

CAREERSOURCE POLK

Polk County Workforce Development Board, Inc.

Procurement independently administered by CareerSource Chipola (Chipola Regional Workforce Development Board, Inc.) on behalf of CareerSource Polk

INVITATION TO NEGOTIATE

WIOA DISLOCATED WORKER CAREER AND TRAINING SERVICES PROVIDER

ITN No. 2026-POLK-WIOA-01

Key Item	Detail
Issue Date	August 25, 2026
Deadline for Written Questions	September 1, 2026
Proposals Due	October 1, 2026, 4:00 P.M. Eastern Time
Anticipated Board Approval	November 19, 2026
Anticipated Contract Execution	December 1, 2026 (target)
Service Delivery Begins	January 1, 2027

Issued on behalf of: CareerSource Polk — 600Broadway Ave N, Bartow, Florida 33830

Administered by:

CareerSource Chipola (Chipola Regional Workforce Development Board, Inc.)

Attn: Richard Williams

4636 Highway 90, Suite K, Marianna, FL 32446

RFP@CareerSourceChipola.com | (850) 633-2732

Independent Administration Notice: CareerSource Chipola (CSC) has been engaged to independently manage this procurement — including receipt of proposals, coordination of the evaluation committee, and response to respondent questions — on behalf of CareerSource Polk (CSP). This arrangement is intended to preserve a fair and unbiased competitive process in the

event CSP itself, or an entity affiliated with CSP staff or Board members, submits a proposal. All communications regarding this ITN must be directed to CSC, not CSP, per Section III.C below.

Restricted Distribution: *This ITN is being provided only to organizations that submitted a response to the prior solicitation, RFQ-CSP 26-WIOA-01, and were determined to be responsive to the requirements of that RFQ. It is not being posted for open public competition. See Section III.A for eligibility details.*

Remainder of page intentionally blank
--

Table of Contents

Table of Contents.....	3
I. Introduction	5
A. Independent Administration of This Procurement.....	5
II. Purpose.....	6
III. Process and Timetable	7
A. Eligible Respondents	7
B. Timetable	8
C. Questions and Requests for Clarification	8
IV. Delivery of Services.....	9
A. Customer Service Philosophy	9
B. Career Pathway Alignment	9
V. Scope of Work: WIOA Adult, Dislocated Worker and Youth Career/Training Services....	10
A. Outreach, Accessibility, and Confidentiality	10
B. Program and Case Management Staffing	10
C. Eligibility, Assessment, and Individualized Employment Plans	11
D. Training Services and Work-Based Learning	11
E. Rapid Response and Dislocation-Event Coordination	12
F. Business Services Coordination	12
G. Follow-Up Services.....	13
H. Outreach, Accessibility, and Confidentiality (Youth)	13
I. Program and Case Management Staffing (Youth)	13
J. Eligibility, Assessment, and Individualized Employment Plans (Youth).....	13
K. Training Services and Work-Based Learning (Youth).....	14
L. Follow-Up Services (Youth).....	14
M. Data Entry, Case File Maintenance, and Technology	15
N. Performance Management	15
VI. General Provisions	15
A. Type of Contract	15
B. Profit.....	16
C. Funding Availability	16
D. Program Income and Stand-In Costs	16
E. Insurance and Bonding	16

F. Records Retention and Audit	16
G. Reserved Rights	16
VII. Response Submittal	17
A. General Guidelines	17
B. Proposed Proposal Composition	17
VIII. Evaluation Criteria	17
IX. Selection, Contract Award, and Protest Process.....	18
A. Selection	18
B. Notice of Award.....	18
C. Protests or Disputes	18
Attachment A: Proposal Cover Sheet	20
Attachment B: Representations and Certifications	21
Attachment C: Reference Form	26
Attachment D: Budget Summary Form (Outline)	27
Attachment E: Contractual Performance Goals	28
Attachment F: Cyber Security Insurance	29

I. Introduction

CareerSource Polk (CSP) is seeking one or more experienced organizations to deliver Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth Career and Training Services throughout Polk County. The selected organization will work collaboratively with CSP, employers, education partners, and community organizations to help participants successfully gain quality employment while supporting the region's workforce needs.

CareerSource Polk (“CSP” or the “Board”) is a private, not-for-profit 501(c)(3) corporation — the Polk County Workforce Development Board, Inc. — designated as the grant recipient, fiscal agent, and administrative entity for federally and state-funded workforce development programs serving Polk County, Florida. CSP is one of 21 local workforce development boards (LWDBs) that make up the CareerSource Florida network, which is part of the American Job Center (AJC) system. Consistent with CareerSource Florida branding standards, AJCs in Florida are referred to as career centers and are referred to as such throughout this Invitation to Negotiate (ITN).

CSP is governed by a Board of Directors comprised of volunteer representatives of private-sector employers, labor, economic development, education, community-based organizations, and state and local government from across the region. CSP currently operates a career center in Lakeland located at 309 N. Ingraham Avenue and a satellite office in Haines City located at 915 Avenue E.

CSP connects businesses with qualified, skilled talent and connects area residents with employment and career development opportunities, with a focus on individuals with barriers to employment, including long-term unemployed individuals, veterans, individuals with disabilities, returning citizens, and underemployed workers. CSP's strategic priorities include:

- Aligning workforce services with employer demand across the region's targeted industry sectors;
- Delivering an Integrated Service Delivery (ISD) model in which career center staff serve customers seamlessly, regardless of the specific funding stream involved;
- Maintaining program integrity, timely and accurate data entry, and strong fiscal stewardship of public funds; and
- Continuously improving customer experience through innovative, technology-enabled service delivery.

