



REQUEST FOR PROPOSALS (RFP)

**RFP 19-0919**

FOR

LEGAL SERVICES

ISSUED ON SEPTEMBER 19, 2019

**RESPONSES DUE BY: OCTOBER 18, 2019 BY 5:00PM EST**

RESPONSES DUE TO:

CareerSource Pinellas  
ATTN: Jennifer Brackney, Chief Executive Officer  
13805 58th Street North Suite 2-140  
Clearwater, Florida, 33760

Any alteration of the language of this RFP or any representation of modified language as the officially released RFP will not be permitted and will be sufficient cause for rejection of a proposal. In case of any dispute concerning the terms or language in this document, the CareerSource Pinellas printed file copy of this RFP will prevail.

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## SECTION A - INTRODUCTION

### **I. STATEMENT OF PURPOSE/NEED**

This is a Request for Proposal (“RFP”) for qualified law firms (the “proposer”, “contractor”, “contractor”, or “respondent”) to provide legal services for WorkNet Pinellas, Inc. dba CareerSource Pinellas, referred to as (the “Company” or “CareerSource Pinellas”). An Evaluation Team for this RFP will review the proposals received in response to this RFP and the winning proposal will be recommended to the CareerSource Pinellas Board of Directors.

These documents constitute the complete set of specifications, requirements, and/or proposal forms.

All terms and conditions of this RFP, any addenda, proposer’s submissions and negotiated terms, are incorporated into the contract by reference as set forth herein.

### **II. GENERAL INFORMATION ABOUT THE COMPANY**

WorkNet Pinellas, Inc. d.b.a. CareerSource Pinellas is a 501(c)(3) private, non-profit corporation created under the Workforce Investment Act of 1998 and Florida’s Workforce Innovation Act of 2000, entered into an Inter-local Agreement with Pinellas County Board of County Commissioners for providing workforce services for all programs under the Workforce Innovation and Opportunity Act. CareerSource Pinellas has requested and received certification to serve as Region 14 Local Workforce Development Board for Pinellas County by CareerSource Florida, the state workforce policy organization for the State of Florida and the twenty four local workforce development boards.

CareerSource Pinellas is not a state agency and is exempt from chapters 120 and 287, Florida Statutes, however it must follow the procurement and expenditure procedures required by federal law for the expenditure of federal-grant funds, including those set forth in 29 CFR 95.40-.48

CareerSource Pinellas is committed to strengthening the competitive edge of local businesses in tangible and measurable ways by providing customized recruiting services, skills upgrade training or retraining; targeted career fairs and recruitment events, workforce related business seminars; labor trends and the latest labor market information. In short, CareerSource Pinellas supports and leverages the human capital component of small, medium, and large companies in Pinellas County.

For the fiscal year ending June 30, 2020, the total budget of CareerSource Pinellas is \$10.4 million, including \$0.6 million of Federal grant funds from the U.S. Department of Labor and \$9.7 million of Federal pass-through grant funds from the Florida Department of Economic Opportunity.

### **III. LENGTH OF CONTRACT**

The duration of the contract shall be for a period of twenty-four (24) months from the date of execution of the agreement.

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**IV. SCHEDULE OF EVENTS**

All times listed reflect Eastern Standard Time (EST). These dates are estimates only and are subject to change by CareerSource Pinellas without recourse.

Ad Hoc Selection Reviews/Approves RFP	September 9, 2019
Issuance of RFP	September 19, 2019
Questions & Answers Period	September 20 – September 27, 2019
Answers posted on company’s website	October 1 <sup>st</sup> , 2019
<b>Proposals due &amp; Public Opening to follow</b>	<b>October 18, 2019 (no later than 5:00pm, EST)</b>
Evaluation of Proposals	October 21 – October 25, 2019
Ad Hoc Selection meets to score proposals	Week of October 30, 2019
RFP Respondent Interviews (if necessary)	Week of November 6, 2019
Recommendation to Board of Directors	November 20, 2019
Board Approval	November 20, 2019
Contract Anticipated Start Date	January 1, 2020

**V. QUALIFICATIONS OF THE PROPOSER**

Must meet the below qualifications. Otherwise, the submittal will be eliminated from process and deemed non-responsive.

1. Proposer’s firm must maintain a law office with a practice within the State of Florida. Submit proof with proposal.
2. At least ten (10) years’ experience in serving a quasi-government or government organization (Local workforce development board, city or county government, school board, special districts (dependent or independent), community colleges, economic development or any other such entity).
3. Knowledgeable in governmental law and federally funded grants and contracts as it relates to workforce development programs such as the Workforce Innovation and Opportunity Act.
4. Experience in complex administrative hearings related to governmental law, rules and procedures of the assigned federal Departments and state Agencies related to Workforce Innovation and Opportunity Act.
5. Experience in working with the US Department of Labor Training and Employment Administration, Florida State Department of Economic Opportunity, is preferred.
6. If a multi-person firm responds, the person assigned to CareerSource Pinellas should meet the minimal experiences being sought. The proposal should list the name of the person assigned in its proposal.
7. Identification of any existing or potential conflicts of interest proposer’s firm may have which would arise from this representation, including but not limited to representation of entities or persons which are or may be doing business with or are employed by CareerSource Pinellas, or have planned or pending litigation for damages or other litigation against CareerSource Pinellas. Should present conflicts exist, please specify the party with which there is a conflict, the nature of the conflict, and whether the prospective counsel would or would not step aside or resign from the engagement or representation creating the conflict in favor of CareerSource Pinellas.

