

**Request for Proposals**  
**For**  
**MANAGED SERVICES SOLUTION**  
**FOR INFORMATION TECHNOLOGY FUNCTION**

**For The Period**  
**July 1, 2026, to June 30, 2028**

**RFP-PWDB-25-IT-01**  
**Date Issued: Monday, December 15, 2025**  
**DEADLINE FOR SUBMISSION: 12:00 noon, Friday, January 09, 2026**

**Direct Responses to:**

**Joylette Stevens, VP of Operations**  
**CareerSource Polk**  
**600 N Broadway Ave., Suite B**  
**Bartow, FL 33830**



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## **I. NOTICE**

This is a solicitation for proposals to obtain the services from IT Managed Services Providers (herein referred to as the “Vendor”) to assume the management of and provide the entirety of the IT functions and services for the Polk County Workforce Development Board, Inc., d.b.a. CareerSource Polk (CSP). This includes all regular IT activities related to: network management; end-user service and support; systems and applications administration; security, privacy and compliance; backups and disaster recovery; monitoring and maintenance; testing; and infrastructure support.

In addition, CSP recognizes that there are certain IT areas that need remediation, such as server hardware and software upgrades and patches, and certain components that may benefit from a new architecture, design or platform.

Finally, CSP desires to ensure that its IT environment is regularly updated/refreshed so that it is always running current and supportable technology that is aligned to the organization’s strategies.

We will use responses to this RFP to determine the best-qualified vendor for these IT managed services and as the basis for negotiating a contract.

## **II. DESCRIPTION OF THE ORGANIZATION**

The State of Florida is the recipient of funding from the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), and other job training programs. The Governor has designated Polk County as a Local Workforce Development Area for purposes of receiving workforce funding under each of these sources and for implementing the delivery of services required under each program.

CareerSource Polk is both the fund recipient and administrative entity for these programs. CareerSource Polk is an IRS recognized 501(c) (3) non-profit corporation governed by a volunteer board of directors, whose members are appointed by the Polk County Board of County Commissioners. CareerSource Polk is the direct provider of career services and administers the programs required under each of its funding sources.

## **III. DESCRIPTION OF SERVICES REQUESTED**

### **A. OBJECTIVES**

CSP’s objectives for transitioning to complete IT managed services are to improve efficiency, reliability, security, compliance, and maintenance of the IT environment; lower and control IT costs; free internal resources to focus on the business objectives and projects; and gain access to IT expertise and skills not available internally.

### **B. COMPANY OVERVIEW**

CareerSource Polk is a non-profit corporation that oversees the state and federal funds dedicated to preparing and upgrading a skilled workforce. We help thousands of businesses find employees and remain leaders within their industry.

CareerSource Polk provides access to a range of employment-related services focusing on job searches, resume assistance, job readiness workshops, recruitment events, employer roundtables, learning and assessments, tutoring, student summer employment, labor market information.

## C. OPERATING LOCATIONS

CareerSource Polk operates in several locations in Polk County and has various IT components at each one, including staff equipment and public-facing job search equipment: computers, printers, copiers, fax machines, scanners, telephones, audio-visual in conference rooms, internet access, and office applications. These locations are typically open for business Monday-Thursday 7:30am-5:00pm and Friday 7:30am-3:30pm.

Location	Staff Computers	Visitor Computers
<u>Haines City Satellite Office</u> 915 Avenue E Haines City, FL 33844	1	20
<u>Lakeland Career Center and Youth Services</u> 309 N. Ingraham Avenue Lakeland, FL	30	30
<u>Bartow Administrative Offices</u> 600 N. Broadway Ave., Suite B Bartow, FL	12	0
<u>Business Services Division</u> 600 N. Broadway Ave., Suite A Bartow, FL	5	0
<u>Mobile RV</u> Equipped to deliver services throughout Polk County	1	12

## D. CURRENT IT DESCRIPTION

The following sections are intended to provide a general scope of the current IT services as a starting point for a budgetary proposal.

### Scope

The IT computing environment includes 3 locations in Polk County (described above), supporting approximately 40-60 staff and providing computers for employment services for customers.

### IT Staff

The IT department is currently staffed with one low-level network administrator through external contract services who is administering the critical IT functions as needed. This external contract has been in effect from 2020 to present.