A. Independent Administration of This Procurement

This ITN is issued on behalf of, and any resulting contract will be held by, CareerSource Polk. However, the procurement process itself — including drafting and release of the ITN, fielding respondent questions, receiving proposals, convening and staffing the evaluation committee, and making a recommendation for Board action — is being independently administered by CareerSource Chipola (CSC), a separate Local Workforce Development Board serving Calhoun, Holmes, Jackson, Liberty, and Washington Counties.

CSP has engaged CSC to administer this procurement so that no actual or perceived conflict of interest arises in the event that CSP itself, or any entity affiliated with a CSP Board member, officer, or employee, elects to submit a proposal in response to this ITN. CSP staff and Board members will have no role in drafting evaluation criteria, scoring proposals, or recommending an award under this ITN, and will recuse themselves from any related deliberations. All procurement-related communications, questions, and proposal submissions must be directed to CSC at the contact information provided on the cover page and in Section III.C, not to CSP.

CSC's recommendation will be presented to the CSP Board of Directors for final award action. Consistent with CSP's and CSC's respective conflict-of-interest policies, any CSP Board member with a personal or organizational interest in a responding entity will abstain from the Board's vote on award of this contract. CSP reserves the right to elect not to award a contract and retain services within CSP if they determine that to be in the best interest of the board and the community.

II. Purpose

CSP is seeking one or more experienced and qualified organizations with a demonstrated record of success in delivering Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth career and training services, effective on-site leadership, sound management of complex public budgets, and strong outcomes for both job seekers and employers.

The organization(s) selected through this ITN will coordinate with CSP staff, the One-Stop Operator, and regional partners to serve WIOA eligible adults, dislocated workers, and youth — including individuals with significant barriers to employment — and businesses throughout Polk County, with the goal of moving participants into self-sustaining employment along a career pathway. This ITN is limited to the WIOA Adult, Dislocated Worker, and Youth programs; it does not solicit and will not fund other services. Any organization currently providing, or intending to separately provide, other services in this region should note that any contract agreed upon will include WIOA services only, and coordination between programs (if delivered by different entities) will be addressed through the resulting contract's coordination and referral requirements.

Anticipated Contract Term: The initial contract term is expected to begin January 1, 2027, and continue through June 30, 2028, with the option to renew annually for up to three (3) additional one-year periods at CSP's sole discretion, contingent on satisfactory performance, continued funding availability, and Board approval. The selected respondent will be required to serve all active WIOA Adult, Dislocated Worker, and Youth participants as of the contract start date without interruption of services.

Anticipated Funding: Total funding available under this ITN is expected to be approximately \$250,000 for WIOA Adult, \$375,000 for WIOA Youth, and \$125,000 for WIOA DW service. The actual amounts available will be determined at contract signing and will vary depending on the demand for services in the first half of the current program year.

To meet the required Individual Training Account (ITA) expenditure rate required of CareerSource Polk at least 65% of contracted funds must be allocated towards expenditures

that meet the state definition of ITA expenditures for WIOA Adult, DW, and Youth programs. An explanation of how the Contractor will meet the required ITA rate must be included in the budget narrative. Any contract issued will require the contractor to meet the required ITA expenditure rate for programs operated and include a clause for recapture of non-ITA funds expended that place the board out of compliance of the ITA requirement.

The funding availability is provided as a planning figure only, is subject to final Program Year allocation notices from FloridaCommerce, expenditures through the contract start date, and does not commit CSP to award a contract for this amount. Respondents are responsible for proposing a reasonable, cost-effective budget for delivering the services described in this ITN.

Funding for this solicitation is anticipated from the following source: WIOA Adult, Dislocated Worker (Title I-B) including Rapid Response-related activities, and Youth services.

All costs must be reasonable, necessary, allowable, and allocable in accordance with 2 CFR Part 200 (Uniform Guidance) and applicable WIOA cost principles. All parties contracting with CSP must comply with U.S. Department of Labor (USDOL) regulations, CareerSource Florida policy, FloridaCommerce guidance, and CSP local policy. Awarded contractor(s) will be held to specific performance deliverables and are expected to assist CSP in meeting or exceeding all federal and state performance measures.

III. Process and Timetable

A. Eligible Respondents

This ITN is provided only to organizations that submitted a response to the prior solicitation, RFQ-CSP 26-WIOA-01, and were determined by CSC to be responsive to the requirements of that RFQ. This ITN is not being publicly posted for open competition, and proposals will not be accepted from organizations outside this pre-qualified pool.

Any organization previously determined eligible must provide a letter/email to CSC at RFP@careersourcechipola.com by 4 PM Eastern August 31, 2026, informing CSC the organization intends to respond to the ITN. Failure to provide a notice of intent to respond will result in disqualification of the organization from further consideration.

Among the pool of eligible respondents described above, any non-profit, for-profit, educational, or public entity/organization properly organized under applicable federal, state, or local law is eligible to respond, provided the entity is authorized to do business in Florida and has been in business for at least three (3) years prior to proposal submission.

No entity may compete for funds under this ITN if: (1) the entity is currently debarred, suspended, or otherwise determined ineligible to receive federal funds by any governmental agency; (2) the entity's prior contract(s) with CSP have been terminated for cause; (3) the entity has failed to comply with an official order to repay disallowed costs; or (4) the entity appears on the State of Florida's convicted vendor list.

Respondents must demonstrate direct experience with, and extensive knowledge of, the federal workforce investment system, and must document in-depth knowledge of the fiscal,

administrative, and programmatic requirements applicable to the WIOA Adult, Dislocated Worker and Youth funding stream.

Because this procurement is being independently administered by CareerSource Chipola (see Section I.A), CareerSource Polk is not precluded from submitting a proposal in response to this ITN, provided CSP staff and Board members have no role in the evaluation or award recommendation process and that any such proposal is submitted, reviewed, and scored on the same terms and by the same process as all other respondents.