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8. A review of the firm’s potential conflict of representation will be considered and will be an important factor considered by CareerSource Pinellas in the evaluation and recommendation for award of the General Counsel contract. By signing the RFP submittal, the Counsel shall agree that it shall not act as counsel in any lawsuit or other adversarial proceeding in which CareerSource Pinellas, is named as an adverse party, and will not provide representation to another client during the term of the Counsel Contract if the representation will be directly adverse to the interest of CareerSource Pinellas, unless CareerSource Pinellas consents in writing.

**SECTION B – SCOPE OF WORK**

CareerSource Pinellas is seeking legal services from qualified firms that are properly licensed with extensive experience in Public and Administrative laws to serve as General Counsel to the Local Workforce Development Board, as well as Counsel to CareerSource Pinellas. Common services include: advising the governing board on the Sunshine law and conflict of interest, the review of contracts for goods and services, leases, subleases, Memoranda of Understanding, as well as maintaining compliance with Federal and State Laws related to public records requests and conducting public meetings. A board certification in State & Federal Government law is preferred.

**I. SERVICES TO BE PROVIDED**

The Respondent shall be readily available to perform the following services as requested by CareerSource Pinellas’ Chief Executive Officer and/or the Board of Directors:

1. Regular attendance at CareerSource Pinellas’ Board of Directors and Executive Committee meetings. Refer to Attachment 11 for the meetings schedule.
2. Advise on corporate and tax-exempt organization legal issues related to CareerSource Pinellas.
3. Review draft contracts, agreements, leases, and other legal instruments.
4. Review bylaws, personnel, fiscal and other policies and/or procedures.
5. Provide advice regarding potential employee disciplinary action.
6. Assist the Human Resources Department with investigations on labor law and employee relations concerns.
7. Advise on responses to subpoenas, court orders, and Florida Statute Chapter 119 public information requests for information.
8. Defend lawsuits, administrative claims, or other legal claims.
9. Conduct litigation proceedings as necessary.
10. Other legal services as needed.

**II. PRICE QUOTE**

Provide an explanation of the proposer’s price breakdown for services to be performed. Please use attachment 7 as part of your reply. Price replies must include the total price for all procedures planned for CareerSource Pinellas. The total price submitted must be all-inclusive and shall include all travel, report production and other miscellaneous expenses, as applicable.

**III. CONTRACT PERIOD**

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The performance of legal services shall be reviewed not less than every calendar year, and any legal services agreement shall be terminable at will and may not have a term beyond twenty-four (24) months from the date of execution of the agreement. Nothing herein shall prevent legal services contract renewals beyond such twenty-four (24) month term, provided that the Board of Directors shall be required to affirmatively vote to renew such agreement not less than every two years, and only after a review by the Ad Hoc Chief Executive Official/Executive Director and Legal Counsel Selection Committee as provided in Article VI, Section 11 of the corporate bylaws.

This solicitation will result in a fixed price contract with the original contract period beginning upon execution of the contract. All prices shall be firm for the term of this contract.

**IV. CONTRACT RENEWAL**

Such renewal(s) shall be made by mutual agreement and shall be contingent on satisfactory performance evaluations as determined by CareerSource Pinellas and shall be subject to the availability of funds. Any renewal shall be in writing and shall be subject to the same terms and conditions as set forth in the initial contract. Any modifications to expand or enhance the planned scope of audit and tax preparation services of the contract in future years that may necessitate additional funds beyond the original prices submitted shall be made by mutual agreement. The awardee agrees to this condition by signing its proposal.

**SECTION C - INSTRUCTIONS TO RESPONDENTS**

**I. REPLY FORMAT**

In responding to this RFP, each Respondent should review and account for all the requirements contained within this RFP. The Respondent's reply must be submitted in a sealed envelope and clearly marked on the outside with the RFP number and Title. CareerSource Pinellas shall not open any envelope, which is not properly marked.

Submissions must include:

- **1 signed paper original and 5 paper duplicate copies of the RFP Response.** The original should be stamped or marked "Original"; the copies, marked "Copy".
- 1 flash drive (USB) on which the response is saved must be included in the sealed package.

Please format the text in a Word document. PDF submissions will be considered non-responsive. Responses should be submitted on 8 ½" X 11" pages, printed or typewritten and single-spaced. Text should be presented single-sided on each separate page, a minimum 12-point font size. The proposal document should have section dividers that relate to the table of contents.