### Servers/Applications

There are approximately 16 Windows-based servers (7 physical, 9 virtual) located at the two larger offices (Lakeland and Bartow). These are running a variety of services, such as AD, DNS, DHCP, file, print, storage, security, and backups; and applications such as Ademero document management system. There are also a number of cloud and/or browser-based applications accessed via the internet such as Abila MIP accounting system, EmployFlorida and Paychex, as well as Microsoft Office, O365, Exchange, and SQL.

### Network Infrastructure and Services

There are a variety of routers, switches, firewalls, private communication lines, telephone system, internet service, and security applications.

#### End User Equipment

There are approximately 300 monitors and 100 laptops/tablets computers, several printers/scanners, 100 telephones, several multi-function devices (printer/copier/scanners) and 18 customer trackers.

### **IV. FUNDING AVAILABILITY**

At the time of this solicitation, we have not established the ceiling for funding to be dedicated to the activities solicited herein.

### **V. WORKING PAPERS**

All working papers, statements, schedules, reports, and memoranda made by the Vendor in the course of the duties described herein will be and remain the property of the Vendor. Copies must be available to appropriate CSP staff as requested to aid in audit resolution or for other necessary purposes.

The Vendor shall permit the appropriate divisions of: the State of Florida, the Governor of the State of Florida, the United States Secretary of Labor, the United States Secretary of Health and Human Services, the Inspector General of the United States Department of Labor, the Inspector General of the United States Department of Health and Human Services, the United States Comptroller General, the United States General Accounting Office, or their designated representatives, to have access to and make copies of the working papers and related documents relating to the professional services rendered. Copying costs will be paid by the requesting agency.

The working papers and related documents must be maintained and made available for inspection for a period of five (5) years from the date of the audit report or after all findings, claims, etc. have been closed, whichever is later. These records must be made available within a reasonable period at the CSP's Bartow Administrative office.

### **VI. DISCLOSURE**

The Vendor will keep all documents and other information relating to these professional services confidential. Such information may also be made available to certain governmental agencies as specified in Section V. Other than these exceptions, the Vendor will not publish, reproduce, or otherwise divulge such information--completely or in part--nor authorize or permit others to do so.

### **VII. AGREEMENT**

The Vendor selected under this solicitation will enter into an agreement for professional services with CSP. The agreement will specify the duties of the parties and the terms of the engagement for the Program/Fiscal Years 2026-2028. In addition, the agreement will provide CSP with the sole option to continue to receive the professional services of the Vendor for up to two additional, one-year periods beyond completion of the Program/Fiscal Years 2026-2028.

### **VIII. PROPOSAL SOLICITATION**

A Request for Proposals (RFP) is being used as the method of solicitation to assure the greatest degree of open competition and to achieve the best technical proposals and services at the lowest possible cost. Public notice of

this RFP has been published in the local newspaper designated by the Polk County Board of County Commissioners for such notices. All known entities recognized as being involved in the provision of services solicited will be sent a notification of this RFP. All requests for copies of this RFP will be honored by referring the requestor to the full text of the RFP that is posted on the CSP's website: [www.careersourcepolk.com](http://www.careersourcepolk.com), <public notices>, <Requests for Proposals>.

The method of proposal solicitation represented herein, as well as the selection process, is in accordance with the laws governing the fund sources expected to be reviewed.

After the published deadline for receipt of proposals, all proposals become CSP property, become public information, and are available for inspection to any interested party. Duplication of any part or of an entire proposal will be subject to the CSP's established fees.

No changes, modifications, or additions will be made to a proposal after the submission deadline, unless required by the CSP's staff of all such submissions. CSP reserves the right to waive any minor technical irregularity.

## IX. TIMETABLE

RFP Issued	December 15, 2025
Letter of Intent Due	January 9, 2026
Proposers Meeting	January 16, 2026
Proposal Due	February 6, 2026
Review and proposal presentations	February 9-27, 2026
Selection	March 2, 2026
Negotiations/Contracting	April 6, 2026
Commence Services	July 11, 2026

## X. LETTER OF INTENT TO PROPOSE

As a prerequisite to submitting a proposal, all prospective proposers must submit a Letter of Intent to propose to:

**Joylette Stevens, Vice President Operations**  
**CareerSource Polk**  
**[Joylette.stevens@careersourcepolk.com](mailto:Joylette.stevens@careersourcepolk.com)**

prior to 12:00 noon, Eastern Time, on Friday, January 9, 2026. The submittal of a Letter to Intent to Propose does not commit the sender to submit a proposal.

