

**PASCO HERNANDO WORKFORCE BOARD, INC.  
WIOA YOUTH TRAINING SERVICES  
AGREEMENT**

THIS AGREEMENT is entered into as of the 6th day of October 2025, by and between **HOPE SERVICES, INC.**, (hereinafter the “Contractor”), whose address is 5426 Land O’ Lakes Blvd, Land O’ Lakes, FL 34639, and **PASCO HERNANDO WORKFORCE BOARD, INC.**, a Florida not-for-profit corporation, whose principal office and address is PO Box 6589, Spring Hill, Florida 34611 (hereinafter “PHWB”).

**RECITALS**

**WHEREAS**, PHWB issued a Request for Quotation (RFQ) on September 3, 2025, for WIOA Youth Training, Certification, Placement and Retention Services; the **RFQ** is attached hereto as **Attachment A** and herein incorporated by reference;

**WHEREAS**, Contractor submitted a proposal on September 10, 2025 (the “**Proposal**”) in response to the Request for Quotation; the proposal is attached hereto as **Attachment B** and herein incorporated by reference;

**WHEREAS**, through an internal review process carried out by committee scoring, the Board approved to enter into agreement with Contractor; and,

**WHEREAS**, the parties desire to enter into an agreement for WIOA Youth Training, Certification, Placement, and Retention Services.

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is agreed as follows:

1. Recitals and Exhibits. The foregoing recitals are true and correct and are hereby incorporated. All Exhibits and Attachments to this Agreement contain additional terms of this Agreement.

2. Term. The funding period will be from October 6, 2025, through June 30, 2026, provided performance remains acceptable during that period and funding is available, the contract will include an option to renew for up to three (3) 1-year periods.

3. Scope of Services and Service Delivery Standards. For the Term of this Agreement, the Contractor agrees as follows:

a. To provide the WIOA Youth Training, Certification, Placement, and Retention Services (the “**Scope of Services**”) as set forth in the RFQ, attached hereto as **Exhibit A** and incorporated herein by reference;

b. To keep and maintain (or cause to be kept and maintained) meticulous records relating to all Scope of Services rendered by Contractor under this Agreement;

c. To cooperate with all agents, contractors and employees of PHWB in all reasonable manners;

d. To maintain all registrations and licenses required by the State in which services are performed and shall comply with applicable federal and state laws; be and remain duly licensed by the State of Florida to provide services as contemplated herein without restrictions, comply with and be otherwise controlled and governed by the ethics and standards of care of the profession and industry in which Contractor shall, from time to time, provide services hereunder;

e. To provide proof of insurance, licensure (occupational, professional, and driving when applicable) and evidence of credentials upon request and to notify PHWB immediately upon any change in insurance or licensure; and,

f. To submit to background screening, criminal record checks, and credit checks as statutorily required, or as requested by PHWB including local, state and federal checks.

4. Payment. PHWB agrees to pay Contractor the sums set forth in **Exhibit B Budget and Payment**. These fees are all inclusive and, unless otherwise authorized in advance by PHWB, no additional payments will be made for expenses incurred or supplies used by Contractor in providing services under this Agreement.

- a. Contractor agrees to provide to PHWB, on or before the 10<sup>th</sup> of each month, an invoice for the prior month's services performed under this Agreement; failure to provide a timely invoice could result in Contractor's forfeiting payment.
- b. Payment shall be made on a monthly basis in the normal business cycle after invoice and documentation of completed work is received and approved by PHWB.
- c. PHWB has the right to offset any sums owed by Contractor to PHWB from Payments under this Agreement.
- d. Upon Termination, PHWB shall pay only for services properly documented and rendered prior to the date of Termination.

5. Independent Contractor. It is understood that Contractor is an independent contractor and not an agent or employee of PHWB for any purpose including, but not limited to, federal tax and other state and federal law purposes. Contractor assumes responsibility for payment of all federal, state and local taxes imposed or required of Contractor under unemployment insurance, Social Security and income tax laws. Contractor shall be solely responsible for any worker's compensation insurance required by law and shall provide PHWB with proof of insurance upon demand. The parties agree that PHWB shall not: (a) pay dues, licenses or membership fees for Contractor; (b) require attendance by Contractor, except as otherwise specified herein; (c) control the method, manner or means of performing Services under this Agreement, except as otherwise specified herein; or (d) restrict or prevent Contractor from working for any other party. Neither party has the right or the power to enter into any contract or commitment on behalf

of the other party, including entering into agreements with third parties, exercising incidents of ownership with respect to property owned by the Party or executing contracts binding upon the other Party.

6. Compliance with PHWB Policies, Assurances and Certifications. Contractor agrees to comply with:

- a. the terms of all policies and procedures of PHWB which may be promulgated from time to time, including policies related to conduct, records, reporting and other procedures related to the orderly conduct of PHWB's business; and
- b. the **Compliance Assurances and Certifications** outlined in **Exhibit C**. Failure to comply with PHWB's policies shall be deemed a breach of this Agreement.

