCOPE OF SERVICES SOLICITED UNDER THIS RFQ	
B. CONTRACT TERMS	
C. CONFIDENTIALITY	
D. CANCELLATION CLAUSE H.	
E. NON-DISCRIMINATION AND EQUAL OPPORTUNITY	
<b>PART IV PROPOSAL SUBMISSION REQUIREMENTS. ....</b>	<b>9</b>
A. SUBMISSION GUIDELINES	
B. RESPONSE PACKAGE FORMAT, CONTENT AND ORGANIZATION	
<b>PART V SELECTION PROCESS .....</b>	<b>10</b>
A. EVALUATION PROCESS	
B. CONTRACT AWARD	
C. APPEAL PROCESS	

## **PART I Invitation**

### **A. South Florida Workforce Investment Board (SFWIB) Background**

The South Florida Workforce Investment Board (SFWIB or Board), is one of 24 Local Workforce Development Boards (LWDB) in the State of Florida. Each LWDB is designated by the Governor to oversee the Workforce Innovation and Opportunity Act (WIOA) services for geographical locations known as Local Workforce Development Areas (LWDA). The SFWIB is designated as the administrator for LWDA 23, which encompasses Miami-Dade County. Through its network of American Job Centers (AJC) located throughout LWDA 23, the SFWIB serves businesses, jobseekers, adults, youth, dislocated workers, refugees, and individuals transitioning from welfare to work.

The SFWIB is a governmental agency and instrumentality of Miami-Dade County, eligible to exclude income under Section 115 of the U.S. Internal Revenue Code. The Board is composed 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 creating the SFWIB for LWDB 23 of the State of Florida, the By-Laws of the SFWIB and its approved policies. The following is a list of the Board's strategic goals:

- ☐ Build a Demand-Driven System with Employer Engagement;
- ☐ Strengthen the One-Stop Delivery System and Increase Integrated Service Delivery;
- ☐ Improve Services for Individuals with Barriers;
- ☐ Dedicated Commitment to Youth Participation;
- ☐ High Return on Investment through Continuous Improvement; and
- ☐ Strong Workforce System Leadership.

Additional information regarding the Board, its members and approved policies is located on the SFWIB website at [www.careersourcesfl.com](http://www.careersourcesfl.com).

### **B. RFQ Purpose**

As described in this Request for Qualifications (RFQ), the SFWIB is soliciting competitive responses from experienced Licensed Realtors for Lease and Contract Negotiation Services. Responses should illustrate past experience in providing this type of service. Responses submitted will be used to determine the best-qualified firm and be the basis for negotiating a contract.

**Part II**  
**RFQ Calendar and Process**

**A. Solicitation Timetable**

RFQ Event	Date	Time
Public Notice	March 12, 2024	N/A
Solicitation Release Date	March 13, 2024	N/A
Deadline for Request for Clarification Inquiries	March 26, 2024	5:00 p.m.
Offerors' Conference	March 28, 2024	11:00 a.m.
Deadline for Receipt of Responses	April 9, 2024	4:00 p.m.
Public Review Forum	April 24, 2024	11:00 a.m.
Award Date on or about	April 30, 2024	N/A
Contract Start Date	May 1, 2024	N/A

The SFWIB reserves the right to change this schedule, in its sole discretion, when it is in the best interest of the SFWIB.

**B. Method of Solicitation**

A Request for Qualifications (RFQ) is being used as the method of solicitation that ensures the greatest degree of open competition and identifies organizations best qualified to provide high quality Real Estate services in the workforce environment.

Notice of this RFQ will be published in the LWDA's major newspapers and posted on the SFWIB website. The SFWIB no-longer maintains a bidders list or provides e-mail notifications to providers regarding upcoming solicitations. Thus, the respondent is responsible for routinely checking the SFWIB website at [www.careersourcesfl.com](http://www.careersourcesfl.com) for amendments to this RFQ.

**C. Cone of Silence**

All Respondents to this RFQ are subject to the "Cone of Silence", which applies to solicitations and prohibits ex parte communications. Specifically, 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 proposal.

**D. Request for Clarification**

Respondents shall submit via e-mail all questions regarding the clarification of any requirement or procedure to the SFWIB's liaison, **Yian Perrin** at [yian.perrin@careersourcesfl.com](mailto:yian.perrin@careersourcesfl.com) no later than the deadline indicated in the solicitation timetable.

**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, in its sole discretion. 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](http://www.careersourcesfl.com) under this RFQ's Q&A.

## **E. Offerors' Conference**

An Offerors' Conference will be held to afford Respondents an opportunity to communicate questions and/or concerns relevant to the RFQ. While attendance is not required, all potential Respondents are strongly encouraged to attend.