The prospective proposer is solely responsible for assuring that the Letter of Intent to Propose sent to CareerSource Polk arrives safely and on time. CareerSource Polk reserves the right to adjust the RFP schedule when it is in the best interest of CSP or to extend any published deadline in this RFP upon notification to those entities who have submitted a Letter of Intent to Propose by the time and date specified.

## XI. PROPOSAL REVIEW AND AWARD PROCESS

CareerSource Polk may act to award an agreement under this solicitation based solely on a proposal as submitted. Therefore, proposals should describe all aspects of services proposed in the most favorable terms from both a price and a technical standpoint. CareerSource Polk reserve the right to request additional data in support of the proposal and/or to request that the proposer make a presentation about its proposal. All successful proposers may be required to participate in negotiations and submit any financial and/or other technical revisions to the proposal prior

to final award of an agreement. Furthermore, CareerSource Polk reserves the right to reject any proposals submitted and/or to negotiate with all qualified sources. Receipt of a proposal does not commit CareerSource Polk to authorize negotiations of an agreement, to pay any of the costs associated with preparation of the proposal, to reimburse a proposer for any costs incurred prior to the signing of an agreement, or to procure the requested professional services.

Award will be based on the review and rating of proposals and proposal presentation. A team of CareerSource Polk leaders will conduct the initial review and rating using the evaluation criteria contained in Attachment B to this RFP. Selected proposers will be invited to present their proposal to CareerSource Leadership at the CSP's Administrative Offices, 600 N. Broadway Avenue, Suite B, Bartow, Florida 33830.

Final award of an agreement is contingent upon:

- Successful negotiation;
- Acceptance by the proposer of the agreement terms and conditions;
- Satisfactory verification of past performance, where applicable; and
- Acceptance by the proposer of responsibility for achieving the agreed to objectives.

## **XII. NEGOTIATIONS**

The negotiations will involve the specific professional services sought and the fees to be charged based on the proposal submitted. If successful, these negotiations will culminate in an agreement. If these negotiations prove to be unsuccessful, negotiations may be entered into with the second selected firm and so forth until an approved firm enters into an agreement.

## **XIII. PROTEST PROCEDURES**

Any Vendor that submits a proposal in response to this RFP will receive fair and unbiased consideration. Should such a firm not be funded for these services and contends that the procurement process was flawed, then that firm may protest the funding decision in writing to the CSP's President & CEO within ten (10) days of the decision. The President & CEO will attempt to resolve the protest in a reasonable manner and time frame. If the dispute cannot be resolved with the President & CEO, then the protesting Vendor can seek and may be granted an opportunity to appeal to the Executive Committee of the CareerSource Polk. The Executive Committee decision on all such matters is final.

## **XIV. PROPOSAL CONTENT INSTRUCTIONS**

Vendors should read the entire RFP before preparing and submitting a response. Responses which do not follow the format, do not include all the minimum requirements specified in this RFP or are not submitted by the due date will not be considered.

This is a competitive procurement. Employees will not provide any information on responses from other proposals or other costs associated with similar or like projects, current or in the past.

### **A. FORMAT**

1. Type the Proposal on 8½ x 11-inch white paper. An officer or employee having authority to bind the company should sign the proposal with blue ink. The proposal should include adequate information to evaluate the firm based on criteria set forth in this RFP.

2. Title page should include the RFP solicitation number and subject, the name of the Vendor's firm, local address, telephone number, fax number, email address, name of contact person, and the date.
3. A letter of transmittal should briefly state an understanding of the scope of services to be performed, and make a positive commitment to perform the work within the established period. The vendor must also provide the names of the persons who will be authorized to make representations for the Vendor, their titles, addresses and telephone numbers. The Vendor must ensure that the person(s) signing the letter will be authorized to bind the Vendor.
4. Respond in the same order as the categories of information requested.
5. Each proposal should provide a complete and clear picture of the services to be provided and the characteristics of the Vendor and its personnel. The vendor must describe its organization, size and structure. Indicate whether the firm complies with the registration, licensure and permit requirements to practice in the State of Florida. The Vendor should indicate location of administrative office and years in business at that location. Indicate if appropriate, that the firm is a small, minority owned business or women owned business.
6. Vendors are encouraged to keep quotes concise and to the point. The quote and attachments are to be standard size (8 ½ x 11). Elaborate artwork, expensive paper, and bindings are neither necessary nor wanted. Written material must be single-spaced, in 12-point font. Legibility, clarity, and completeness are essential. Do not respond by referencing material presented elsewhere. The response provided after the question shall be complete and stands on its own merits. A response of "will comply" or "see above" or a similar statement shall receive zero (0) points for scoring purposes. Failure to respond to any questions may result in disqualification of the proposal as non-qualified and the proposal not being scored.
7. Submit original and three copies of the proposal to the CSP's offices by 12:00 noon Eastern Time, on Friday, January 9, 2026. The original copy must contain an original signature in blue ink and be clearly identified as the "original copy" on its cover page. In addition to these "hard copies" of the proposal, the proposer must also deliver an electronic copy by email in Microsoft Word format.
8. Enclosed proposals in sealed envelopes and send to:  
  
