

Polk County Workforce Development Board, Inc.**REQUEST FOR QUALIFICATIONS (RFQ) FOR FISCAL & PROGRAMMATIC MONITORING**
(RFQ-PWDB-21-FPM-01)

The Polk County Workforce Development Board, Inc., dba, CareerSource Polk (CSP) is seeking statements of qualifications from firms interested in providing independent fiscal and programmatic monitoring services for Program Year 2021-2022 (July 1, 2021-June 30, 2022). The monitoring services are to be provided at least four times from September 2021 through June 2022 for the preceding period. Please consider this document a formal request for qualifications (RFQ), responses to which will be used to determine the best qualified firm for these services and will be the basis for negotiating a contract. The contract may be extended, for one year at a time, for up to four additional consecutive years, if the performance of the provider so warrants. Renewal will be at the option of the Board.

CSP is a not-for-profit corporation organized under the laws of the State of Florida, and has been determined exempt by the Internal Revenue Service under the provisions of IRS Code, Section 501(c)(3). CSP has been certified by the Governor as a Local Workforce Board for the purposes of implementing programs authorized by the federal Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (also known as TANF or Welfare Transition), Wagner-Peyser and related enabling legislation, and the State of Florida Workforce Investment Act. Our principle function is the provision of, oversight of, and policy guidance to, the workforce development system in Polk County.

In some cases CSP operates programs directly. However for most programs CSP acts as a “pass-through” organization, awarding federal funds to sub-recipients. However, it remains our primary responsibility to ensure that our organization, as well as sub-recipients, adhere to government wide and program specific requirements set forth in the grant agreements through the use of effective monitoring resources.

Purpose and Scope

Since the purpose and objectives of the monitoring effort may differ from each sub-recipient, the extent and scope of monitoring services may vary. The final monitoring schedule and agreed upon procedures will be negotiated as part of the contract.

Administrative/Fiscal Monitoring

The scope of administrative and fiscal monitoring includes tests, where appropriate, of whether CSP and its sub-recipients receive, disburse, safeguard and account for funds in compliance with the terms and conditions of the sub award, applicable federal and state statutes and regulations, and local policies and procedures. Administrative monitoring also includes tests for compliance with administrative requirements governing activities such as procurement, property management and reporting.

In addition to compliance testing in these areas, monitoring encompasses examination of CSP and sub-recipients procedures and practices to determine the extent to which, in the monitor’s opinion, such practices are efficient and effective.



Programmatic Monitoring

The scope of programmatic monitoring includes tests to determine whether CSP and its sub-recipients are providing services and achieving program outcomes in accordance with the terms and conditions of the sub-award, applicable federal and state statutes and regulations, and local policies and procedures. Programmatic monitoring also includes tests of compliance with program regulations governing participant eligibility determination and documentation, service delivery, recordkeeping, data entry and case management.

In addition to compliance testing in these areas, monitoring encompasses examinations of procedures and practices to determine the extent to which, in the monitor's opinion, such practices are efficient and effective.

Staff Training and Technical Assistance

The firm selected and engaged as a result of this RFQ must be willing to provide selected CSP staff technical assistance and training in monitoring concepts, procedures and techniques as part of its contracted services.

Work Product

The primary work product of the monitoring effort is a written report that details the results, observations, and opinions of the monitor with respect to the tests and examinations conducted.

Firm Qualifications

Should your firm be interested in providing these services, please include the following information in your response:

A. Cover letter that includes:

1. Legal name of firm
2. Address
3. Name and title of firm owner, principal or managing partner
4. Federal Employer Identification Number (FEIN)
5. Dun & Bradstreet (D&B) number
6. Organization type (Private for profit, private non-profit or governmental corporation, sole proprietorship, community based organization, etc.)
7. Phone/fax number and email address/website of the firm
8. Name of primary contact for this RFQ
9. Phone/fax number and email address of the primary contact

B. Firm's experience in providing monitoring services to workforce development boards

1. Provide a brief description of your firm.
2. Describe the engagements your firm currently has in the workforce development industry. If partners or other employees serve in an advisory capacity, please list such positions.

3. Indicate the levels of individuals who would be assigned to this engagement and explain how your firm will provide continuity of staff throughout the engagement.
4. Describe your firm's basic approach to performing monitoring services and the resulting advantages which will accrue to our organization. You should identify how a monitoring engagement is planned and scheduled; the level of partner and manager commitment; quality control mechanisms; and other areas you feel are important.

C. Other Services Available

Please indicate that your firm is willing and able to provide training and consultation services, as an element of a successfully negotiated contract for monitoring services, to CSP staff in programmatic monitoring concepts, procedures and techniques.

D. General Provisions, Certifications and Assurances

By submitting a response, your firm agrees to the CSP required vendor general provisions, certifications and assurances which are not subject to change or negotiation by the vendor (available for review upon request). These forms will be signed by the vendor at the time of contract execution. Additionally, a Conflict of Interest form will be required to be completed and signed.

E. Scope of Monitoring Services

1. State what effective methods you have used in similar engagements to monitor recipient activities.
2. State what specific experience you have in monitoring engagements with federally funded organizations.

F. Fees

1. Provide information regarding your fee schedule for an engagement of this type, including the expected rate per hour of each staff. State whether out-of-pocket expenses are included in your fee schedule.
2. Based on your understanding of the scope of the project described in the RFQ, please provide an estimate of the total number of staff hours required to complete the engagement.

G. References

Please provide a listing of clients we may contact. Clients listed should be of similar nature to our organization and be serviced by the same staff who would be assigned to this engagement. Please include specific contact name and telephone number.

H. Other Information

Please include any additional information not already requested that you consider essential to your response. If there is no additional information to include, please state, "There is no additional information we wish to present."

Please submit (by U.S. mail, courier or hand delivery) one original and three copies of your response to this RFQ before noon on June 7th, 2021. Responses received after this date will not be considered for contract negotiation purposes. Please submit any questions about this RFQ or our organization in writing to Luz M. Heredia at shiva.ward@careersourcepolk.com or at the address below.

Mailing address and physical location for delivery of response to RFQ is:

CareerSource Polk
Attn: Shiva Ward, Executive Assistant
600 N. Broadway Avenue, Suite B
Bartow, Florida 33830
Telephone: 863-508-1600 (ext. 1110)