B. Timetable

Critical Date	Time	Procurement Action
August 25, 2026	n/a	ITN issued by CareerSource Chipola on behalf of CareerSource Polk
September 1, 2026	4:00 P.M. ET	Deadline for written questions / requests for clarification (submitted to CSC) Deadline for submission of letter of intent.
September 4, 2026	4:00 P.M. ET	Answers to questions posted at careersourcepolk.com
October 1, 2026	4:00 P.M. ET	Deadline for proposal submittal (submitted to CSC)
TBD	n/a	CSC-administered evaluation committee review and scoring
November 19, 2026	10 A.M. ET	CSC recommendation presented to CSP Executive Committee and/or Board of Directors for approval
December 1, 2026	n/a	Target date for contract execution
January 1, 2027	n/a	Provision of services begins

All times shown are Eastern Time. CSC reserves the right to adjust this schedule. Any changes will be communicated to potential applicants.

C. Questions and Requests for Clarification

All questions and requests for clarification must be submitted electronically to CareerSource Chipola at RFP@CareerSourceChipola.com by the deadline stated in the timetable above. Verbal questions will not be accepted. CSC reserves the right to reject any request for clarification, in whole or in part. All accepted questions and CSC's responses will be electronically provided to potential applicants.

Because this procurement is independently administered, respondents (including CSP itself, if it submits a proposal, and any current contractor) are prohibited from contacting any CSP Board member, committee member, or non-designated staff member regarding this ITN, and must direct all communications solely to the designated CSC procurement contact. Any attempt to contact CSP directly, or to otherwise influence the outcome of this procurement outside the formal process administered by CSC, will result in disqualification.

IV. Delivery of Services

(Suggested narrative limit: 5 pages)

A. Customer Service Philosophy

CSP seeks a respondent that will deliver excellent, customer-centered service through innovative, efficient processes, integrated management, and high-quality staffing. From the moment a career seeker arrives — in person, by phone, or online — they should understand what services are available, what they may be eligible for, and how to move smoothly and quickly from one service to the next.

Respondents' proposals should describe a customer service approach that includes, at minimum:

- Preparation of individualized employment and/or educational plans, using computer-based technologies where feasible;
- Regularly scheduled, personalized, and consultative contact with all active career seekers as they progress through their career plan, with active listening and a strong emphasis on follow-up;
- Use of career plan benchmarks (e.g., assessment score gains, unsubsidized employment, credential attainment, occupational licensure) to measure participant progress;
- Crisis support and intervention, with awareness of community partner resources;
- Timely, accurate data entry into the state's management information system (currently Employ Florida) within 48 hours of service delivery, with case notes that tell a clear, complete story of each participant's services, barriers, interventions, and progress;
- Coordination and referral with partner programs, training providers, employers (through CSP's Business Services function), and community-based organizations; and
- Intensive follow-up services for a minimum of twelve (12) months following program exit, as applicable and based on need.

Respondents should describe their approach to human-centered design — understanding career seekers' expectations, needs, and preferences and organizing services around measurable, value-added outcomes — and how technology (including data automation and, where appropriate, artificial-intelligence-enabled tools that support but do not replace staff judgment) will be used to reduce time-to-service and improve consistency, while maintaining full program compliance.

B. Career Pathway Alignment

CSP, in coordination with the selected respondent(s) and community partners, leads efforts to develop and implement career pathways aligning employment, training, education, and supportive services available to career seekers with the needs of regional employers.

Respondents must describe how they will use current Labor Market Information (LMI) tools to align program design and case management practice with in-demand occupations and

career pathways, from a career seeker's initial engagement through the conclusion of follow-up services.

V. Scope of Work: WIOA Adult, Dislocated Worker, and Youth Career and Training Services

(Suggested narrative limit: 10 pages for each program)

The selected respondent ("Contractor") will provide integrated career and training services and case management for the WIOA Adult, Dislocated Worker and Youth programs across all CSP career center locations and any established affiliate/access-point sites in Polk County. Respondents must explain in detail how their proposed service delivery model will lead to employment and self-sufficiency for adults, dislocated workers, and youth and to a qualified talent pipeline for employers. Responses must address each of the following sections. In this section "A." through "G." are for WIOA Adult and Dislocated Worker, and "H." through "L." are for WIOA Youth.

Responses to "H" through "L" must include descriptions of how required WIOA Youth program elements will be successfully utilized when appropriate.

The remainder of the section (M.-N.) is to be answered for WIOA Adult, Dislocated Worker, and WIOA Youth programs.

A. Outreach, Accessibility, and Confidentiality

- Describe outreach and recruitment methods proven to reach eligible Adult and Dislocated Worker populations across the entire county including strategies to overcome transportation and access barriers.
- Describe partnerships with grassroots and community-based organizations with existing, trusted relationships with hard-to-serve populations, including long-term unemployed individuals, veterans, individuals with disabilities, and returning citizens.
- Describe the plan for serving individuals at, or coordinating with, community partner/affiliate sites where career seekers cannot readily travel to a comprehensive career center.
- Describe the plan for providing remote and virtual services to address transportation barriers, natural disasters (including hurricane-related closures), or other emergencies.
- Describe the approach to protecting the confidentiality and integrity of participant data collected in Employ Florida, including specific staff experience with Employ Florida or comparable systems operated by Geographic Solutions, Inc.

B. Program and Case Management Staffing

High-quality case management requires a three-pronged approach: (1) customer-focused assessment of needs, barriers, and goals; (2) accurate data entry, tracking, and resource facilitation with partner agencies; and (3) sustained communication and engagement as the career seeker moves toward self-sufficiency.

