



FLORIDA WORKFORCE DEVELOPMENT ASSOCIATION

Advocating, building capacity, and brokering strategic partnerships that support the local workforce development system.

***REQUEST FOR QUALIFICATIONS
PROFESSIONAL ASSOCIATION MANAGEMENT SERVICES
Issued January 12, 2023***

Apply at:

<https://www.careersourcepolk.com/fwda/>



SEEKING QUALIFICATIONS FOR PROFESSIONAL ASSOCIATION EXECUTIVE ADMINISTRATOR

January, 2023

DEADLINE FOR SUBMISSION – SUNDAY, FEBRUARY 12, 2023, PRIOR TO 11:59 P.M. EASTERN STANDARD TIME

The Florida Workforce Development Association (FWDA) is seeking qualifications from qualified individuals and/or firms for the provision of professional association management services. The following Request for Qualifications (RFQ) describes the areas of expertise that are sought in support of FWDA meetings, activities, and administrative tasks (**See Exhibit A**). FWDA seeks to establish a contract with an individual or firm that is experienced in providing professional association management services. The FWDA Board of Directors – Executive Committee will conduct an evaluation of submitted proposals and will recommend awarding a contract to the individual or firm whose proposal is determined to be most advantageous to FWDA considering the evaluation factors set forth in this RFQ. The FWDA Board of Directors will approve the final contract. The selection process for this position is anticipated to be complete for possible Board of Directors action in February 2023.

Background Information

The Florida Workforce Development Association is a 501c6 – Florida Not-for-Profit corporation whose members represent Florida’s 24 local workforce development boards. The purpose of the Association is to advocate, build capacity, and broker strategic partnerships that support the local workforce development system and to convene representatives of all Florida regional workforce boards for the purposes of providing a unified voice in advocacy for a quality workforce system; providing a forum for discussing public workforce policy with members and state and federal officials; and; building capacity through education, training and technical assistance to its members.

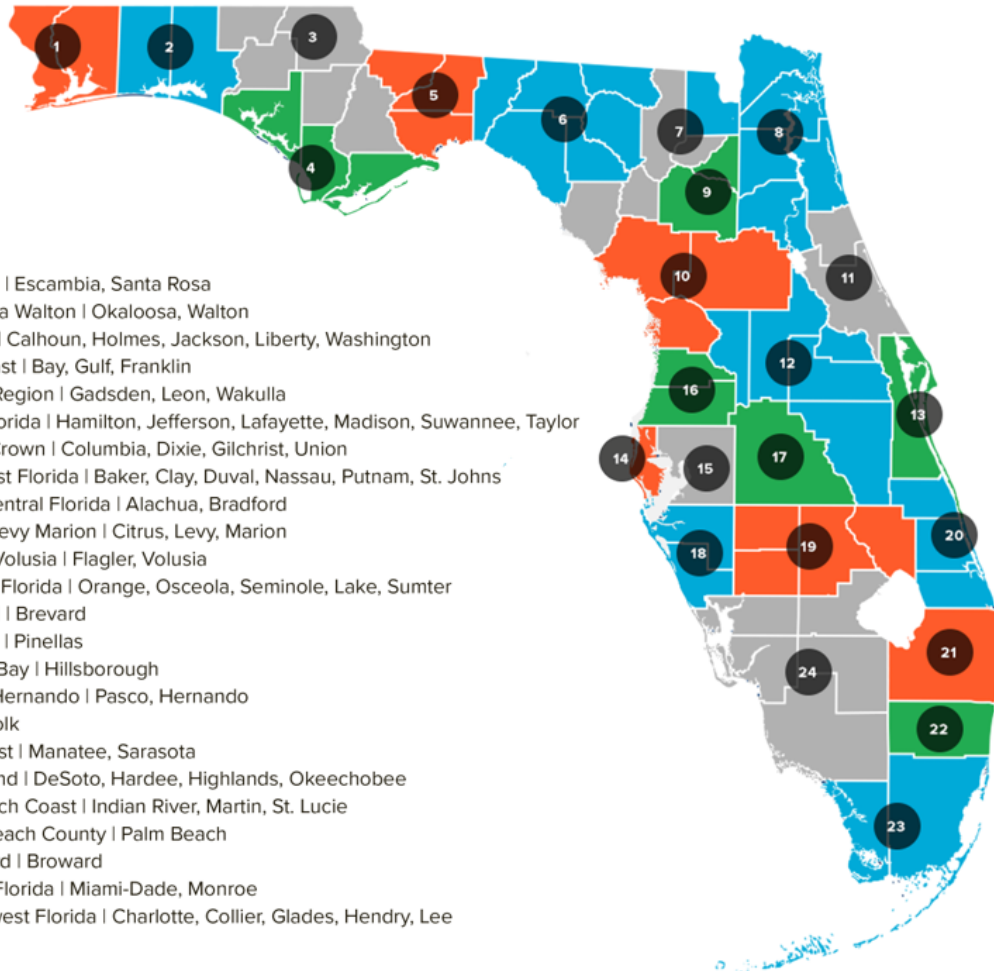
The FWDA is a statewide association operating under the guidance of a 48-member Board of Directors whose members are the 24 local workforce development board executives and 24 private sector leaders – one representative from each local area. FWDA is structuring its administrative operations to be managed by an individual or firm, whose key responsibilities will include office and organization administration, fiscal management (in conjunction with the Association Treasurer), communications management, board meeting assistance, and association committee activities.