**Fax or email submissions will not be accepted.**

**The technical reply will consist of the following and follow the format listed:**

**Tab 1 – Title Page**

The title page must include, at a minimum:

- The title and number of the RFP;

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- The Respondent’s name (person, organization and firm);
- The name, title, phone number and address of the person who can respond to inquiries regarding the reply; and
- The signature of the Respondent with authorized signatory.
- The RFP due date
- The FEID/FEIN of Respondent

**Tab 2 – Table of Contents**

Include a clear identification of the material included in the proposal by section and page number.

**Tab 3 - Executive Overview**

**Statement of the Identified Need**

Responses must include information showing the Respondent’s understanding of the needs specified in this RFP and must include a positive commitment to perform the work within the specified time period.

**Company Qualifications**

- Describe the Respondent’s experience in performing services as specifically represented in this solicitation.
- Respondents should provide detailed evidence that the Respondent’s organization has previous experience with engagements of similar scope and range as the engagement specified in this RFP;
- Give the location of the office from which the work is to be done and the number of partners and other professional staff employed at that office;
- Describe the range of services offered by the firm
- Indicate the length of time that the proposer has provided the services described above.

**Resumes and Experience**

As part of the reply, the Respondent must submit resumes on the personnel including partners and managers assigned to this engagement describing their education, training, and work experience as detailed on the attached form, **Attachment 5 - Resume Template**. Upon acceptance by CareerSource Pinellas, the selected Respondent may not otherwise substitute personnel for those listed without the prior written approval of the CareerSource Pinellas. The Respondent should provide evidence that each person submitted for this project has previous experience with similar tasks on other equivalent engagements. Respondent should identify the specific individuals who would serve on a day-to- day basis as a primary point of contact and be responsible for the work product of the proposer. The individual identified shall be available within 24 hours (or one business day) notice by telephone or email to accomplish the following:

- Attend meetings
- Respond to telephone calls
- Respond to specific inquiries

**Disciplinary Actions**

The firm should indicate any disciplinary actions that have been instituted or proposed against the firm during the last three (3) years.

**Tab 4 – Engagement Planning and Execution**

The Respondent must submit a comprehensive description of their engagement work plan(s) as part of their reply. The plans may include narratives, work programs, tables, or other illustrative disclosures that demonstrate aptitude for management and completion of this engagement. Minimum disclosures required by CareerSource Pinellas are detailed in Section B - Scope of Work of this RFP.

**Tab 5 - Attachments**

Replies to this RFP must include the following documents and certifications:

- Organization Information (Attachment 1). A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.
- Reference Form (Attachment 2). A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.
- Disclosure Statement/Conflict of Interest (Attachment 3). Completed, signed, and attached by authorized individual for Respondent.
- List of Subcontractor(s) (Attachment 4). Attach a list of subcontractor(s) who will perform work on this engagement under your organization’s direction and supervision. Form should be completed, signed and attached by authorized individual for Respondent.
- Resume Template (Attachment 5). A Resume Template should be completed for each team member that will be assigned to this engagement including those of subcontractor(s).
- W9 Form (Attachment 6). Complete and submit a W9 form for your organization.
- Price Reply (Attachment 7). A representative who is authorized to contractually bind the Respondent must complete, sign and submit this form as instructed in Section B.II., Price Quote.
- Assurances and Certifications (Attachment 8). A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.
- Definitions: (Attachment 9) List of workforce terms used in this document.
- CMBE Certification (Attachment 10, if applicable). Attach a copy of your Certified Minority Business Enterprise (CMBE) Certification, if certified with the Department of Management Services. Whenever possible, CareerSource Pinellas shall make positive efforts to utilize small businesses, minority-owned firms, and women’s business enterprises, in procuring audit services as stated in 2 CFR 200, Section 200.321 – Contracting with Small and Minority Businesses, Women’s Business Enterprises, and labor surplus area firms, or the FAR (48 CFR part 42), as applicable.
- Board Related Meeting Schedule (Attachment 11). This attachment is for informational purposes and is not to be included in the reply to the RFP.

**II. ADDITIONAL DATA**

Since data not specifically requested must not be included in the foregoing proposal sections, provide any additional information you consider to be helpful in the selection process in this section. If there is no additional information to present, state in this section, “There is no additional information that we wish to present.”



**III. REPLY SUBMISSION**

Respondents shall submit all data in the formats specified in this RFP. The forms furnished must be used when submitting the reply. Forms are to be filled out in pen and ink or typewritten with alterations, changes or amendments initialed. All forms must be signed and dated.

**REPLIES MUST BE RECEIVED ON OR BEFORE THE DUE DATE** reflected on the timeline in the Schedule of Events of this RFP. It is the Respondent's responsibility to assure their reply submittal is delivered at the proper place and time as required in this RFP. The official date and time of receipt is the date and time the reply is stamped by CareerSource Pinellas. Late replies will not be accepted. Respondents should not include marketing materials in their RFP submission. Respondent's replies must state that their reply constitutes an offer that remains valid for at least 120 days after receipt of the reply. Replies can be sent via U.S. Mail, Courier, or Hand Delivered to the location and individual indicated below:

**CareerSource Pinellas**  
**Attn: Jennifer Brackney, Chief Executive Officer**  
**13805 58th Street North, Suite 2-140**  
**Clearwater, FL, 33760**

**IV. INQUIRIES**

The contact person listed below by the date indicated in the Schedule of Events must receive questions related to this RFP in writing. The questions may be sent via e-mail to the point of contact listed below. No telephone calls will be accepted. Inquiries submitted after the period specified in **A.IV. - Schedule of Events** will not be addressed. Please refer to the RFP number and title in the email. All attempts will be made to post questions received by the due date and the corresponding answers on the CareerSource Pinellas website prior to the proposal due date. No verbal or written information that is obtained other than by information in this document or by addendum to this RFP will be binding on CareerSource Pinellas. All addenda will be posted on the CareerSource Pinellas website.