- Describe the staffing structure proposed to deliver Adult and Dislocated Worker services, including proposed caseload ranges per Career Advisor/Case Manager and how staffing will flex to meet fluctuating demand (e.g., following a mass layoff or regional disaster declaration).
- Describe staff qualifications and training specific to Adult and Dislocated Worker case management, including experience with Rapid Response, layoff aversion, and reemployment services, and describe relevant staff certifications.
- Describe the 30-day transition plan to begin service delivery on the contract start date without disruption to current caseloads, including staffing, systems access, records transfer, and customer communication.
- Describe supervision, professional development, and required annual training hours for frontline staff, including how training completion will be tracked and reported for monitoring purposes.

C. Eligibility, Assessment, and Individualized Employment Plans

- Describe the process for determining, verifying, and documenting WIOA Adult or Dislocated Worker eligibility in a timely manner and in accordance with local, state, and federal guidance, including methods to prevent disallowed costs.
- Describe the eligibility certification process, including how it will be designed to be easy to navigate and to create a safe environment for participants to disclose sensitive information and self-identify barriers to employment.
- Identify proposed assessment tools (subject to CSP approval) for assessing basic skills (literacy, numeracy, English language proficiency), aptitudes, interests, abilities, skills gaps, and supportive service needs, and describe how assessments will be applied consistently and equitably.
- Describe the process for developing, documenting, and periodically reviewing Individual Employment Plans (IEPs) that identify each participant's employment goals, achievement objectives, and the combination of services needed to reach those goals.
- Describe experience serving career seekers with significant barriers to employment, including connecting participants to community resources for basic needs (food, housing, transportation, safety) during and after program participation.

D. Training Services and Work-Based Learning

- Describe the process for determining and documenting the need for training services (occupational skills or work-based) and for connecting training investments to locally in-demand occupations and the Eligible Training Provider List.
- Describe experience managing Individual Training Accounts (ITAs), including monitoring of monthly and year-to-date training expenditures to prevent over-obligation or underspending of funds, and the process to be followed if training dollars are exhausted before the end of the program year.
- Describe the range of training activities to be offered or facilitated, which may include occupational skills training, on-the-job training (OJT), incumbent worker training,

customized training, work experience, transitional jobs, and adult basic education/English language acquisition provided in combination with training.

- Describe the process for developing and monitoring worksite agreements for work-based learning, including safety and appropriateness reviews of worksites, and coordination with CSP's Business Services function to identify and retain employer training partners.

E. Rapid Response and Dislocation-Event Coordination

Respondents must describe their approach to serving individuals dislocated as a result of a layoff, plant closure, natural disaster, or other qualifying dislocation event, in coordination with CSP and FloridaCommerce.

- Describe experience delivering Rapid Response activities, including on-site contact with affected workers, informational sessions on available community resources, WIOA Dislocated Worker eligibility screening and enrollment (when possible), employment-readiness services, and job placement assistance.
- Describe the process for coordinating with CSP, FloridaCommerce, and employers to respond promptly to Worker Adjustment and Retraining Notification (WARN Act) notices and other dislocation events within the three-county region.
- Describe experience assisting workers who may be eligible for Trade Adjustment Assistance (TAA) and the process for coordinating eligibility determinations and enrollment, where applicable.
- Describe strategies for serving dislocated workers with specialized backgrounds (e.g., degreed or executive-level professionals, long-tenured workers re-entering the labor market after an extended period with a single employer) whose reemployment needs may differ from the general dislocated worker population, and any data supporting past success serving this population.

F. Business Services Coordination

It is the responsibility of the Contractor to work closely with CSP's Business Services function to align case management with regional employer needs, rather than operate as a parallel or disconnected function.

- Describe experience coordinating with, or directly delivering, employer engagement activities such as candidate screening and referral, job matching, hiring events, and incumbent worker assessments.
- Describe how career seekers will be matched to current job openings, including coordination on job vacancy information, skill requirements, and labor market data for the region's targeted industry sectors.
- Describe the process for referring career seekers with no immediately known job opportunities matching their skills — including individuals with disabilities, criminal history, or specialized professional backgrounds — to appropriate employer development activities.

G. Follow-Up Services

- Describe how follow-up services will be made available to participants for a minimum of twelve (12) months following exit, based on expressed need, to support employment retention.
- Describe how the Contractor will equip career seekers to navigate resources outside WIOA programs once they exit, and how continued engagement (mentoring, career development check-ins, community resource connections) will be structured.
- Describe the approach to supporting and re-engaging participants determined to be unemployed during the follow-up period.

H. Outreach, Accessibility, and Confidentiality (Youth)

- Describe outreach and recruitment methods proven to reach eligible youth populations across the entire county including strategies to overcome transportation and access barriers.
- Describe partnerships with education, grassroots and community-based organizations with existing, trusted relationships with hard-to-serve populations.
- Describe the plan for serving individuals at, or coordinating with, community partner/affiliate sites where youth cannot readily travel to a comprehensive career center.
- Describe the plan for providing remote and virtual services to address transportation barriers, natural disasters (including hurricane-related closures), or other emergencies.
- Describe the approach to protecting the confidentiality and integrity of participant data collected in Employ Florida, including specific staff experience with Employ Florida or comparable systems operated by Geographic Solutions, Inc.

I. Program and Case Management Staffing (Youth)

High-quality case management for WIOA youth requires a three-pronged approach: (1) customer-focused assessment of needs, barriers, and goals; (2) accurate data entry, tracking, and resource facilitation with partner agencies; and (3) sustained communication and engagement as the youth moves toward a career.