The Florida Workforce Development Association has been in existence since 1983 and comprises chief executives of Florida’s local workforce development boards. These highly qualified professionals collectively represent over 350 years of combined leadership experience in the field of workforce development. Our members are responsible for ensuring the successful delivery of quality workforce services in their respective local communities with a combined budget of over \$215 million. The membership of the Association perpetuates a strong and unwavering commitment to fiscal integrity and high levels of performance through innovation, collaboration, and continuous improvement.

FWDA Member Regions

Below is a map of the Florida Workforce Development Association member regions, including the counties within their jurisdiction.

CareerSource Florida Network



1. CareerSource Escarosa | Escambia, Santa Rosa
2. CareerSource Okaloosa Walton | Okaloosa, Walton
3. CareerSource Chipola | Calhoun, Holmes, Jackson, Liberty, Washington
4. CareerSource Gulf Coast | Bay, Gulf, Franklin
5. CareerSource Capital Region | Gadsden, Leon, Wakulla
6. CareerSource North Florida | Hamilton, Jefferson, Lafayette, Madison, Suwannee, Taylor
7. CareerSource Florida Crown | Columbia, Dixie, Gilchrist, Union
8. CareerSource Northeast Florida | Baker, Clay, Duval, Nassau, Putnam, St. Johns
9. CareerSource North Central Florida | Alachua, Bradford
10. CareerSource Citrus Levy Marion | Citrus, Levy, Marion
11. CareerSource Flagler Volusia | Flagler, Volusia
12. CareerSource Central Florida | Orange, Osceola, Seminole, Lake, Sumter
13. CareerSource Brevard | Brevard
14. CareerSource Pinellas | Pinellas
15. CareerSource Tampa Bay | Hillsborough
16. CareerSource Pasco Hernando | Pasco, Hernando
17. CareerSource Polk | Polk
18. CareerSource Suncoast | Manatee, Sarasota
19. CareerSource Heartland | DeSoto, Hardee, Highlands, Okeechobee
20. CareerSource Research Coast | Indian River, Martin, St. Lucie
21. CareerSource Palm Beach County | Palm Beach
22. CareerSource Broward | Broward
23. CareerSource South Florida | Miami-Dade, Monroe
24. CareerSource Southwest Florida | Charlotte, Collier, Glades, Hendry, Lee

Workforce Region	Population 2021	Workforce Region	Population 2021
Region 1 - CareerSource Escarosa	516,388	Region 13 - CareerSource Brevard	616,628
Region 2 - CareerSource Okaloosa Walton	293,324	Region 14 - CareerSource Pinellas	956,615
Region 3 - CareerSource Chipola	114,455	Region 15 - CareerSource Tampa Bay	1,478,194
Region 4 - CareerSource Gulf Coast	206,103	Region 16 - CareerSource Pasco Hernando	784,705
Region 5 - CareerSource Capital Region	371,221	Region 17 - CareerSource Polk	753,520
Region 6 - CareerSource North Florida	121,518	Region 18 - CareerSource Suncoast	859,760
Region 7 - CareerSource Florida Crown	122,182	Region 19 - CareerSource Heartland	203,395
Region 8 - CareerSource Northeast Florida	1,711,833	Region 20 - CareerSource Research Coast	667,183
Region 9 - CareerSource North Central FL	307,778	Region 21 - CareerSource Palm Beach County	1,497,987
Region 10 - CareerSource Citrus Levy Marion	588,156	Region 22 - CareerSource Broward	1,930,983
Region 11 - CareerSource Flagler Volusia	685,344	Region 23 - CareerSource South Florida	2,744,947
Region 12 - CareerSource Central Florida	2,827,563	Region 24 - CareerSource Southwest Florida	1,421,346

FWDA Organizational Structure

In addition to the membership, FWDA also has contracted services for conference assistance, audit and tax services, policy, legislative, and advocacy services, and financial management services. The contracted services will be managed by FWDA’s Executive Committee with the support of Association Management who will be contracted by the FWDA Board of Directors.