NOTE – Submit questions in writing to: [RFP@careersourcepinellas.com](mailto:RFP@careersourcepinellas.com)

**SECTION D – EVALUATION AND SELECTION**

The evaluation and selection of this legal services RFP is the responsibility of the Ad Hoc CEO & Legal Counsel Selection Committee, as determined by the CareerSource Pinellas By-Laws.

**I. PROCESS**

The RFP process is in three (3) sequential phases: first, the Reply Preparation Phase, second, the Evaluation Phase, and third, the Selection Phase.

1. **Reply Preparation Phase**, the respondents will prepare and submit replies based on the requirements identified previously in Section C of this RFP and any addenda to the RFP.
2. **Evaluation Phase**, CareerSource Pinellas will receive, open, and evaluate the replies according to the criteria described in Section D.V. - Evaluation.

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3. **Selection Phase**, the ranking of the respondents' replies will be based on the best interests of CareerSource Pinellas, as described in Section D.VI. of this RFP. Replies determined to provide the best value to the organization will be awarded the contract for the tasks identified in the RFP.

**II. PUBLIC RECORDS**

All materials submitted in response to this RFP become the property of CareerSource Pinellas and the State of Florida, and will be a public record and open for inspection by any person in accordance with the provisions of Chapter 119, F.S. The State of Florida shall have the right to use such ideas or adaptations of those ideas contained in any proposal without cost or charge. Selection or rejection of a proposal will not affect this right.

**III. COST OF PREPARATION OF CONTRACTOR REPLY**

CareerSource Pinellas is not liable for any costs incurred by a contractor in responding to this RFP.

**IV. DUTY OF CONTINUING DISCLOSURES OF LEGAL PROCEEDINGS**

1. Commencing after the effective date of any contract resulting from this RFP, the contractor must disclose any pending or prior civil or criminal litigation, investigations, arbitration or proceedings ("Proceeding") involving the contractor (and each subcontractor) in a written statement to CareerSource Pinellas's Chief Executive Officer within fifteen (15) calendar days of occurrence.
2. This duty of disclosure applies to the contractor's officers and directors when the proceeding relates to the office or directors' business or financial activities. This duty must extend to all proceedings disclosed in the contractor's reply to this RFP as well. Details of settlements that are prevented from disclosure by the terms of the settlement may be annotated as such.
3. The successful contractor shall promptly notify CareerSource Pinellas of any civil or criminal litigation, investigation, arbitration, or administrative proceeding relating to or affecting the contractor's business. If the existence of such proceeding, during the term of this contract for services causes the state concern or the contractor's ability or willingness to perform the contract is jeopardized, the contractor shall be required to provide CareerSource Pinellas all reasonable assurances requested by CareerSource Pinellas to demonstrate that:
  - a. The contractor will be able to perform the contract resulting from this RFP in accordance with its terms and conditions, and
  - b. The contractor and/or its subcontractor(s) has not and will not engage in conduct in performing services for CareerSource Pinellas which is similar in nature to the conduct alleged in such proceedings.

**V. EVALUATION**

1. Evaluation Team

An Evaluation Team may convene, review and discuss all proposals submitted. The Evaluation Team also:

- Assigns points in the evaluation and recommendation process in accordance with the evaluation criteria listed in this RFP.
- Reserves the right to interview any or all proposers;

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- Reserves the right to further negotiate terms and conditions, including price with the highest ranked proposer. If the Evaluation Team cannot reach a mutually beneficial agreement with the first selected proposer, the Team reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until agreement is reached.
- Will recommend to the CareerSource Pinellas Board of Directors the award or rejection of any and/or proposals(s).

**2. Evaluation Criteria**

The Evaluation Team shall rank all proposals received that meet the submittal requirements. The Award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to the company. The following criteria shall be used in the evaluation, in no particular order:

- Experience, depth of legal talent, availability of facilities and resources, related expertise and fees will be considered.
- Proposer’s firm must possess demonstrated ability, knowledge and expertise to provide counsel services to CareerSource Pinellas. It is important to demonstrate a sufficient depth of talent and ability to allot a sufficient amount of time to meet the sometimes great demand that CareerSource Pinellas will place upon its counsel and to be in a position to respond in a timely and efficient manner.
- It is anticipated that only one firm will be selected to perform the services that have been identified. A recommendation shall be made to the governing board of CareerSource Pinellas that has approval authority of the final selection.