- Describe the staffing structure proposed to deliver WIOA Youth services, including proposed caseload ranges per Career Advisor/Case Manager and how staffing will flex to meet fluctuating demand.
- Describe staff qualifications and training specific to WIOA Youth case management, including experience with youth with barriers, and describe relevant staff certifications.
- Describe the 30-day transition plan to begin service delivery on the contract start date without disruption to current caseloads, including staffing, systems access, records transfer, and customer communication.
- Describe supervision, professional development, and required annual training hours for frontline staff, including how training completion will be tracked and reported for monitoring purposes.

J. Eligibility, Assessment, and Individualized Employment Plans (Youth)

- Describe the process for determining, verifying, and documenting WIOA Youth eligibility in a timely manner and in accordance with local, state, and federal guidance, including methods to prevent disallowed costs.
- Describe the eligibility certification process, including how it will be designed to be easy to navigate and to create a safe environment for participants to disclose sensitive information and self-identify barriers to employment.
- Identify proposed assessment tools (subject to CSP approval) for assessing basic skills (literacy, numeracy, English language proficiency), aptitudes, interests, abilities, skills gaps, and supportive service needs, and describe how assessments will be applied consistently and equitably.
- Describe experience serving youth with significant barriers, including connecting participants to community resources for basic needs (food, housing, transportation, safety) during and after program participation.
- If the respondent expects to provide services to both in-school and out-of-school youth provide the anticipated percentage of each population to be served and the difference in services provided to the two populations.

K. Training Services and Work-Based Learning (Youth)

- Describe the process for determining and documenting the need for services.
- Describe experience managing Individual Training Accounts (ITAs), including monitoring of monthly and year-to-date training expenditures to prevent over-obligation or underspending of funds, and the process to be followed if training dollars are exhausted before the end of the program year.
- Describe the range of training activities to be offered or facilitated, which may include occupational skills training, on-the-job training (OJT), incumbent worker training, customized training, work experience, transitional jobs, and adult basic education/English language acquisition provided in combination with training.
- Describe the process for developing and monitoring worksite agreements for work-based learning, including safety and appropriateness reviews of worksites, and coordination with CSP's Business Services function to identify and retain employer training partners.

L. Follow-Up Services

- Describe how follow-up services will be made available to participants for a minimum of twelve (12) months following exit, based on expressed need, to support employment retention.
- Describe how the Contractor will equip career seekers to navigate resources outside WIOA programs once they exit, and how continued engagement (mentoring, career development check-ins, community resource connections) will be structured.

Describe the approach to supporting and re-engaging participants determined to be unemployed during the follow-up period.

M. Data Entry, Case File Maintenance, and Technology

- Describe demonstrated experience maintaining program compliance and accurate, timely case documentation in Employ Florida or comparable systems, including specific familiarity with Florida's data standards and reporting requirements.
- Describe innovative technology, software, or workflow tools proposed to support accurate and timely data entry, scheduling, and case management, including any planned use of data automation or AI-assisted tools — provided such tools support, and do not substitute for, professional staff judgment and comply with all data privacy and program requirements.
- Describe internal quality assurance processes used to verify data accuracy prior to state or federal monitoring.

N. Performance Management

CSP must meet annual performance standards established by USDOL, FloridaCommerce, and CareerSource Florida, and is committed to avoiding sanctions and pursuing available state performance incentives.

- Describe the Contractor's process for regularly reviewing and analyzing performance data across the WIOA Adult, Dislocated Worker and Youth programs, identifying underperforming areas, and implementing corrective action until performance meets or exceeds negotiated standards.
- Provide examples, with data where available, of past performance against comparable federal or state workforce performance measures (e.g., employment rate 2nd/4th quarter after exit, median earnings, credential attainment, measurable skills gains), specific to each program or comparable reemployment populations.

Required Performance Indicator (Pending final state negotiations)	Adult	DW	Youth
Employment Rate, 2nd Quarter After Exit	91.8%	88.6%	70.5%
Employment Rate, 4th Quarter After Exit	86.9%	77.2%	71.7%
Median Earnings, 2nd Quarter After Exit	\$7,935	\$6,769	\$3,546
Credential Attainment Rate, 4 Quarters After Exit	68.4%	60.7%	86%
Measurable Skills Gains	80%	80%	70%

VI. General Provisions

A. Type of Contract

CSP anticipates a cost-reimbursement, performance-based contract based on actual allowable costs and negotiated performance delivery outcomes tied to federal indicators of performance, customer experience measures, and state and local performance criteria.

B. Profit

Profit is allowable for private for-profit respondents but must not exceed 10% of the total contract value, and, where applicable, may be structured on a pay-for-performance basis subject to CSP policy. The final amount of allowable profit will be subject to negotiations.

C. Funding Availability

CSP will make funding available from the sources identified in Section II. At the time of this ITN's drafting, CSP had not yet received official Program Year allocation notice(s) from FloridaCommerce for all programs; funding figures herein are planning estimates only for services for a period from January 1, 2027 through June 30, 2027. CSP reserves the right to adjust contract funding levels during the contract period based on final allocations and reserves the right to add funding from other sources (e.g. state or federal discretionary grants) to any resulting agreement, subject to the requirements applicable to those funding streams.

D. Program Income and Stand-In Costs

Program income generated under this contract must be returned to, or used as directed by, CSP in accordance with 2 CFR Part 200. Costs paid from non-federal sources that are used to offset disallowed costs identified through monitoring or audit ("stand-in costs") must be allowable, verifiable, and reported consistent with 2 CFR Part 200.

E. Insurance and Bonding

The selected Contractor must provide a certificate of insurance evidencing comprehensive general liability coverage with a combined single limit of at least \$1,000,000 per occurrence, and statutory workers' compensation coverage, prior to or within thirty (30) days of contract execution. A copy of the Respondent's Cyber Security Policy shall be provided as Attachment F.

