

		Policy Number ADMIN - 09
Region 16 Local Operating Policy		
Title:	Standardization of Tools and Services	
Effective:	01/15/2026	
Revised:	N/A	

DISTRIBUTION: All CareerSource Pasco Hernando employees and partner staff providing direct workforce services within CSPH career centers.

PURPOSE

The purpose of this policy is to establish CareerSource Pasco Hernando's (CSPH) requirements and procedures for the adoption, use, and procurement of tools and services in accordance with CareerSource Florida Policy O124. This policy ensures that CSPH maintains compliance with statewide directives designed to reduce systemwide duplication, strengthen performance outcomes, and enhance operational efficiency. Consistent with §14.36, Florida Statutes, the REACH Act, and 20 CFR 683.215(d), CSPH must ensure that its operations align with state efforts to streamline technology investments and enhance the overall effectiveness of Florida's workforce development system.

This policy applies to all CSPH staff and contracted providers involved in procuring, recommending, selecting, implementing, managing, or utilizing tools or services that have been procured by the State. It covers any tools or services related to program delivery, business services, reporting, case management, virtual tools, assessments, or any operational function supported by federal or state workforce funds.

POLICY

A. USE OF STATE PROCURED OR STATE-DEVELOPED TOOLS

CSPH must utilize all tools and services that have been procured, developed, negotiated, or otherwise established at the state level when the need for the specific tools and services has been identified. CSPH is prohibited from using funds provided through FloridaCommerce or federal workforce grants to purchase or procure tools or services that duplicate resources acquired at the state level, unless a waiver has been approved in accordance with the process outlined in State Policy O124.

When a state-procured tool or service is not available to meet a specific operational need, CSPH must first explore whether the regional planning area offers a common or shared tool that could be adopted at a reduced cost. CSPH must maintain documentation of all efforts to identify available regional resources, including outreach to regional partners, evaluations of cost-effectiveness, and assessments of operational suitability. Independent procurement may only occur after CSPH documents that no

state or regional solution exists or is feasible and that local procurement is justified and compliant with applicable procurement regulations.

Prior to any local procurement, CSPH staff must document the business need for the tool or service, confirm the absence of a state or regional alternative, conduct a cost and functionality analysis, verify system compatibility and security requirements, obtain MIS and fiscal review, and receive approval from CSPH leadership. Procurement may not proceed without documented justification and concurrence from both program and fiscal management.

CareerSource Florida, in collaboration with the Florida Department of Commerce (FloridaCommerce), maintains a list of State procured workforce specific tools or services.

B. WAIVER REQUEST REVIEW PROCESS

If CSPH seeks to opt out of utilizing or selecting to utilize a tool or service other than the one procured or designated at the state level, CSPH may submit a waiver request to CareerSource Florida and FloridaCommerce. The [Standardization of Tools and Services Waiver Request Form](#) requests must follow the requirements outlined in State Policy O124 and may be submitted only when CSPH demonstrates that an alternative solution would provide greater benefit, efficiency, or return on investment in the local area.

A waiver request must include a description of the existing tool or service currently in use, including its purpose, core functions, user groups, and contract details; an assessment of the tool's impact on performance, data reporting, and workflow management; an explanation of assumptions, limitations, or constraints associated with the state-provided tool; an evaluation of fiscal and functional efficiencies, including cost comparisons; and a description of the anticipated benefits, cost savings, and economies of scale expected should the waiver be granted.

FloridaCommerce, in consultation with CareerSource Florida, will review the waiver request and issue a determination no later than fifteen (15) days after the request is received. Waivers, when approved, will remain valid for two years or until the expiration of the state contract, whichever occurs first. CSPH must retain complete documentation of all waiver requests and decisions for monitoring and audit purposes.

Tools and services will be reviewed six months before contract expiration to assess continued relevance.

C. RESPONSIBILITIES

CSPH leadership is responsible for ensuring organization-wide compliance with this policy, approving procurement requests, and authorizing the submission of any waiver requests. The Fiscal Department is responsible for reviewing all technology-related purchases to confirm that they do not duplicate state-procured tools and that all procurement activities are compliant with Uniform Guidance and state procurement regulations. The MIS/IT Department is responsible for evaluating system compatibility, ensuring cybersecurity and integration standards are met, maintaining technology

inventories, and providing technical assessments for procurement and waiver evaluations.

Program leadership is responsible for identifying operational needs, ensuring staff use required tools, documenting business needs assessments, and coordinating feedback regarding tool functionality and performance. All staff are required to use state-required tools, complete necessary training, and promptly report any issues related to tool functionality or implementation.

D. MEASURABLE PERFORMANCE OUTCOMES

CSPH will monitor the adoption rate of all applicable state tools and services, document reductions in duplicative technology expenditures through annual reviews of technology inventories, and assess improvements in efficiency based on reduced redundancy, streamlined workflows, and enhanced alignment with statewide reporting and data management systems.

Attachments and Resources

- [CareerSource Florida Workforce Policy 0124 – Statewide Standardization of Tools and Services](#)
- [Standardization of Tools and Services Waiver Request Form](#)
- [Florida CLIFF Dashboard](#)