7. Access to and Retention of Documents. All files, papers, materials, publications, presentations, electronic material, computer discs or information stored in any other data storage medium (hereafter "Documents") produced or developed by Contractor during the performance of services rendered to PHWB are the intellectual property of PHWB and are the sole property of PHWB.

8. Confidentiality. Contractor agrees to treat all non-public information obtained from PHWB as confidential and agrees not to release or discuss any such information with other parties unless prior consent of PHWB. Contractor agrees to adhere to confidentiality policies of PHWB and to ensure the confidentiality of records, employee information, and any PHWB information or records to which Contractor might have access in the course of completing the service. Contractor agrees to adhere to all federal, state and local privacy laws, rules and regulations.

9. Dispute Resolution. Any dispute concerning the delivery of services under this Agreement shall be first addressed with PHWB's Designated Representative. If the dispute cannot be resolved, then Contractor will provide a written memorandum to the Chief Executive Officer of PHWB, for him to render a decision on the dispute. Contractor will be notified in writing, in accordance with the notice provision of this Agreement, of that decision.

10. Designated Representative. The Designated Representative for PHWB concerning the service(s) provided under this Agreement is: Brenda Gause, Chief Operating Officer. Contractor will address all questions regarding this Agreement or Scope of Services provided to the Designated Representative. If the Designated Representative changes, PHWB will provide written notification, in accordance with the notice provision of this Agreement, to Contractor.

11. Indemnification and Insurance.

- a. Contractor shall indemnify and save harmless PHWB, its directors, officers, employees, volunteers, donors, clients, grantee agencies and affiliates from any liability or damages PHWB may suffer as a result of claims, demands, costs or injuries sustained by PHWB as a result of the services provided hereunder. Contractor further agrees to pay interest at the highest percentage rate per year allowable by law on any necessary expenses or costs incurred by PHWB in the enforcement of this provision.
- b. Contractor shall maintain the following minimum scope and limits of insurance:
  - i. Comprehensive general liability insurance including but not limited to coverage for bodily injury, property damage, premises and operations, products/completed operations, personal and advertising injury, and contractual liability, with a combined single limit of \$1,000,000 per occurrence, with an aggregate liability per occurrence of \$2,000,000 million. Such insurance must be primary, non-contributory, and must waive subrogation. Such insurance shall also name PHWB, its officers, directors, employees, agents and representatives, as additional insured for liability arising from Contractor's operation.
  - ii. Comprehensive Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Contractor with a minimum \$1,000,000 per occurrence combined single limit bodily injury and property damage. Such insurance must be primary, non-contributory, and must waive subrogation. Such insurance shall also name PHWB, its officers, directors, employees, agents and representatives, as additional insured for liability arising from Contractor's operation.
  - iii. Crime and Employee Dishonesty Liability Coverage with limits of not less than \$100,000. Such insurance must be primary, non-contributory, and must waive subrogation. Such insurance shall also name PHWB, its officers, directors, employees, agents and representatives, as additional insured for liability arising from Contractor's operation; and,
  - iv. Workers Compensation as required by applicable state law.
- c. Contractor shall require any subcontractors doing work under this Agreement to provide and maintain the same insurance, which insurance shall also name PHWB and its officers, directors, employees, agents and representatives as additional insured.

- d. Certificates showing Contractor is carrying the above described insurance, and evidencing the additional insured status specified above, shall be furnished to PHWB within fifteen (15) calendar days after the date on which this Agreement is made. Such certificates shall show that PHWB shall be notified of all reductions in limits or cancellations of such insurance policies. Contractor shall forthwith obtain substitute insurance in the event of a cancellation.
- e. All insurance required by express provision of this Agreement shall be carried only in responsible insurance companies licensed to do business in the State of Florida.

12. Notices. All notices, demands, and other writing required under this Agreement shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addresses noted in this Agreement or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Pasco Hernando Workforce Board (PHWB):	Jerome Salatino President/CEO Pasco Hernando Workforce Board, Inc. PO Box 6589 Spring Hill, Florida 34611
With a copy to:	The Hogan Law Firm, LLC P. O. Box 485 Brooksville, Florida 34605-0485
Contractor:	Hope Services, Inc. 5426 Land O' Lakes Blvd Land O' Lakes, FL 34639

13. Entire Agreement. This Agreement supersedes any prior understandings or agreements between the parties, there are no other agreements between the parties concerning this subject matter except as set forth herein; and there are no representations, warranties, or oral agreements other than those expressly set forth herein.

14. Amendment and Modification. PHWB reserves the right to modify or amend the terms of the Scope of Services provision of this Agreement if the nature of the Scope of Services is required to be modified or amended due to changes in the law; changes in the availability of funds for the Scope of Services or other change of circumstances. In the event the Scope of Services is amended or modified by PHWB, the parties agree to work cooperatively in good faith to renegotiate changes to the Payment provision of this Agreement, if applicable. All other terms, conditions and provisions of this Agreement shall remain in full force and effect unless modified, changed, altered or amended, in writing, executed by both parties.