F. Records Retention and Audit

The Contractor must maintain financial, participant, statistical, and property records sufficient to comply with all CSP reporting requirements. Records must be retained for a minimum of five (5) years from the date of CSP's approval of contract closeout, or longer if required to resolve open audit findings, litigation, or claims. Non-profit and governmental Contractors must be audited in accordance with 2 CFR Part 200; for-profit Contractors receiving more than \$1,000,000 in total federal funds in a fiscal year must obtain an independent program-specific or organization-wide audit meeting Generally Accepted Government Auditing Standards.

G. Reserved Rights

The issuance of this ITN constitutes only an invitation to negotiate. CSC on behalf of CSP, reserves the right, in its sole discretion, to: amend, supplement, or cancel this ITN at any time; reject any or all responses; waive minor irregularities; request additional information, clarification, or oral presentations from any respondent; negotiate final terms, costs, and staffing levels; conduct a pre-award review of a respondent's administrative, fiscal, and programmatic systems; and adjust the scope or funding of any resulting contract to comply

with changes in law, regulation, or policy, or to meet the needs of CSP's customers. It is the intent of CSC to present the scores provided by independent reviewers to the CSP Board of Directors at which point it will be the sole discretion of the CSP Board of Directors as to how to proceed with determining how services will be provided.

VII. Response Submittal

A. General Guidelines

CSC, on behalf of CSP, must receive all proposals no later than the date and time specified in the Timetable (Section III.B). Proposals received after the stated deadline will not be considered, and proposals submitted directly to CSP rather than CSC will be deemed non-responsive. Proposals should be concise, specific, and clearly organized; CSP is not seeking elaborate submissions but does require sufficient detail to demonstrate the respondent's methods, strategies, and qualifications to accomplish the Scope of Work.

- Proposals must be submitted electronically to CareerSource Chipola at RFP@CareerSourceChipola.com, complete with all required attachments.
- All documents must be submitted in a pdf format.
- Narratives must be formatted to fit on 8½" x 11" plain paper, double-spaced, with 1" margins on all sides in Font size 11 or larger.
- Each page must be numbered sequentially, matching the Table of Contents.
- An official authorized to legally bind the respondent's organization must sign Attachment A (Proposal Cover Sheet) and Attachment B (Representations and Certifications).

B. Proposed Proposal Composition

- Attachment A — Proposal Cover Sheet
- Executive Summary (1-page limit)
- Section IV Response — Delivery of Services (5-page limit)
- Section V Response — Scope of Work: WIOA Adult, DW, Youth Services (30-page limit)
- Budget and Budget Narrative (excluded from page limit)
- Attachment B — Representations and Certifications
- Attachment C — Reference Forms (minimum of three, excluded from page limit)
- Attachment D – Budget Summary
- Attachment E – Contractual Performance Goals

VIII. Evaluation Criteria

Proposals will be reviewed and scored by an evaluation committee convened and staffed by CareerSource Chipola, using the point system below. Consistent with the independent-administration arrangement described in Section I.A, no CSP staff or Board member will

serve on, or otherwise influence, the evaluation committee. The committee's recommendation will be presented by CSC to the CSP Board of Directors, or a designated committee thereof (with any conflicted Board member abstaining), for final award decision. CSC reserves the right to invite one or more respondents to an oral presentation and/or to seek additional clarification prior to final scoring.

Evaluation Category	Maximum Points
Organizational Experience, Capacity, and Past Performance (including references)	20
Service Delivery Model (Section V response)	40
Business Services Coordination and Employer Engagement	15
Staffing Plan, Transition Plan, and Continuous Improvement	10
Budget and Budget Narrative (reasonableness and cost-effectiveness)	15
Total Possible Points	100

IX. Selection, Contract Award, and Protest Process

A. Selection

CSP will consider whether a respondent has demonstrated: adequate financial resources or the ability to obtain them; the ability to meet the ITN's design specifications at a reasonable cost while meeting or exceeding performance goals; a satisfactory record of past performance and integrity; the necessary organizational, accounting, and operational controls; the technical skill to perform the work; and alignment with CSP's mission, vision, and values.

B. Notice of Award

CSC, on behalf of CSP, anticipates notifying all respondents, including the intended awardee(s), in writing following CSP Board approval. Final award is contingent upon successful contract negotiation, acceptance of CSP's standard contract terms and conditions, satisfactory verification of past performance and financial systems, and availability of funding. Any resulting contract will be executed between CSP and the selected respondent; CSC is not a party to the contract and its role concludes upon the Board's award decision, except as may be needed to resolve a timely protest.

C. Protests or Disputes

Any Respondent submitting a proposal in response to this ITN shall receive fair and impartial consideration in accordance with CSP's adopted Procurement Policy. Respondents who are not selected for funding and believe that the procurement process was flawed may file a protest pursuant to CSP's Procurement and Protest Policy.

Because CareerSource Chipola (CSC) independently administered the evaluation and scoring process, any protest alleging evaluator bias, conflict of interest, procedural

irregularities, or improprieties in the scoring process shall first be submitted in writing to CSC for review at RFP@careersourcechipola.com.

Any protest must be received within ten (10) business days of the Notice of Award or funding decision. The protest must clearly state the grounds for the protest and include any supporting documentation.

CSC will review the protest and submit a written response to CSP concerning any allegations of evaluator bias, conflict of interest, procedural irregularities, or improprieties in the scoring process. Following receipt of CSC's findings, CSP's Board Chair shall review the protest and issue a determination in accordance with CSP's Procurement and Protest Policy. If the protesting Respondent is not satisfied with the determination, the Respondent may appeal to the CSP Executive Committee. The decision of the Executive Committee shall be final.

Nothing in this section shall supersede or limit the rights, procedures, or requirements established in CSP's Procurement and Protest Policy, which shall govern all procurement protests and appeals arising from this solicitation.