**Joylette Stevens, Vice President Operations**  
**Polk County Workforce Development Board, Inc. (CareerSource Polk)**  
**600 N. Broadway Avenue, Suite B**  
**Bartow, Florida 33803**
9. Incomplete proposals and proposals received after the above stated deadline will not be considered for any reason. The respondent is solely responsible for assuring that the proposal sent to CSP arrives safely and on time. Similarly, the respondent assumes the responsibility that its proposal meets all the requirements as set forth in this RFP.
10. Ex parte communication regarding this solicitation is prohibited between a potential or current respondent and any Board member, CSP staff, or any other person serving as an evaluator during this competitive procurement process. Respondents directly contacting Board members, Board committee members, CSP



staff, or evaluators regarding this solicitation risk elimination of their proposals from consideration. Correspondence with the Vice President of Operations does not constitute ex parte communication.

## **B. INFORMATION REQUESTED**

1. Vendor's organizational structure:
  - Firm's name
  - Corporation, partnership, or sole proprietorship
  - Corporate parent, subsidiaries, and/or affiliates
  - List of current directors/partners/principles/officers
  - Status as a "small firm" and/or "firm owned and controlled by socially and economically disadvantaged individuals" as stated in OMB Uniform Guidance
  - Location of main office and all other offices
2. Firm's qualifications:
  - Services generally offered to clients
  - Service specializations or concentrations
  - Staff size and positions
  - Relevant firm history
  - Experience in providing IT managed services to nonprofit corporations
  - List recent, preferably local, nonprofit clients
  - Internal quality assurance practices and procedures
  - Provide contact information for three references preferably for whom similar IT managed services have been provided
3. Proposed client service team qualifications:
  - Identify proposed team members
  - Fully describe the qualifications of proposed team members (overall experience; nonprofit and/or IT managed services experience. Resumes may be included. For those positions that are currently vacant, provide full job descriptions listing qualifications.
4. IT Managed Services:

CSP is seeking an IT managed services holistic solution for providing IT services to our organization. We are open to your creative design, architecture and approach, and would like you to address all three phases of the IT lifecycle:

- Immediate IT Remediation Projects and Tasks
- Ongoing IT Operations Management and Support
- Long Range IT Strategic Planning and Changes to ensure IT excellence

Please discuss the following functions/services in your proposal:

- What differentiates your firm from your competitors
- Describe your firm's commitment to quality and your philosophy/approach to client services
- General description of your managed services solution, method, staffing and approach
- Describe the transition to managed services method and timeframe

- Staff knowledge, skills, abilities, and time devoted to this account
- Service Level Agreements (SLA), performance metrics
- Budgetary (and eventually, detailed) pricing
- Account governance, communication method and frequency – status, updates, planning, strategy
- End user support, help desk, hours of coverage, response times, triage method
- Network management, monitoring and security
- Information security, privacy and regulatory compliance
- Backups and disaster recovery
- Hardware refresh and procurement process
- Software updates, upgrades, patches
- Application/database maintenance and support
- End user training
- Documentation: policies, procedures, licenses, inventory, etc.
- End of contract repatriation process

## 5. Other considerations

- a. Does the firm owe any repayment of funds to any Federal funding source?
- b. Has the firm ever been suspended or debarred from contracting with the Federal, State, or local government? (See Attachment A - General Provisions and Assurances)

**NOTE:** CareerSource Polk is prohibited from entering into contracts with one of its Board members, with an organization represented by its one of its Board members or with any entity where a Board member has any relationship with the contractor.