15. Assignment. This Agreement shall not be assigned nor may any portion of the Scope of Services contemplated in the Agreement be subcontracted to another party without prior written approval of PHWB.

16. Change of Ownership. Contractor shall notify PHWB immediately upon any change in entity ownership or any substitution of the key professional assigned (the "Key Person") to perform the work under this Agreement ("Change of Ownership"). PHWB shall have the option of cancelling this Agreement if a Change of Ownership is not suitable to PHWB, provided however, no cancellation shall relieve Contractor of its obligations to perform the work described herein or for liability for breach of same. A Change of Ownership means the occurrence of any one or more of the following: a sale, lease or other disposition of 50% or more of the interest or assets of the company or corporation; a merger, reverse merger or consolidation with another entity; a transaction wherein a third-party becomes the beneficial owner having fifty (50%) percent or more interest in the corporation or company; or fifty (50%) percent or more of the total number of votes that may be cast for any act of the entity.

17. Default. Neither party shall declare the other party in default of any provision of this Agreement without giving the other party at least fifteen (15) days advance written notice of intention to do so, during which time the other party shall have the opportunity to remedy the default. The notice shall specify the default with particularity.

18. Termination. This Agreement may be terminated by either party with, or without, cause upon thirty (30) day's prior written notice. If Contractor knowingly employs unauthorized aliens, in violation of paragraph 8, such action shall be cause for unilateral cancellation of this Agreement and PHWB may recover damages from Contractor resulting from such cancellation. Further, PHWB may unilaterally terminate this Agreement, without penalty, if Contractor is determined to have violated a prohibition in paragraph 9 of this Agreement; or has an employee who is determined by PHWB to have violated a prohibition in paragraph 9 of this Agreement through conduct that is either associated with performance of the Scope of Services or imputed to Contractor using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by PHWB.

19. Jointly Drafted. The parties agree that this Agreement is entered into knowingly and voluntarily, after having the opportunity to fully discuss it with an attorney. Having had the opportunity to obtain the advice of legal counsel to review, comment upon, and redraft the agreement, the parties agree that the Agreement shall be construed as if the parties jointly prepared it so that any uncertainty or ambiguity shall not be interpreted against any one party and in favor of the other.

20. Parties Acknowledgement; Parties Bound. The Parties acknowledge that they have read this Agreement and that they understand the terms and conditions herein and that the terms have been fully and completely explained to the Parties prior to the execution thereof. Each party acknowledges that the other party has made no warranties,

representations, covenants, or agreements, express or implied, except as expressly contained in this Agreement. Further, the Parties have caused this Agreement to be executed on its behalf by the authorized officer whose signature appears below under its name, to be effective as of the date written above.

21. Waiver. The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party.

22. Severability. Whenever possible each provision and term of this Agreement will be interpreted in a manner to be effective and valid but if any provision or term of this Agreement is held to be prohibited or invalid, then such provision or term will be ineffective only to the extent of such prohibition or invalidity, without invalidating or affecting in any manner whatsoever the remainder of such provision or term or the remaining provisions or terms of this Agreement.

23. Counterparts. This Agreement may be executed in a number of identical counterparts and a facsimile copy shall be treated as an original. If so executed, each of such counterparts is to be deemed an original for all purposes, and all such counterparts shall, collectively, constitute one agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

24. Law of the Agreement, Jurisdiction and Venue. All questions, issues or disputes arising out of or under this Agreement, shall be governed by the laws of the State of Florida and jurisdiction and venue are hereby agreed by the parties to be solely and exclusively in the county or state courts in and for either Hernando County, Florida or Pasco County, Florida and no other location. The parties hereby waive any rights to venue in any other jurisdiction. Contractor hereby agrees that the jurisdiction and venue of all disputes arising out of this Agreement lie in no Court other than those stated above. Process in any action or proceeding referred to in this paragraph may be served on any party anywhere in the world.

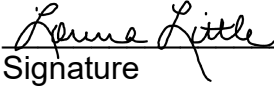
25. Attorney's Fees; and Costs of Enforcement. In the event suit is commenced to enforce this Agreement, costs of said suit including reasonable attorneys' fees in all proceedings, trials, investigations, appearances, appeals and in any bankruptcy proceeding or administrative proceeding shall be paid to the prevailing party by the other party.

26. Miscellaneous. Unless otherwise provided herein, this Agreement shall inure to the benefit of and be binding upon the parties, their successors, heirs and assigns. Whenever the context shall so require, all words in this Agreement of one gender shall be deemed to include the other gender. All captions herein contained are for convenience only and shall not be constructed to limit any provisions hereunder. Time shall be of the essence of this Agreement. All Parties agree to cooperate fully and to execute any supplementary documents and to take any additional actions that may be necessary or appropriate to give full force and effect to the basic terms and intent of this Agreement and which are not inconsistent with its terms.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals effective on the day and year first above written.

WITNESS:

Contractor:

  
Signature

Lorena Little  
Print Name



David Caldas  
Executive Director of Operations  
Hope Services, Inc.