Due to safety precautions the Offeror's Conference will be held via zoom conferencing. Please check the SFWIB's website ([www.careersourcesfl.com](http://www.careersourcesfl.com)) under the RFQ for Zoom conferencing information.

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. Clarifications or modifications to the RFQ shall only be made by written addenda to the RFQ.

Answers to relevant questions during the conference will be posted on the SFWIB's website ([www.careersourcesfl.com](http://www.careersourcesfl.com)) under RFQ Q&A.

**Part III**  
**General Specifications**

**A. Scope Services Solicited Under this RFQ**

**I. Introduction**

The South Florida Workforce Investment Board (SFWIB) invites companies to respond to this Request for Qualifications (RFQ). SFWIB seeks a licensed realtor to serve as advisor and consultant in lease and real estate contract negotiation, development of contracts and/or lease agreements, and related real estate services.

**II. Services to be rendered**

- a) The Contractor shall, upon the request of the SFWIB, act as the SFWIB's exclusive representative for any of the following services or other related services:
1. The sale, lease or sublease of real property owned, leased or otherwise controlled by the SFWIB;
  2. The negotiation of lease or sublease buyouts or modifications to leases under which the SFWIB is lessee;
  3. The identification and qualification of leasehold or purchase properties for the SFWIB's acquisition as tenant/buyer representative;
  4. The provision or attainment of consulting or other real estate related services as requested by the SFWIB and agreed to and delivered by the Contractor; and,
  5. Such other services as the Parties may agree on.
- b) The SFWIB, from time to time, may orally, or in writing, request the Contractor represent the SFWIB in connection with the commercial real estate services identified above. Each such request, upon acceptance by the Contractor, shall constitute a Task. In case of such a request:
1. If the Contractor agrees to provide the requested service, the Contractor will confirm the request, orally or in writing, as the case may be, specifying the details of the Task. The terms of the Task shall be identified by and to all Parties. The Contractor shall become the SFWIB's exclusive representatives in connection with the Task.
  2. If the Contractor declines to accept a Task, neither the Contractor nor the SFWIB shall be obligated to the other in any way with respect to the declined Task.
- c) Upon accepting a Task, the Contractor shall, in conjunction with such Contractor Members or others as the Contractor may designate, take all such actions as the Contractor deems necessary and appropriate to successfully complete the Task, including, without limitation:
1. Entering upon any property of the SFWIB during normal business hours or after business hours upon notice to the SFWIB as may be reasonably required to complete the Task;
  2. Erecting such signs and engaging in such advertising of properties available for sale, lease, or sub-lease subject to any applicable laws or ordinances and to reasonable restrictions of the SFWIB as identified in the Task;
  3. Contacting prospects directly and indirectly concerning the subject matter or the Task;
  4. Contacting lessors or tenants concerning the subject matter of the Task; and/or
  5. Publishing information and documents electronically on the Contractor's web site and such other internet sites as the Contractor may determine are reasonably calculated to assist in completing the Task.

**III. Service Location**

All services shall be rendered within the geographical locations of Miami-Dade County.

## **B. Contract Terms**

Services funded under this solicitation are anticipated to commence on **May 1, 2024** and shall terminate at the close of business on **June 30, 2024**. The SFWIB reserves the right to negotiate for continued services with the same Respondent(s) on a yearly basis, for up to **three (3)** additional **one (1)** year performance periods, subject to satisfactory performance. Such renegotiation may occur annually at the sole discretion and option of the SFWIB.

The SFWIB reserves the right to terminate its contract with the selected Licensed Realtor at any time if performance expectations are not met. These performance expectations will be delineated in the contract to be negotiated with the selected firm.

## **C. Confidentiality**

The Respondent in the course of the Respondent's duties under the contract may handle or have access to confidential customer information, and to the extent required by any applicable federal or state law, or as requested by any regulatory authority, or as requested by the SFWIB, shall keep confidential any and all such information.

## **D. Cancellation Clause**

It should be understood that the submission of a response does not commit the SFWIB to award a contract, to pay any costs incurred in the preparation of the response, or to procure or contract for services or supplies. The SFWIB reserves the right to accept or reject any or all responses received as a result of this RFQ, or to cancel and revoke this RFQ, in whole or in part. The SFWIB also reserves the right to terminate negotiations if acceptable progress, as determined at the sole discretion of the SFWIB, is not occurring within a reasonable timeframe. All contract awards are subject to the availability of SFWIB funds.

## **E. Non-Discrimination and Equal Opportunity**

As a condition of the award of financial assistance from the Department of Health and Human Services (Department) and the Department of Labor under Title I of the Workforce Innovation and Opportunity Act, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), the Respondent assures that it 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 on the bases 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 Educational 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. Titles I (42 U.S.C. 12111 et seq.), II (42 U.S.C. 12131 et seq.) and III (42 U.S.C. 12181 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;
7. 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;
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 41 CFR 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. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
10. Chapter 11A of the Code of Miami-Dade County, Florida which, in part, 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 agrees that compliance with this assurance constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the Respondent, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Respondent by the State of Florida, this assurance shall obligate the Respondent, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Respondent for the period during which it retains ownership or possession of the property.