A relationship means the Board member is an owner or a principal of the contractor or a principal of the contractor has retained the Board member or the parent organization or subsidiary of a corporate principal of the contractor has retained the Board member or a member's known relative, or Board member's business associate is an owner of the contractor.

## **ATTACHMENT A – GENERAL PROVISIONS AND ASSURANCES**

The Polk County Workforce Development Board, Inc., dba CareerSource Polk, will not award a grant where the Vendor has failed to accept the GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this section. In performing its responsibilities under this agreement, the Vendor hereby certifies and assures that it will fully comply with the following:

By signing the agreement, the Vendor is providing the assurances and certifications as detailed 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), the Workforce Innovation Act of 2000, 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. Office of Management and Budget (OMB) Circulars: Vendor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Vendor will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub agreements.

### **2. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS**

Vendor certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

### **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 American 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 regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.
- i. Vendor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. 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**

It is understood that the Vendor shall maintain the confidentiality of any information, regarding CareerSource customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Vendor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under

the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of the CareerSource. No release of information by Vendor, if Federal or State law requires such release, shall be construed as a breach of this Section.

## **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 287.0t7, 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.) LO3-277, 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 modified agreement may be terminated as follows:

- a. Either party may request termination of modified agreement upon 30 days prior written notice to the other party.
- b. CareerSource Polk may unilaterally terminate or modify this modified 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 modified agreement is funded.
- c. CareerSource Polk may unilaterally terminate this modified 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 modified agreement; or
  - iii. Such termination is in the best interest of CareerSource Polk.
- d. Written notification of termination must be by registered mail, return receipt requested.

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

In instances where Vendors/sub grantees violate or breach modified 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.

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Vendor

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Name and Title of Authorized Representative

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Signature

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Date

## ATTACHMENT B – SUMMARY RATING FORM

Proposer: \_\_\_\_\_

### RATING SUMMARY

Points Awarded	Points Available	SELECTION CRITERIA
	0-20	A. Firm's Qualifications
	0-60	B. Client Service Team's Qualifications
	0-20	C. IT Managed Services Proposal
	0-100	D. TOTAL RATING

#### Rating Comments:

- Did the proposer provide documentation from the SBA that proposer is a "small" firm for purposes of procurement?  
\_\_\_\_ Yes \_\_\_\_ No
- Did the proposer provide documentation that the proposer is a firm "owned and controlled by socially and economically disadvantaged individuals?" \_\_\_\_ Yes; \_\_\_\_ No
- Include a brief narrative on whether the proposal is reasonable from a cost-value perspective especially when compared to other proposals received.

Rating Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>RATING SHEET: RFP-PWDB-19-IT-01</b>		
<b>Points Awarded</b>	<b>Points Available</b>	<b>SELECTION CRITERIA--FIRM QUALIFICATIONS</b>
	0 - 3	Service specializations or concentration
	0 - 5	Experience in IT managed services nonprofit organizations
	0 - 6	Internal quality assurance
	0 - 6	External peer reviews
	0 - 20	Subtotal

<b>Points Awarded</b>	<b>Points Available</b>	<b>SELECTION CRITERIA—CLIENT SERVICE TEAM'S QUALIFICATIONS</b>
	0 - 5	Network servers, monitoring, services (AD, DNS, DHCP, file, print, etc.)
	0 - 5	Security, privacy, anti-virus, spam
	0 - 5	Backups and disaster recovery
	0 - 5	Telecommunications, internet, telephone systems
	0 - 5	Routers, switches, firewalls, structured cabling
	0 - 5	Microsoft exchange, O365
	0 - 5	SQL database management
	0 - 5	Documentation, policies, procedures
	0 - 5	Server and client hardware support
	0 - 5	Software upgrades, updates, patches
	0 - 5	End user support, help desk
	0 - 5	Education and continuing professional education
	0 - 60	Subtotal

<b>Points Awarded</b>	<b>Points Available</b>	<b>SELECTION CRITERIA—IT MANAGED SERVICES PROPOSAL</b>
	0 – 5	Understanding of scope
	0 – 3	Methodology for transition to managed services
	0 – 4	Expected assistance from CSP staff
	0 – 3	Timetable
	0 – 5	Capacity of firm to achieve timetable
	0 - 20	Subtotal