Attachment A: Proposal Cover Sheet

Field	Response
1. Legal Name of Respondent	
2. Former Name(s), if any	
3. Authorized Contact Person / Title	
4. Mailing Address	
5. Telephone / Email	
6. Website Address	
7. Date of Business Inception	
8. Number of Years in Business	
9. Years Delivering WIOA / Comparable Workforce Services	
10. Number of Full-Time Employees	
11. Type of Business (For-Profit / Non-Profit / Public)	
12. Legal Structure	
13. Authorized to Conduct Business in Florida? (Y/N)	
14. CBO / Minority-Owned / Female-Owned / Veteran-Owned (check all that apply)	

By signature below, the undersigned certifies they are authorized to bind the proposing organization, that the information herein is true and correct to the best of their knowledge, and that the offer is firm and valid for a period of not less than sixty (60) days from the proposal due date.

Name of Certifying Official: _____

Signature: _____ Date: _____

Attachment B: Representations and Certifications

The Polk County Workforce Development Board, Inc., d/b/a CareerSource Polk, will not award a contract, grant, or agreement to any Vendor that fails to accept the General Provisions, Certifications, and Assurances contained herein. By executing the Agreement, the Vendor certifies and assures compliance with all applicable federal, state, and local laws, regulations, and requirements, including the certifications and assurances set forth below.

1. COMPLIANCE WITH POLICIES AND LAWS

The warranty of this Section specifically includes compliance by Vendor and its subcontractors with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the Workforce Innovation and Opportunity Act (WIOA), 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement. Uniform Guidance (2 CFR Part 200): Vendor will comply, as applicable, with the Davis-Bacon Act, Copeland Act, and Contract Work Hours and Safety Standards Act, regarding labor standards for federally assisted construction contracts and subcontracts.

2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS

Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions pursuant to 2 CFR Part 180 and 2 CFR §200.214. No contract shall be awarded to any entity listed as excluded in SAM.gov.

3. NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

As a condition of funding from CareerSource under Title I of the WIOA, Vendor assures that it will comply fully with the following:

- a. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- b. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination based on disability.
- c. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination based on sex in educational programs.
- d. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination based on age.
- e. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- f. 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, 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.
- g. The Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- h. Equal Employment Opportunity (EEO): The Vendor agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant

for employment because of race, color, religion, sex, or national origin. It also requires the Vendor and its subcontractors to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulations, including 29 CFR Parts 38, 41 CFR Part 60 and 45 CFR Part 80, where applicable.

- i. Vendor also assures that it will comply with 29 CFR Part 38 and all regulations implementing Section 188 of WIOA. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements, Vendor makes to carry out the WIOA Title I-financially assisted program or activity. Vendor understands that the United States has the right to seek judicial enforcement of this assurance.

4. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS, SOLID WASTE

Clean Air and Water Act: When applicable, if this Contract is in excess of \$100,000, Vendor shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). The Vendor shall report any violation of the above to the contract manager. Energy Efficiency: The Vendor shall comply with mandatory standards and policies relating to energy efficiency 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).

Vendor will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205). The Vendor will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

5. CERTIFICATION REGARDING LOBBYING AND INTEGRITY

Vendor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR Part 93. When applicable, if this Agreement is in excess of \$100,000, Vendor must, prior to contract execution, complete the Certification Regarding Lobbying Form.

6. CONFIDENTIALITY, DATA SECURITY, AND PRIVACY

The Vendor shall maintain the confidentiality and security of all information obtained in connection with this Agreement, including information regarding CareerSource Polk customers, applicants, participants, employees, and their family members. The Vendor shall protect all confidential, sensitive, proprietary, and personally identifiable information ("PII") from unauthorized access, use, disclosure, modification, or destruction.

For purposes of this Agreement, Personally Identifiable Information ("PII") includes any information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information.

The Vendor shall comply with all applicable federal, state, and local laws, regulations, policies, and guidance governing confidentiality, privacy, records retention, data security, and the protection of PII, including but not limited to:

- Workforce Innovation and Opportunity Act (WIOA) requirements;
- Applicable U.S. Department of Labor regulations and guidance;
- Florida public records and records retention requirements;
- Any confidentiality requirements applicable to workforce system customer records;
- Applicable state and federal laws governing the protection of confidential and sensitive information; and
- CareerSource Polk policies and procedures related to confidentiality, cybersecurity, and information security.

The Vendor shall not disclose confidential information obtained through performance of this Agreement without the prior written consent of CareerSource Polk or the affected individual, unless such disclosure is required by law, court order, audit, monitoring activity, or governmental oversight authority.

The Vendor shall implement and maintain appropriate administrative, technical, and physical safeguards designed to protect confidential information and PII from loss, theft, misuse, unauthorized access, disclosure, alteration, or destruction. Such safeguards shall be consistent with industry standards and applicable legal requirements.

The Vendor shall limit access to confidential information and PII to those employees, agents, subcontractors, or representatives who have a legitimate business need to know such information in order to perform services under this Agreement. The Vendor shall ensure that all such individuals are informed of and comply with applicable confidentiality requirements.

In the event of any actual, suspected, or confirmed data breach, cybersecurity incident, unauthorized disclosure, loss of information, or compromise of confidential information or PII, the Vendor shall:

1. Notify CareerSource Polk in writing immediately, but no later than twenty-four (24) hours after discovery of the incident;
2. Take all reasonable steps necessary to contain, investigate, mitigate, and remediate the incident;
3. Cooperate fully with CareerSource Polk and any governmental authority in investigating and responding to the incident;
4. Provide timely updates regarding the nature, scope, status, and resolution of the incident; and
5. Bear all costs associated with its failure to comply with applicable confidentiality and data security requirements to the extent permitted by law.

