

- **Please provide the prior year DEO monitoring report.**

See attached.

- **What is the expected timeframe for monitoring procedures?**

The monitoring periods will be July 1, 2020 – December 31, 2020 and January 1, 2021 – June 30, 2021.

- **What is the due date of the report or the expected timeline from on-site procedures to issuing the report?**

Reporting process should be timely to include draft report, but allow time and opportunity for discussion and response and then issuance of final report.

- **On page 5 of the RFP, it states that the service provider will conduct other “special projects.” Please describe what these special projects entail.**

Could include, but not limited to, CareerSource Florida Grants, other direct Federal grants, non-DEO grants, etc.

- **What is the expected sample size for the programmatic and administrative monitoring for each program?**

We expect that sample size to be no more than 10% of population; however, we are open to discussion with successful proposer as to appropriate sample size based upon their experience and findings at other monitoring sites.

- **The RFP states administrative monitoring will include a review of CareerSource Internal Control Questionnaire (ICQ) procedures. Will a sample of ICQ questions be tested or all ICQ questions?**

A representative sample size would be appropriate.

- **Due to COVID-19, will the monitoring services be performed remotely this year?**

The administrative office and career centers are open to the public while adhering to CDC guidelines. We are flexible relating to how monitoring services will be performed.

- **Has another firm performed these services in the past? If yes, please provide the amount of fees billed for these services in each of the past three years?**

For the past two years, internal monitoring was performed by Kaiser Group, Inc. dba Dynamic Workforce Solutions. Their fees for internal monitoring were between \$10,000 and \$20,000 per year.

- **For Appendix E for the budget information, is there another chart to be used for pricing for the overall monitoring or rate per hour that you would like provided?**

Feel free to generate a budget in a form appropriate for your proposal.

- **With the posting of answers being on 10/26/20, would CareerSource Pinellas consider extending the due date of the proposal by one week so we have an adequate amount of time to tailor our response based on the questions and answers?**

Questions will be accepted until 10/26/20. Posting of answers will occur as soon as possible after questions are received. The deadline to submit proposals is 5:00 pm on 10/27/2020.