CRITERIA	WEIGHT FACTOR
<p><b>Requirements</b>  <b>“No” marked in any category indicates the proposal is not responsive and will not be considered.</b></p> <p>a. Was the proposal received by the due date &amp; time?            Yes _____ No _____</p> <p>b. Was the proposal sealed, presented in the required format, all questions in this RFP answered, all attachments completed and signed, an original and the number of copies provided, and a thumb drive containing a copy of the proposal?            Yes _____ No _____</p>	<b>Mandatory</b>
<p>Has the firm had any disciplinary actions that have been instituted or proposed against it, in the past three (3) years? Yes _____ No _____</p>	<b>Mandatory</b>

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<b>Company Qualifications:</b> <ul style="list-style-type: none"> <li>• Experience in performing services as specifically represented in this solicitation</li> <li>• Previous experience with engagements of similar scope and range as the engagement specified in this RFP</li> <li>• Location of the office from which the work is to be done and the number of partners and other professional staff employed at that office</li> <li>• Range of services offered by the firm</li> <li>• Length of time that the proposer has provided the services it provides</li> </ul>	15 Points
<b>Resumes and Experience:</b> <ul style="list-style-type: none"> <li>• Resumes and Experience of the personnel assigned to this engagement</li> </ul>	15 Points
<b>Engagement Planning and Execution:</b> <ul style="list-style-type: none"> <li>• Comprehensive description of the respondent’s engagement plan that demonstrate aptitude for management and completion of this engagement.</li> </ul>	30 Points
<b>Price Quote:</b> <ul style="list-style-type: none"> <li>• An explanation of the respondent’s price breakdown for services to be performed.</li> </ul>	20 Points
<b>Other Criteria:</b> <ul style="list-style-type: none"> <li>• Due diligence by CareerSource Pinellas</li> <li>• Online reviews</li> <li>• Past experience</li> <li>• Respondent’s reputation</li> </ul>	20 Points
<b>TOTAL SCORE</b>	<b>100 Points</b>

3. Evaluation Rights of CareerSource Pinellas

CareerSource Pinellas reserves the right to accept or reject any or all proposals and reserves the right to:

- Waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals;
- Require proposer(s), before awarding the contract, to submit evidence of qualifications or any other information the company may deem necessary;
- Cancel the RFP or portions thereof, without penalty;
- Accept the proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of the company;
- Reject any and/or all items proposed;
- Rank the proposal with the highest number of points first; however, nothing herein will prevent the company from making multiple awards and to deem all proposals responsive and to assign work to any firm deemed responsive.

**VI. SELECTION**

The proposals will be evaluated and awarded to the Respondent(s) whose proposal submittals have been determined to meet the minimum requirements of this RFP and provide the best value to CareerSource Pinellas and the Local Workforce Board. "Best value," as defined in Section 287.012(4), F.S., means the highest overall value to the state based on factors that include, but are not limited to, price, quality, design and workmanship. CareerSource Pinellas reserves the right to award any or all parts of the solicitation to a single or to multiple Contractors.

**1. Identical Tie Responses**

In accordance with Section 287.087, if two or more responses, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In the event that all tied respondents submitted the Drug Free Workplace Certification, award shall be determined by using 60A-1.011 F.A.C. Identical Evaluations of Responses.

**VII. TRADE SECRETS**

Any bid content submitted to CareerSource Pinellas which is asserted to be exempt under Chapter 119, Florida Statutes, shall be set forth on a page or pages separate from the rest of the bid, and clearly marked "exempt," "confidential," or "trade secret" (as applicable), with the statutory basis for such claim of exemption, confidentiality, or trade secret specifically identified in writing on each and every such page. Failure to segregate and identify any such content shall constitute a waiver of any claimed exemption, confidentiality, or trade secret as applied to the portion of the bid or other document in which the content is set forth.

Any claim of confidentiality is waived upon submission, unless addressed as set forth above. The State of Florida shall have the right to use such ideas or adaptations of those ideas contained in any reply without cost or charge. CareerSource Pinellas shall not be held liable for any damages that may arise from any disclosure of trade secrets.

**VIII. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET MATERIAL**

CareerSource Pinellas takes its public records responsibilities as provided under Chapter 119, Florida Statutes and Article I, Section 24 of the Florida Constitution, very seriously. If respondent considers any portion of the documents, data or record submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, respondent must also simultaneously provide CareerSource Pinellas with a separate Highlighted Copy of its response. This Highlighted Copy shall contain CareerSource Pinellas's solicitation name, number, and the name of the respondent on the cover, and shall be clearly titled "Highlighted Copy." The Highlighted Copy shall highlight any material considered to be confidential, proprietary or trade secret by the respondent. The Highlighted Copy shall be provided to CareerSource Pinellas at the same time respondent submits its response to the solicitation and must

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only exclude or obliterate those exact portions, which are claimed confidential, proprietary, or trade secret.