The Respondent also assures that it 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 – financially assisted program or activity and to all agreements the Respondent makes to carry out the WIOA Title I – financially assisted program or activity.

The Respondent further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

**Part IV**  
**Proposal Submission Requirements**

**A. Submission Guidelines**

Respondents are required to submit three (3) unbound originals and three (3) USB flash drives with documents saved in PDF format **not later than 4:00 p.m. EST, Tuesday, April 9, 2024**. Response packages shall be delivered to the address set forth on the cover page of this RFQ, proper social distancing practices will be observed. The SFWIB will not accept any modifications to the response package once it has been submitted.

**\*Please ensure that the USB drive or documents are NOT password protected. If the SFWIB cannot gain access to the contents of the USB drive or documents, it will be scored as a zero.**

Any responses that do not reach the aforementioned address by the deadline, will not be accepted. **Any responses received after the aforesaid time and date shall neither be considered nor evaluated by the SFWIB. No responses will be accepted via electronic mail or facsimile.**

For your convenience in preparing your response package, this RFQ and attachments are available at [www.careersourcesfl.com](http://www.careersourcesfl.com).

**B. Response Format, Content and Organization**

All proposals packages must be assembled in the following format:

1. Proposal Package Checklist (**Form A**)
2. Vendor Data Form and Questionnaire (**Form B**)
3. Response narrative – Twenty (20) page limit. Include commission percentage. (Experience and reliability of the Respondent's organization will be considered. Therefore, the Respondent is advised to submit any information which documents successful and reliable experience in past performance for similar services, especially those performances related to the requirements of this solicitation.)
4. Code of Business Ethics Affidavit (**Form C**)
5. W-9—Request for Taxpayer identification Number and Certification (Rev. October 2018)
6. Current Year Corporate Registration – State of Florida
7. Corporate Board Resolution (**Form G (sample)**)
8. Current Year Real Estate License – State of Florida
9. Assurances and Certifications Including parts A through I (**Form D**)
10. Fee for Services (**Form E**)
11. Disclosure and Certification of Conflict of Interest in a Contract (**Form F**)
12. Authorization to execute documents as stated in By-Laws or Internal Rules, or Corporate/Board Resolution or LLC Affidavit (as needed)

**Part V**  
**Selection Process**

**A. Evaluation Process**

The SFWIB will conduct a review of all timely responses to this solicitation. Responses will be evaluated first to determine if all information required by the RFQ is complete. Incomplete responses or those not satisfactorily addressing each requirement 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. Respondents are requested to be concise and complete in their responses.

The evaluation process is designed to assess the Respondent's ability to meet the SFWIB's requirements and to identify those Respondents most likely to satisfy those requirements.

Alternate means of accomplishing the requirements specified herein, with reasonable assurance of satisfactory results, will be considered and may be accepted, at the sole discretion of the SFWIB and without further addendum to this solicitation.

The SFWIB may enter into negotiations with the Respondent to achieve the best services for the SFWIB. The SFWIB reserves the right to accept one or more portions of competing Respondents' responses and use such portions to form an overall program in the best interests of the SFWIB. Further, the SFWIB shall have the right to use any or all ideas or adaptations of the ideas presented in any response received pursuant to this solicitation. Selection or rejection of a response will not affect this right. The SFWIB, in its sole discretion, reserves the right to reject any and all responses or portions thereof at any time without prior notice. The SFWIB, in its sole discretion, reserves the right to withdraw this solicitation or any portion of this solicitation at any time without prior notice.

The following criteria will be used to evaluate the technical response and the presentation:

<b>Criteria</b>	<b>Points</b>
Organizational Experience/Capabilities	<b>40 points</b>
Complete Documentation	<b>11 points</b>
Past Performance/References	<b>25 points</b>
Proposed Fees/ Cost Effectiveness	<b>24 points</b>

**B. Contract Award**

A contract may be negotiated with one or more Respondents based upon the responses received by the SFWIB. The SFWIB reserves the right to request additional data, oral discussions or presentations to support responses.

Final award of a contract will be contingent upon:

- Acceptance by the Respondent of the contract terms and conditions,
- Satisfactory verification of past performance and systems (e.g. organizational experience and reliability, references, qualification of key administrative and direct staff) of the Respondent, and
- Availability of funds to the SFWIB.

**C. Appeal Process**

Respondents will be advised of the SFWIB appeals process at the time of the **Public Review Forum**.