Elected Board Members (Executive Committee)	
President	Member-At- Large: Executive Director
Vice President	Member-At- Large: Private Sector Representative
Secretary	Immediate Past President
Treasurer	
Board Committees & Chairs (Appointed by the President)	
Legislative/Nominating/Bylaws Committee	New Director Orientation Committee
Professional Development Committee	Regional Performance Committee
Salary Survey Committee	Workforce Professional Development Summit Committee
Contracted/Other Services	
Executive Administrator (anticipated)	PinPoint Results, LLC <ul style="list-style-type: none"> • Policy, legislative & advocacy consultant
Meeting Planning For You, LLC <ul style="list-style-type: none"> • Event Planners for Conference registration and management services 	Beyond Your Books <ul style="list-style-type: none"> • Bookkeeper for Summit
James Moore & Co. (CPA Firm) Audit and Tax Services	Hotel/Convention Center Host Site for Annual Florida’s Workforce Professional Development Summit
Florida Workforce Development Association Affinity Groups	
<ul style="list-style-type: none"> • Financial Officers Group (FOG) 	<ul style="list-style-type: none"> • Workforce Information Technology Group (WITG)
<ul style="list-style-type: none"> • Chief Operating Officers Group (COO) 	<ul style="list-style-type: none"> • Communications Consortium Group (CCG)

Budget (Expenses/Revenues)

The PY22 Budget was approved by the Board of Directors on June 7, 2022. Revenues and expenses totaled approximately \$462,000.

The largest projected sources of revenue for FWDA are:	The largest projected expenses are:
<ul style="list-style-type: none">• Conference Registration Fees & Sponsorships	<ul style="list-style-type: none">• Annual Workforce Summit
<ul style="list-style-type: none">• Membership Dues	<ul style="list-style-type: none">• Contracted Services

Selection Schedule

TASK	APPROXIMATE SCHEDULE	LOCATION
RFQ Issuance	January 12, 2023	N/A
Questions for RFQ	January 20, 2023	N/A
Reponses to Questions Posted to Website	January 23, 2023	CSP website Link
Deadline for Application Submission	February 12, 2023	CSP website Link
Interviews with FWDA	February 15 – 17, 2023	Virtual (Zoom)
Selection of FWDA Association Manager or Management Firm by FWDA Board of Directors	February 2023	Tallahassee, Florida
Meeting with FWDA Past Presidents & Executive Committee	March 2023	Virtual
Assume Role of Association Manager or Management Firm	April/May 2023	N/A

Budget

The anticipated annual budget for Association Management is negotiable. Incentives may be considered each year by the Board of Directors, depending on performance and funding.

Software/Hardware/Services

The Association maintains subscriptions (approved within Association budget) to various online applications including video conferencing services, file sharing, surveying, and email distribution and will provide access to such systems to perform functions of the job.

Contract Term

The selected respondent will be required to execute a professional services agreement with the FWDA. The initial term of the agreement shall be April 2023 through June 2024 and shall be considered for renewal every year thereafter.

Skills Required

The desired individual and/or firm should provide strong leadership skills to oversee the programs and activities of the FWDA. Applicants should have experience working with professional, nonprofit organizations and their volunteer boards.

The Association Manager should be able to communicate both clearly and effectively to FWDA members and its Board of Directors to implement Association action plans, keep the Board and its volunteers engaged and on-task, and ensure programs and services are delivered to the members. Flexibility is a key skill as programs are ever-changing based on membership feedback and FWDA Board direction. Strong organizational skills and management experience are also desired as this position will coordinate at least three sets of contracted services. Skills in recruiting and managing volunteers and soliciting sponsorships are also highly desired. The individual should be proficient with email, text, and video-conferencing communication (e.g. (Zoom, Teams, WebEx, Cvent, etc.).

Please see Exhibit "A" for Scope of Services

Travel Expectations

The selected respondent will be required to participate in FWDA in-person meetings and conferences, anticipated to be up to 6 per year. Expenses for any additional travel requested will be covered by the Association.

General

Physical labor is minimal and associated with routine office activities. The selected respondent must have access to reliable transportation and a valid Florida Driver's license.