Respondent shall protect, defend, and indemnify CareerSource Pinellas for defending any and all claims made against CareerSource Pinellas regarding portions of its Highlighted Copy being confidential, proprietary, trade secret or otherwise not subject to disclosure. Notwithstanding compliance with the first paragraph of Section D.VII., if respondent fails to submit a Highlighted Copy with its response, CareerSource Pinellas may produce the entire document(s), data or records submitted by respondent in answer to a public records request.

**IX. ENGAGEMENT LETTER(S)**

After notification to the successful proposer of the award for services, the successful proposer shall complete an engagement letter(s) setting forth the terms and conditions of the services to be provided which shall be agreed upon by both the proposer and the company.

**X. LEGAL REQUIREMENTS**

1. It shall be the responsibility of the Contractor(s) to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the proposer(s) will in no way be a cause for relief from responsibility.
2. Proposer(s) doing business with the company are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, religion, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

**XI. SUMMARY OF PROPOSAL TABULATION**

The Summary of Proposal Tabulation with recommended award will be available for review by interested parties per email request.

**ATTACHMENT 1: PROPOSER INFORMATION**

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**ORGANIZATION INFORMATION**

Company Name:			
Street/Mailing Address:			
City:	ZIP:	County:	
Contact Person:			Title:
Phone:	Ext.:	Fax:	
Email Address:		Website Address:	
Date of Inception:	Years in Business:	Total # Full-time Employees at this location:	
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Leased	<input type="checkbox"/> Other(please indicate)
Employer's Federal ID #:		Unemployment Comp ID #:	
<b>Dunn and Bradstreet. #:</b>		Primary NAICS and or (SIC) Code:	
Is your company current on all State of Florida tax obligations? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Description of your business, product(s) and/or service(s):			
Authorized Signature(1): _____			
(1) Signature by an individual who has the authority to bind the Company to the RFP			

"Execution hereof is certification that the undersigned has read and understands the terms and conditions herein, and that the undersigned's principal is fully bound and committed."

**ATTACHMENT 2: REFERENCES**

**Respondent:** \_\_\_\_\_

The Respondent must list a minimum of three (3) separate and verifiable clients for which work similar to that specified in this solicitation has been performed for a period of at least three (3) continuous year(s). Any information not submitted on this attachment shall not be considered. **The clients listed shall be for services similar in nature to that described in this solicitation.** Confidential clients shall not be included

<b>Company Name:</b>	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	to
Approximate Contract Value or Hourly Rate:	\$

<b>Company Name:</b>	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	to
Approximate Contract Value or Hourly Rate:	\$

<b>Company Name:</b>	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	to
Approximate Contract Value or Hourly Rate:	\$



**ATTACHMENT 3: DISCLOSURE / CONFLICT OF INTEREST STATEMENT**

**Respondent:** \_\_\_\_\_

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Contractors must disclose with their replies whether any officer, director, employee or agent is also an officer or an employee of CareerSource Pinellas. All firms must disclose the name of any officer or employee who owns, directly or indirectly, an interest of more than five percent (5%) in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of CareerSource Pinellas or other person, who has received or will receive compensation of any kind to seek to influence the actions of CareerSource Pinellas in connection with this procurement, or who has registered or is required to register under Section 112.3215, Florida Statutes in connection with this procurement.

The following persons are officers, directors, employees, or agents of Respondent's firm **and** state officers or employees:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The following persons are officers or employees who own, directly or indirectly, more than 5% interest in the Respondent's firm:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
\*Authorized Representative's Signature

\_\_\_\_\_  
\*Typed Name and Title of Authorized Representative  
**\*This individual must have the authority to bind the respondent.**

**ATTACHMENT 4: LIST OF SUBCONTRACTORS**

Each Respondent shall submit with their response a list of the subcontractors who will perform work under the contract(s), as a result of this RFP. The Respondent shall have determined to their own complete satisfaction that a listed subcontractor has been successfully engaged in providing qualified certified public accounting services with specific proven experience in the area of internal controls. The successful Respondent and their subcontractor must utilize professional judgment and expertise to conduct services.

**In the event that no subcontractor will be used, this form shall be returned indicating, “No Subcontractors will be used.”**

**NO SUBCONTRACTORS WILL BE USED:**  \_\_\_\_\_  
**Signature and Date of Authorized Representative**

<b>Subcontractor Name:</b>	
Business Type:	
Address:	
City and Zip	
Phone:	
License #	

<b>Subcontractor Name:</b>	
Business Type:	
Address:	
City and Zip	
Phone:	
License #	

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature and Date

## ATTACHMENT 5: RESUME TEMPLATE

Each Respondent should use their own resume template for all team members proposed for this project. For all resumes submitted for this project, the following disclosures must be provided for all proposed team members:

- For all team members indicate if individual is a firm employee, a contracted individual or a subcontractor.
- For all team members describe (1) education, (2) professional certifications, (3) professional and business affiliations, (4) previous work experience (in general) and (5) years of specifically-related work experience.
- For all team members indicate the type of project duties they will perform using one of these six categories:
  1. Planning
  2. Directing (Team Leader)
  3. Performing Fieldwork
  4. Report Preparation
  5. Administrative Support
  6. File Review/Partner/Management Approval