WITNESS:

PHWB:



Signature

Charles Gibbons  
Board Chair  
Pasco-Hernando Workforce Board, Inc.

Print Name



## **EXHIBIT A: SCOPE OF SERVICES**

### **Hope Services Training, Certification and Placement Program**

Eligibility of Out of School Youth (OSY) will be determined by PHWB. Hope Services will refer potentially eligible OSY to PHWB for eligibility review and approval. PHWB will also refer eligible OSY to Hope Services for training.

Once individuals are determined WIOA eligible by PHWB, Hope Services will work to determine the skills, interests, and barriers to employment while mapping out career pathways tailored to high-demand industries such as construction, manufacturing, logistics, retail, hospitality, and culinary services. For individuals with disabilities, additional accommodations, vocational supports, and assistive technologies will be integrated to maximize success.

As part of this process, each participant will:

1. Enroll in at least one of the four industry-recognized certification programs aligned with regional labor market demand. Certifications include:
  - Culinary Arts – 20 hours
  - Retail – 60 hours
  - Hospitality – 60 hours
  - Construction – 80 hours
2. Participate in a structured Work Based Learning experience with a local employer.
3. Work with Hope Services job coaches to obtain long-term employment.
4. Transition into a job placement aligned with their career goals.

To ensure high-quality outcomes, Hope Services will employ the following strategies:

- Small Class Sizes: Limited to 10 students, ensuring personalized instruction.
- Specialized Instructors: All instructors have experience in special education and adapt lessons for diverse learning needs.
- Blended Learning: Combines classroom teaching with hands-on training in realistic, vocation-specific environments. For example, our retail training room features a cash register, grocery store conveyor belt, and stocked shelves, while our culinary training space includes a commercial kitchen. Construction students gain experience with fundamental tools and materials in a safe, controlled setting.
- Assistive Technology: Voice-assisted software, visual guides, and sensory-friendly spaces support accessibility and skill mastery.

\*The above information has been modified based on the proposal submitted. See Attachment B: Original Proposal.

## EXHIBIT B: BUDGET and PAYMENT

Hope Services shall invoice PHWB for actual work performed during the term of this Agreement and shall be paid in accordance with stated billing rates listed below. Total amount will not exceed \$260,000.

Budget Item	Reimbursement Amount	Total Cost not to Exceed
Training and Certifications:	Culinary Certification Program \$750 Construction Certification Program \$2500 Retail Certification Program \$1500 Hospitality Certification Program \$1500	\$70,000
Work Based Learning Placement/Job Coaching	Work Based Learning placement \$600 x 50 placements	\$30,000
Work Based Learning after certification obtained	\$15/hr x 120 hours for a minimum of 50 clients + taxes	\$100,000
Job Placement-Assistance with placement after cert	50 Units x \$1,200	\$60,000
	Total Costs Not to Exceed	\$260,000

### Documentation with Invoice:

- Training and Certifications: Include with invoice eligible students identifying information and copy of certificate of completion.
- Work Based Learning Placement/Job Coaching: Include with invoice eligible students identifying information with copy of Work Based Learning Employer Agreement.
- Work Based Learning: Include with invoice eligible students identifying information and paystubs or electronic records.
- Job Placement- Include with invoice eligible students identifying information and job verification letter or paystubs/electronic records.

\*The above information has been modified based on the proposal submitted. See Attachment B: Original Proposal.

## **EXHIBIT C: COMPLIANCE ASSURANCES AND CERTIFICATIONS**

The parties (hereinafter referred to as "Contractor") acknowledge and certify that, to the extent applicable to this contract/agreement, funding source, program activities, and statutory requirements, the parties shall comply with the following (if applicable): APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

A. **TERMINATION PROVISIONS (CONTRACTS OF \$150,000).** Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. The parties agree that in the event Contractor shall fail to comply with any term, provision, or condition of this Agreement, then in the absence of a remedy provision contained elsewhere in the Master Agreement, Pasco-Hernando Workforce Board, Inc. may at its sole election terminate this Agreement without being liable to prosecution or may bring a claim for specific performance or may bring an action to recover damages caused by such breach. Additionally, Pasco-Hernando Workforce Board, Inc. (PHWB) may consult with an attorney concerning PHWB's rights hereunder, and Contractor agrees in each and any such case to pay to PHWB its reasonable attorney's fees, therefore.

B. **TERMINATION PROVISIONS (CONTRACTS OF \$10,000).** All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement. The parties agree that in the event there is no provision contained elsewhere in the Master Agreement to the contrary, then the Parties agree that this Agreement may be terminated by either party with, or without, cause upon thirty (30) day's prior written notice. Further, PHWB is a quasi-governmental entity reliant in part on funding received from governmental grants. Accordingly, notwithstanding anything else contained herein to the contrary, PHWB shall have the right to terminate the Agreement or any of the agreements comprising the Master Agreement by reason of funding unavailability at any time by providing thirty (30) days advance written notice. If this agreement is terminated, all payments defined therein shall cease to be due as of the date of termination.

C. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964 1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

D. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

E. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 3701 3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the

Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

F. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 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.

G. CLEAN AIR ACT (42 U.S.C. 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED. Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

H. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

I. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352). Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

J. SOLID WASTE DISPOSAL ACT, AS AMENDED BY THE RESOURCE CONSERVATION AND RECOVERY ACT (42 USC 6962; 2 CFR §200.322). A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

K. TRAFFICKING VICTIMS PROTECTION ACT OF 2000 (2 CFR 175.15(B)). During the term of the Agreement, Contractor, and its employees, may not engage in severe forms of trafficking in persons, procure a commercial sex act, or use forced labor in the performance of the Agreement.

L. VETERAN'S PRIORITY OF SERVICE PROVISIONS (38 USC 4215; 20 CFR 1010). A covered person is entitled to priority of service under any qualified job training program if the person otherwise meets the eligibility requirements for participation in such program. An entity of a State, a political subdivision of the State, or in this case, a Contractor, that administers or delivers services under a qualified job training program shall provide information and priority of service to covered persons regarding benefits and services that may be obtained through other entities or service providers; and ensure that each covered person who

applies to or who is assisted by such a program is informed of the employment-related rights and benefits to which the person is entitled under this section.

M. **EQUAL TREATMENT FOR FAITH BASED ORGANIZATIONS** (29 CFR 2, Subpart D). Any organization that participates in a program funded by federal financial assistance shall not, in providing services or in outreach activities related to such services, discriminate against a current or prospective program beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice. However, an organization that participates in a program funded by indirect financial assistance need not modify its program activities to accommodate a beneficiary who chooses to expend the indirect aid on the organization's program.

N. **PURCHASE OF AMERICAN MADE PRODUCTS** (P.L. 103-333 §507). It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under Public Law 103-333 should be American-made. Funds made available under this Public Law may be used to fund Contractor's performance under this Agreement. In providing financial assistance to, or entering into any contract with, any entity using funds made available in this Act, Contractor, to the greatest extent practicable, shall provide to such notice describing the statement made by the Congress, as to American made products.

O. **PUBLIC ANNOUNCEMENTS AND ADVERTISING** (P.L. 103-333 §508). When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all Contractors receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

P. **CODES OF CONDUCT** (29 CFR 95.42). The Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, Contractor may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Contractor.

Q. **EMPLOYMENT ELIGIBILITY REQUIREMENTS**. Employment of unauthorized aliens by Contractor is considered a violation of the Immigration and Nationality Act. Contractor shall use the U.S. Department of Homeland Security's E-verify system to verify the employment eligibility of all new employees hired by Contractor during the contract term. Contractor shall be responsible for including the provisions of this paragraph in any context with and requiring compliance by any/all subcontractors performing under this Agreement. If Contractor knowingly employs unauthorized aliens, in violation of this paragraph, such action shall be cause for unilateral cancellation of this Agreement and PHWB may recover damages from Contractor resulting from such cancellation. Further, PHWB may unilaterally terminate this Agreement, without penalty, if Contractor is determined to have violated a prohibition in this paragraph of this Agreement; or has an employee who is determined by PHWB to have violated a prohibition in this paragraph of this Agreement through conduct that is either associated with performance of this Agreement or imputed to Contractor using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by PHWB.

R. **ASSURANCES AND CERTIFICATIONS**. The Department of Economic Opportunity (DEO) will not award federal workforce funds where the PHWB or its contractors have failed to complete the ASSURANCES AND CERTIFICATIONS contained in this attachment. In performing its responsibilities under the Master Agreement, the Contractor provides the following certifications and assurances:

1. Assurances – Non-Construction Programs (SF 424 B)
2. Debarment and Suspension Certification (29 CFR Part 98 and 45 CFR Part 74)
3. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)

4. Drug free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)
5. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37 and 45 CFR Part 80)
6. Certification Regarding Environmental Tobacco-Smoke
7. Association of Community Organizations for Reform Now (ACORN) Funding Restriction Assurance (Pub. L 111-117)
8. Scrutinized Companies Lists Certification (Section 287.135.F.S.)

NOTE: Certain of these Assurances may not be applicable to your project or program. If you have questions, please contact the PHWB.

S. ASSURANCES – NON-CONSTRUCTION PROGRAMS. As the duly authorized representative of the Contractor, I certify that Contractor:

1. Will give the Department, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award, and will establish a proper accounting system in accordance with generally accepted accounting standards or Department directives.
2. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of handicaps; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L., 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 cc-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights act of 1968 (42 U.S.C. 3601 et seq.) as amended relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the Agreement.
3. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
4. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub agreements.
5. Will comply with environment standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et. seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
6. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
7. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing the programs associated with the Agreement.
8. Will comply with the procurement standards of 2 CFR 200.318 –200.326.

T. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY

**MATTERS – PRIMARY COVERED TRANSACTION.** The Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a State or a Federal department or agency.
2. Have not within a three-year period preceding the Agreement been convicted or had a civil judgment 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;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (B)(2) of this certification; and/or
4. Have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
5. Have not been placed on the convicted vendor list following a conviction of a public entity crime as set forth in Fla. Stat. 287.133(2)(a).
6. Have not been placed on the discriminatory vendor list described in Section 287.134 Fla. Stat.

**U. CERTIFICATION REGARDING LOBBYING – CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS.** The Contractor certifies, to the best of its knowledge and belief, that:

1. 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 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;
2. 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;
3. The undersigned shall require that language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
4. 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 31 U.S.C. 1352. 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.
5. Contractor shall not, directly or indirectly, expend either state or federal funds either (i) for the purpose of lobbying any branch, unit or instrumentality of the state or federal governments, or (ii) for any otherwise allowable purpose which could result in unauthorized lobbying.

**V. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.** Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 C.F.R. Part 94, the undersigned Contractor attests and certifies that it will provide a drug-free workplace by the following actions.

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the RWBs’ workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
  - a. The dangers of drug abuse in the workplace.
  - b. The policy of maintaining a drug-free workplace.
  - c. Any available drug counseling, rehabilitation and employee assistance programs.
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring

in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the agreement be given a copy of the statement required by paragraph V.1. of this certification.

4. Notifying the employee in the statement required by paragraph V.1. of this certification that, as a condition of employment under the contract, the employee will:

a. Abide by the terms of the statement.

b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring the workplace no later than five (5) calendar days after such conviction.

5. Notifying the PHWB in writing ten (10) calendar days after receiving notice under subparagraph 4.b. of this Section from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Grant Officer on which Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/Grant. An Incident Report Form, which can be found on the Department's intranet site, should be completed and submitted to the following address: Office of the Inspector General Department of Economic Opportunity MSC# 130, Caldwell Building 107 East Madison Street Tallahassee, Florida 32399-4126

6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.

a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.

b. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

W. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE. As a condition of the Contract the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) 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 WIA Title IB financially assisted program or activity;

2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis 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;

5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs; and

6. The American with Disabilities Act of 1990 (Pub. L. 101-336), prohibits discrimination in all employment practices, including, job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment related activities.

The Contractor 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 Contractor's operation of the WIA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIA Title I – financially assisted program or activity. The Contractor understands that PHWB, DEO and the United States have the right to seek judicial enforcement of the assurance.

X. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO-SMOKE. As a condition of the Contractor the Contractor assures that it will comply fully with the certification regarding environmental tobacco-smoke.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where Federally funded children's services are provided. Grants are subject to these requirements only if



they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are contracted, operated or maintained with Federal funds. The statute does not apply to children's service provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provision of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

Y. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE (Pub. L. 111-117). As a condition of the Agreement, the Board assures that it will comply fully with the federal funding restrictions pertaining to ACORN and its subsidiaries per the Consolidated Appropriations Act, 2010, Division E, Section 511 (Pub. L. 111-117). The Continuing Appropriations Act, 2011, Sections 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub L. 111-117. Note: As of June 20, 2011, this matter is in litigation in the District Court for the Eastern District of New York.

Z. SCRUTINIZED COMPANIES LISTS CERTIFICATION, SECTION 287.135, F.S. If a board that is affiliated with the local governmental entity enters into a contract in the amount of \$1 million or more, in accordance with the requirements of section 287.135, F.S., the Contractor will submit a certification that the contractor is not listed on the Scrutinized Companies that Boycott Israel list, or is engaged in a boycott of Israel, the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, engaged in business operations in Cuba or Syria, or meets the conditions for exemption as provided in section 287.135(4), F.S. Both lists are created pursuant to section 215.473, F.S.

AA. PUBLIC RECORDS LAW; SUNSHINE LAW. Contractor agrees to comply with public records and open meeting requirements as applicable including 2 CFR 200.333, and 2 CFR 200.336.

BB. INDIVIDUAL NON-DISCLOSURE AND CONFIDENTIALITY CERTIFICATION. To the extent any Contractor, or employee of Contractor, is granted authorization to access workforce information systems, including systems containing confidential information, Contractor and its employees are required to complete the established Individual Non-Disclosure and Confidentiality Certification Form upon request.

CC. MANDATE TO REPORT ABUSE OF VULNERABLE POPULATIONS. In compliance with Sections 39.021 and 415.1034 Florida Statutes, if Contractor, and its agents, employees, or others performing services on Contractor's behalf, knows or has reasonable cause to suspect that a child, aged person or disabled adult is or has been abused, neglected, or exploited, Contractor, and its agents, employees and others performing services on Contractor's behalf, agree to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96ABUSE or via the web reporting option at <http://www.dcf.state.fl.us/abuse/report> or via fax 1-800-914-0004.