Proposer Qualifications for Responses:

The proposer must have an established office and must have recent direct experience providing state representation on issues and objectives common to associations similar in size and governance to FWDA. Eligible proposers will be those consultants, companies, or institutions that have the following qualifications:

- Knowledge and a minimum of three (3) years' experience with associations interaction.
- Familiarity with the types of topics of concern of FWDA.
- Initiative to proactively identify opportunities for support of FWDA's priorities and programs.

ACCOMPLISHMENTS OF INDIVIDUAL OR FIRM IN COMPARABLE CONTRACTS

Thoroughly describe the expertise and achievements of the individual or team to support FWDA.

Include a complete description of each accomplishment using the following format:

- Services performed for similar current or prior clients.
- Strategies employed to accomplish assignments.
- Examples of specific results achieved.
- Names of clients for whom work was performed.
- Dates ranges within which work was performed.
- Names or titles of staff performing the work.

Questions or Requests for Additional Materials Prior to Submission of RFQ

Any questions or requests for information of the RFQ shall be submitted, via email, no later than Friday, January 20, 2023, prior to 4:00 P.M. Eastern Standard Time to FWDA President at fwda.president@careersourcepolk.onmicrosoft.com Place "FWDA Association Management RFQ Question" in the email subject line.

All questions and answers will be posted on the CareerSource Polk website at https://careersourcepolk.formstack.com/forms/2023_fwda_rfq by 12:00 noon (EST) on Monday, January 23, 2023.

Reservations

FWDA reserves the right to reject any part of, or all statements without the imposition of any form of liability. Nothing herein is intended to exclude any responsible individual/firm, in any way restrain, or restrict competition. FWDA reserves the right to award this RFQ to the most qualified individual/firm that offers the best combination of qualifications and experience to FWDA taking into consideration the selection criteria contained herein.

Reimbursements

There is no expressed or implied obligation for FWDA to reimburse responding individuals/firms for any expenses incurred in preparing statements of qualifications in response to this RFQ and FWDA will not reimburse responding individuals/firms for these expenses, nor will FWDA pay any subsequent costs associated with the provision of any additional information or presentation (including travel costs), or to procure a contract for these services.

Disclosure

There will be no disclosure of the contents to competing individuals/firms until the contract. All statements of qualifications will be kept confidential.

Default

FWDA reserves the right to terminate this RFQ process immediately for any reason.

Selection

Within 10 to 14 business days of the submittal deadline, it is the goal of the FWDA members to invite one or more individuals/firms for a virtual interview before a panel of FWDA members. Submittals will be reviewed by the FWDA members based on:

- Responsiveness to the RFQ
- Overall qualifications and experience
- Interview
- Satisfactory client references
- Other relevant factors

One or more individuals/firms may be asked to interview with the full FWDA Board of Directors for final consideration.

EXHIBIT A
Scope of Services
Florida Workforce Development Association
Association Management

FWDA is seeking to provide support and expand its capacity using a management association consultant/firm. FWDA is seeking a highly qualified, motivated, and visionary leader to serve as its association manager or management firm. This position offers the opportunity to build an organization that thrives in making workforce development boards a unified voice and advocates for Florida's workforce needs among all communities. Candidates should have the ability to work in building relationships with a broad group of members and be able to manage ongoing projects, develop new revenue sources and advance new initiatives.

Overall Activities:

- Strategic Plan Implementation among committees and the FWDA board.
- Planning and support of Board and Committee Meetings
- Resource/Revenue Generation
- Outreach

The overall goals are to:

- Maintain strong communication with FWDA members
- Carry out the actions approved by the FWDA board of directors and/or executive committee
- Represent the FWDA in a professional manner
- Coordinate and schedule approved activities
- Create and maintain a website and social media accounts at the direction of the Board
- Assist with writing and editing documents approved by the organization
- Strengthen and improve the overall effectiveness of the FWDA

This will be accomplished through the following essential functions:

- Manages FWDA operations between and among members with the President of the FWDA
- Plans, implements, administers, and evaluates all programs that provide services to Association members and potential members, including the FWDA Workforce Summit
- Develops initiatives to create awareness of FWDA
- Serves as liaison between members and state agencies as directed by the Executive Committee
- Identify financial and other resources outside of those currently utilized by the organization
- Negotiates, administers, and monitors contracts as designated by the FWDA board members
- Oversees event planning for board meetings/ events associated with the board. Works closely with the event planner and organizes and solicits sponsorships for the annual Summit.
- Organizes, attends, and actively participates in FWDA committees and board of directors' meetings as directed by the FWDA Executive Committee
- Maintains good Board and Member relations
- Ensures compliance with federal and state laws, rules, and regulations
- Maintains good working relationships with state agencies, partners, and business leaders
- Serves as key decision maker within the constraints of established Board policies/procedures