ATTACHMENT 6: W9 FORM

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b> ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	
<b>Part I Taxpayer Identification Number (TIN)</b>		
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.		
<b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
		Social security number [ ] [ ] [ ] - [ ] - [ ] [ ] [ ] [ ] OR Employer identification number [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]
<b>Part II Certification</b>		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and		
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and		
3. I am a U.S. citizen or other U.S. person (defined below); and		
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.		
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.		
<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
<b>General Instructions</b>		
Section references are to the Internal Revenue Code unless otherwise noted.		
<b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> .		
<b>Purpose of Form</b>		
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.		
<ul style="list-style-type: none"> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)                      Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.                      If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding</i>, later.</li> </ul>		
Cat. No. 10231X <span style="float: right;">Form <b>W-9</b> (Rev. 10-2018)</span>		

**ATTACHMENT 7: PRICE REPLY FORM**

**RFP 19-0919: Legal Services**

**Proposer Name:** \_\_\_\_\_

The agreed-to compensation will include standard day-to-day administrative, overhead, and internal expenses, including, but not limited to: legal research charges and other consulting services as required by this RFP, office consumable supplies, USPS postage and overnight shipping charges, local and long distance telephone charges, and insurance premiums as required by this RFP.

If available, include any enhanced services and/or in-kind services in addition to those mentioned in this RFP.

<b>Counsel Services</b>	<b>Fixed Hourly Fee</b>
Senior Partner	\$
Partner	\$
Counsel	\$
Associate	\$
Paralegal	\$
Other	\$

## ATTACHMENT 8: ASSURANCES AND CERTIFICATIONS

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

CareerSource Pinellas will not award a contract where the Contractor has failed to accept the Assurances and Certifications contained in this section. In performing its responsibilities under this Agreement, the Contractor hereby assures and certifies that it will fully comply with the following:

- A. Drug Free Workplace Certification
- B. Debarment and Suspension Certification
- C. Assurance Regarding Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law
- D. Certification Regarding Lobbying
- E. Nondiscrimination & Equal Opportunity Assurance
- F. Clean Air/Clean Water Act/Solid Waste Disposal Act
- G. Prohibition Against Assignment
- H. Davis-Bacon Act, Copeland "Anti-Kickback" Act, Contract Work Hours and Safety Standards Act
- I. Rights to Data, Copyrights and Patents

**A. Drug Free Workplace Certification (29 CFR Part 98)**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more replies which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie replies will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of performance on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the business of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction or plea.
5. For any employee who is convicted or pleads to a violation of chapter 893, Florida Statutes, impose a sanction on the employee, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

**B. Debarment and Suspension Certification**

This certification is required by the regulations implemented in 2 CFR 200, Appendix II(I) and 2 CFR 215.13: Debarment and Suspension (implementing Executive Orders 12549 and 12689, Debarment and Suspension). CareerSource Pinellas cannot enter into contract with these types of providers if they are debarred or suspended by the federal government.

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The terms “debarred,” “suspended,” “ineligible,” “person,” “principal,” and “voluntarily excluded,” as used in this certification, have meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

1. The Contractor certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this Contract been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph 1(b) of this certification;
  - d) Have not within a three-year period preceding this Contract had one or more public transactions (Federal, State, or Local) terminated for cause or default;
2. This certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The Contractor shall provide immediate written notice to CareerSource Pinellas CEO if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The Contractor agrees by executing this Contract that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 29 CFR part 98, subpart C, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. The Contractor further agrees by executing this Contract that it will include this clause titled "*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction*," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 29 CFR part 98, subpart C, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List System (EPLS) from Federal Procurement and Non-procurement Services at (<http://epls.arnet.gov/>).
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 29 CFR part 98, subpart C, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall provide an explanation.

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**C. Assurance Regarding Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law**

1. In accordance with P.L. 114-113 Sections 744 and 745 of Division E, Title VII, none of federal funds may be used to enter into a contract with any corporation that –
  - a. Was convicted of a felony criminal violation under Federal law within the preceding 24 months, where an awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interest of the Government, or
  - b. Has an unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an Contract with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.
2. By executing this Contract, the Contractor assures that –
  - a. The Contractor is not a corporation convicted of a felony criminal violation under Federal Law within the preceding 24 months.
  - b. The Contractor is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to a Contract with the authority responsible for collecting tax liability.

**D. Certification Regarding Lobbying (29 CFR Part 93).**

Vendor certifies, to the best of his or her knowledge & belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**E. Non-Discrimination & Equal Opportunity Assurance (29 CFR Part 37)**

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
6. 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.



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**F. Clean Air/Clean Water Act/Solid Waste Disposal Act**

For contract in excess of \$150,000 in funding, the Contractor is required to 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). Vendor shall report any violations of the above to the Board. The Vendor will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

**G. Provision Against Assignment**

The Contractor shall not subcontract any of the services named in the resultant Agreement of this RFP. No contract awarded under these terms, conditions, and specifications shall be sold, transferred or assigned without the written approval of CareerSource Pinellas. Approval does not relieve the Contractor from the resultant agreement.