DD. STATUTORY AND NATIONAL POLICY REQUIREMENTS. In compliance with 2 CFR, section 200.300, ) a) The Federal awarding agency must manage and administer the Federal award in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination. The Federal awarding agency must communicate to the non-Federal entity all relevant public policy requirements, including those in general appropriations provisions, and incorporate them either directly or by reference in the terms and conditions of the Federal award (emphasis added.) b) The Non-Federal entity is responsible for complying with all requirements of the Federal award.

Hope Services, Inc.

Signature: 

Date: 10/9/25

David Caldas, Executive Director of  
Operations

Print Name/ Title

**ATTACHMENT A:  
RFQ: WIOA YOUTH TRAINING SERVICES**



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**Request for Quotation For  
WIOA YOUTH TRAINING SERVICES  
RFQ #2025-01-YTS**

**For the Period  
10/1/25  
to  
6/30/29**

**Date Issued: 9/3/25**

**Deadline for Submission:  
9/15/25 5:00pm EST**

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## GENERAL INFORMATION

### PURPOSE AND BACKGROUND

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando, hereinafter referred to as PHWB or CSPH, is a 501(c)(3) not-for-profit organization that is chartered with the provisioning of various services associated with workforce development in Pasco and Hernando counties. As one of 24 Local Workforce Development Boards, PHWB receives federal funding for the operation of several programs including (but not necessarily limited to) those associated with the Workforce Innovation and Opportunity Act (WIOA), the Welfare Transition Program (WTP) and the Wagner-Peyser Act.

CareerSource Pasco Hernando is requesting quotes for WIOA Youth Training, Certification, Placement and Retention Services. CSPH reserves the right to select multiple providers.

Steven's Amendment: The Board of CareerSource Pasco-Hernando currently serves as the Administrative and Fiscal Agent for the region. CSPH receives federal funding for the operation of several programs including (but not necessarily limited to) those associated with the Workforce Investment & Opportunity Act (WIOA), the Welfare Transition Program (WTP) and the Wagner-Peyser Act. CareerSource Pasco-Hernando programs and initiatives are fully supported by the U.S. Departments of Labor, Health and Human Services, and Agriculture as part of awards totaling \$9,226,383. This award may be used using non-federal funds, if deemed necessary.

The initial contract will be for 8 months and may be extended one (1) year at a time, up to three (3) additional consecutive years (PY ending 6/30/2029) based on funding availability and if the performance of the provider warrants. Renewal will be the option of CSPH.

### WHO MAY RESPOND

This solicitation is open to licensed training providers and apprenticeship programs with the capacity, experience, and financial resources to manage and provide the services and comply with the requirements outlined in this RFQ. CSPH may select one or more respondents as it is necessary to meet CSPH's needs.

### DESCRIPTION OF WORK

CareerSource Pasco Hernando is requesting quotes for WIOA Youth Training, Certification, Placement and Retention Services.

WIOA Section 129(a)(1) establishes the eligibility criteria that an individual must meet to participate in the WIOA youth program. Every individual receiving services under the WIOA youth program must meet either the In-School Youth or as an Out-of-School Youth eligibility criteria and enroll in the program. CSPH will determine eligibility.

For more information on WIOA Youth eligibility see: <https://floridajobs.org/frequently-asked-questions-directory/wia-program-faq>

The focus is but not limited to the (7) targeted industry sectors along with other recommended industries. The seven (7) targeted industries include: Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing.

Costs cannot exceed amounts charged to other state and federal programs for same services.

Please submit any questions to [kdailey@careersourcepascoherando.com](mailto:kdailey@careersourcepascoherando.com) no later than 5:00pm on Wednesday 9/10/25. Any questions received will be posted on our website at: <https://www.careersourcepascoherando.com>

## INSTRUCTIONS ON QUOTE SUBMISSION

Quote must include the following:

- Respondent/ Organizations Name
- FEID/EIN
- Name, title, phone, email address of contact individual.
- Description of the firm's size, structure, and the number of years of providing services of similar scope.
- Detailed plan to provide Training, Certification, Placement and Retention Services.
- Budget

One (1) electronic copy of the quote with email subject line: WIOA YOUTH TRAINING SERVICES RFQ #2025-01-YTS. Responses must be submitted no later than **5:00 p.m. on Wednesday September 15, 2025**, to [kdailey@careersourcepascohermendo.com](mailto:kdailey@careersourcepascohermendo.com)

CSPH reserves the right to select multiple providers. Responses and/or modifications received after that date will not be considered, however, CSPH has the right to extend this deadline if enough quotes aren't received.

## EVALUATION CRITERIA

The following criteria will form the basis upon which CSPH will evaluate quotes:

Criteria	Points
Experience & years providing service	15
Plan to Provide Services	25
Cost	40
Presence in Pasco and Hernando Counties	20

100

## CONDITIONS OF QUOTE

All costs incurred in the preparation and response to this solicitation will be the responsibility of the responder and will not be reimbursed.

It is the responsibility of the responder to ensure that the quote is received by CSPH by the date and time specified above.

CSPH must comply with 2008 Florida Statutes 119.01 and may be requested and required to release information from proposals received in response to this RFQ.