The Vendor shall immediately notify CareerSource Polk of any public records request, subpoena, court order, or other legal demand seeking information obtained through this Agreement and shall cooperate with CareerSource Polk in responding to such request, unless prohibited by law.

Upon expiration or termination of this Agreement, or upon request by CareerSource Polk, the Vendor shall return or securely destroy all confidential information and PII in its possession, custody, or control, except where retention is required by law, regulation, audit requirements, litigation hold, or records retention schedules.

No disclosure of information required by federal law, state law, regulation, court order, or governmental authority shall be considered a breach of this Section, provided the Vendor complies

with all applicable notification requirements and takes reasonable steps to protect the confidentiality of such information.

Vendor acknowledges that CareerSource Polk is subject to Chapter 119, Florida Statutes, Public Records Law. Vendor shall comply with all applicable public records requirements and shall provide access to records made or received in connection with this Agreement as required by Florida law.

7. RIGHTS TO DATA/COPYRIGHTS AND PATENTS

CareerSource Polk, State of Florida, and the U.S. Department of Labor, shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

8. MONITORING

At any time and as often as CareerSource, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector Generals of the United States and the State of Florida, or their designated agency or representative may deem necessary, Vendor shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpts or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. The above referenced records shall be made available at the Vendor's expense, at reasonable locations as determined by CareerSource. Vendor shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from CareerSource.

9. PUBLIC ANNOUNCEMENTS AND ADVERTISING

Vendor agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Vendor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program.

10. PUBLIC ENTITY CRIMES

Vendor shall comply with subsection 287.133 (2)(a), F.S., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Vendor, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

11. THE PRO-CHILDREN ACT

Vendor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) 103-277, the Contract shall not permit smoking in any portion of any indoor facility used for the provision of

federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

12. TERMINATION FOR DEFAULT/CONVENIENCE

This Agreement may be terminated as follows:

- a. Either party may request termination of Agreement upon 30 days prior written notice to the other party.
- b. CareerSource Polk may unilaterally terminate or modify this agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this Agreement is funded.
- c. CareerSource Polk may unilaterally terminate this agreement at any time that it is determined that:
 - i. Vendor fails to provide any of the services it has contracted to provide; or
 - ii. Vendor fails to comply with the provisions of this Agreement; or
 - iii. Such termination is in the best interest of CareerSource Polk.
- d. Written notification of termination shall be provided in accordance with the notice provisions of the Agreement and may be delivered by certified mail, nationally recognized overnight delivery service, email with confirmation of receipt, or other method permitted by the Agreement.

If Vendor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to the CareerSource Polk, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this Agreement is terminated for cause, Vendor shall be liable to CareerSource Polk for damages sustained for any breach of this Agreement by the Vendor, including court costs and attorney fees, when cause is attributable to the Vendor.

In instances where Vendors/subrecipients violate or breach Agreement terms, CareerSource Polk will use all administrative, contractual or legal remedies allowed by law to provide for such sanctions and penalties as may be appropriate.

Vendor: Click or tap here to enter text.

Name and Title of Authorized Representative: Click or tap here to enter text.

Signature: _____

Date: Click or tap to enter a date.

Attachment C: Reference Form

Respondents must submit a minimum of three (3) completed Reference Forms from organizations for which the respondent performed a substantially similar scope of work (WIOA Adult, Dislocated Worker, Rapid Response, Youth or comparable public reemployment/workforce services).

Field	Response
Evaluating Organization	
Evaluator Name & Title	
Phone / Email	
Period of Contract / Performance	
Program Type (WIOA Adult / Dislocated Worker / Youth / Other)	
May we contact you with follow-up questions? (Y/N)	

Respondents should expect the reference to rate performance areas including quality of services, timeliness, responsiveness to technical direction, achievement of contract performance goals, customer satisfaction, case management and service coordination, data management accuracy, staffing and management effectiveness, compliance with contract and regulations, cost control/fiscal management, and overall recommendation for future work.

Attachment D: Budget Summary Form (Outline)

Respondents must submit a detailed, line-item budget and budget narrative for the WIOA Adult, Dislocated Worker, and Youth program for the period January 1, 2027 through June 30, 2027. The budget narrative must justify all costs that are not immediately self-evident and must identify the basis for any proposed indirect cost rate.

Cost Category	WIOA Adult	WIOA DW
Personnel (salaries & wages)		
Fringe Benefits		
Travel		
Equipment / Supplies		
Participant Training & Supportive Services (ITA costs) (must be at least 65% of total)		
Contractual / Subcontracts		
Indirect Costs		
Profit (for-profit respondents only, if applicable)		
Total Proposed Budget		

Cost Category	WIOA Youth Budget
Personnel (salaries & wages)	
Fringe Benefits	
Travel	
Equipment / Supplies	
Participant Training & Supportive Services (ITA costs) (must be at least 65% of total)	
Contractual / Subcontracts	
Indirect Costs	
Profit (for-profit respondents only, if applicable)	
Total Proposed Budget	

Attachment E: Contractual Performance Goals

Enter the minimum Performance Goals the contractor agrees as a contracted rate

Performance Measure	Adult	DW	Youth
Number to be Served			
Number to Enter Training			
Employment Rate, 2nd Quarter After Exit			
Employment Rate, 4th Quarter After Exit			
Median Earnings, 2nd Quarter After Exit			
Credential Attainment Rate			
Measurable Skills Gains			
Retention with Same Employer			

Attachment F: Cyber Security Insurance

Respondents shall attach a copy of their Cyber Security Insurance policy for review. Cyber Security Insurance is required to provide service and gain access to electronic records utilized to provide services under any agreement reached as a result of this ITN.