**H. Davis-Bacon Act, Copeland “Anti-Kickback” Act, Contract Work Hours and Safety Standards Act**

Vendor will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29CFR, part 3), and the Contract Work Hours and Safety Standards Act (40U. S. C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

**I. Rights to Data, Copyrights and Patents**

CareerSource Pinellas, the 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.

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 the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. Vendor understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

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Authorized Signature

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Date

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Typed Name and Title of Authorized Representative

**\*This individual must have the authority to bind the respondent.**

## ATTACHMENT 9: DEFINITIONS

**Business Days:** Monday through Friday, excluding official CSPIN holidays.

**Contract Manager/Project Manager:** An employee responsible for enforcing the performance of contract terms and conditions, responsible for administrative tasks related to the CSPIN's primary point of contact through which all contracting information flows between CSPIN and the successful Contractor, responsible for coordination of all contractor efforts to ensure scoped goods and/or services are provided in accordance with contract terms and conditions, responsible for approval/disapproval recommendations to CSF management for extending deliverable due dates.

**Contractor(s):** The entities that will be awarded the project described in this RFP.

**LWDB:** Local Workforce Development Boards direct federal, state, and local funding to workforce development programs. They oversee the American Job Centers, where job seekers can get employment information, find out about career development training opportunities and connect to various programs in their area. There are 24 LWDBs operating in Florida, under the umbrella of CareerSource Florida.

**Subrecipient:** A non-state entity that receives federal/state financial assistance directly from CSPIN to provide goods and/or services that demonstrate the contract relationship characteristics described in OMB Circular A-133 Subpart B, Section .210.

**CSPIN:** WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas is a not-for-profit 501(c)(3) corporation established under Florida Statutes. CareerSource Pinellas (CSPIN) is one of the 24 regional workforce development boards in Florida. CSPIN strives to foster Pinellas County's economic development and delivers workforce solutions designed to meet the needs of businesses and job seekers. The guidelines for membership composition for the CSPIN Board of Directors are provided within chapter 445 of the FL Statutes.

**WIOA:** The Workforce Innovation and Opportunity Act is legislation designed to strengthen and improve the United States' public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. WIOA replaced the previous Workforce Investment Act of 1998.

**Working Days:** see Business Days.

**ATTACHMENT 10: CMBE CERTIFICATION**

Attach a copy of your Certified Minority Business Enterprise (CMBE) Certification, if certified with the Florida Department of Management Services.

Whenever possible, CSPIN shall make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, in procuring audit services as stated in 2 CFR 200, Section 200.321 – Contracting with Small and Minority Businesses, Women's Business Enterprises, and labor surplus area firms, or the FAR (48 CFR part 42), as applicable.

ATTACHMENT 11: SCHEDULE OF BOARD RELATED MEETINGS



2019 – 2020 Schedule of Board & Committee Meetings

	July 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	Mar. 2020	Apr. 2020	May 2020	June 2020
<b>Board of Directors</b> 11:45 a.m. – 12:45 p.m.	17	16 <small>(10:00am)</small>	18		20		15		18		20	
<b>Executive Committee</b> <small>(as needed)</small>												
<b>Finance Committee</b> 10:00 a.m. – 11:00 a.m.		28		30		18		26		29		24
<b>One-Stop Committee</b> 9:00 a.m. – 10:00 a.m.		22		24				27		23		
<b>Workforce Solutions</b> 2:30 p.m. – 3:30 p.m.		20		8				11		14		
<b>Audit Committee</b> <small>(as needed)</small>	16 <small>(10:00 am)</small>		9 <small>(11:00 am)</small>									
<b>Compensation Committee</b> <small>(at least 3 a year)</small>	16 <small>(11:00 am)</small>		9 <small>(11:00am)</small>									
<b>Ad Hoc CEO/Counsel Review</b> <small>(as needed)</small>		8	9 <small>(11:00am)</small>									

Unless otherwise noted, all meetings are at CareerSource Pinellas office located at EgoCenter, 13000 34<sup>th</sup> St N, Clearwater, FL. All Board & Committee meetings will be conducted in accordance with the Florida Sunshine Law. If you are a person with disability who requires assistance to attend any of CareerSource Pinellas meetings, please contact Lane Clarke at 727-408-2443 or [lanec@careersourcepinellas.com](mailto:lanec@careersourcepinellas.com)

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and thus, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Collaborate – Innovate – Lead



**ATTACHMENT 12: CAREERSOURCE PINELLAS BY-LAWS**

In relations to this RFP, respondents should also refer to the official corporate By-Laws. The By-Laws of WorkNet Pinellas Inc., a Florida not-for-profit corporation, which shall be utilized to govern the management and operation of WorkNet Pinellas, Inc. for all purposes.

A copy of the By-Laws is accessible to the public via the official CareerSource Pinellas website:  
<https://careersourcepinellas.com/wp-content/uploads/2019/08/CSPIN-BYLAW-S-APPROVED-BY-BCC-072319-FINAL.pdf>