## RIGHT TO REJECT

CSPH reserves the right to reject any and all quotes received. An agreement for the accepted quote will be based upon the factors described in this RFQ.

## SMALL AND/OR MINORITY-OWNED BUSINESSES

Whenever possible, CSPH 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. Small businesses, Minority and female-owned businesses are encouraged to apply. No individual shall be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any services provided under the RFQ because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

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

#### **APPLICABILITY OF SUNSHINE LAWS**

Pursuant to Section 445.007, Florida Statutes, regional workforce boards (including CareerSource Pasco Hernando) are subject to Florida Sunshine Laws (chapters 119 and 286 and s. 24, Art. I of the Florida State Constitution). The respondents acknowledge that CareerSource Pasco Hernando is subject to Florida's Public Records and Sunshine Laws. Accordingly, materials produced by the respondents under this RFQ, as well as certain meetings and other communications, are subject to such laws.

#### **APPEAL FOR PROCUREMENT ACTIONS**

All proposers have the right to appeal the process. Parties wishing to challenge the process may submit their objections in writing to the President/CEO within three business days after the date of notification of intent to award to selected vendors of CareerSource Pasco Hernando Florida. Appeals must state the specific reason for appeal, and must be based on one or more of the following criteria:

- A clear and substantial error or misstated facts by the rating team upon which the decision was made.
- Unfair competition or conflict of interest in the decision-making process.  
Any illegal or improper act or omission in connection with the solicitation or selection of the proposer.
- Other grounds that may substantially alter CareerSource Pasco Hernando's award decision.

The CareerSource Pasco Hernando President/CEO will review the appeal and respond within ten days after receipt of the letter from the aggrieved proposer. Failure to file a protest within three business days after the date of notification of intent to award the contract will constitute a waiver of the proposer's right to appeal.

## **ATTACHMENT B: ORIGINAL PROPOSAL**

### **WIOA YOUTH TRAINING SERVICES RFQ #2025-01-YTS**

Name: Hope Services

FEID/EIN:02-0703072

David Caldas

Executive Director of Operations

813-907-3731

[dcaldas@hopegestjobs.com](mailto:dcaldas@hopegestjobs.com)

Hope Services, founded in 2003, has over 20 years of experience providing services of similar scope and complexity. The organization is supported by a dedicated team of over 20 staff members who bring specialized skills and expertise to further our mission. A committed Board of Directors offers oversight and governance, while experienced executive staff lead daily operations. This structure ensures strong organizational capacity, accountability, and effective program management. Over the years, Hope Services has built a solid reputation for reliable service delivery, valuable community partnerships, and measurable outcomes that address critical needs.

Hope Services, Inc. is committed to empowering individuals with disabilities, youth struggling with employment, survivors of human trafficking, and other job seekers with barriers by providing vocational training, career counseling, and job placement services that promote independence and long-term success. Our mission is to bridge the gap between individuals and the workforce by equipping participants with the skills, confidence, and opportunities needed to thrive. Grounded in a strengths-based, person-centered philosophy, our approach emphasizes inclusivity, individualized support, and meaningful employment opportunities aligned with each participant's abilities and career aspirations.

Once individuals are WIOA-qualified by CareerSource Pasco Hernando, Hope Services will create a customized career and training plan. This plan will assess skills, interests, and



**WIOA YOUTH TRAINING SERVICES  
RFQ #2025-01-YTS**

barriers to employment while mapping out career pathways tailored to high-demand industries such as construction, manufacturing, logistics, retail, hospitality, and culinary services. For youth and individuals with disabilities, additional accommodations, vocational supports, and assistive technologies will be integrated to maximize success.

As part of this process, each participant will:

1. Complete an individualized career and training plan.
2. Enroll in at least one of the four industry-recognized certification programs aligned with regional labor market demand. Certifications include:
  - **Culinary Arts** – 20 hours
  - **Retail** – 60 hours
  - **Hospitality** – 60 hours
  - **Construction** – 80 hours
3. Participate in a structured On-the-Job Training (OJT) experience with a local employer.
4. Work with Hope Services job coaches after OJT to obtain long-term employment.
5. Transition into a job placement aligned with their career goals.
6. Receive a formal 90-day follow-up, with continued support and tracking for twelve months to ensure long-term retention and career advancement.

Hope Services delivers vocational training and employment programs for individuals with disabilities, survivors of human trafficking, youth struggling with employment, and justice-involved individuals seeking a second chance. Training is provided through innovative, hands-on methods that make learning accessible, practical, and responsive to diverse needs.

This funding will directly support program delivery, including the cost of nationally recognized certifications in Culinary Arts, Retail, Hospitality, and Construction, as well as trauma-informed coaching and job placement support. Our approach integrates both

**WIOA YOUTH TRAINING SERVICES  
RFQ #2025-01-YTS**

technical skill development and personal growth, ensuring participants gain the confidence and resilience needed to succeed in the workplace.

To ensure high-quality outcomes, Hope Services employs the following strategies:

- **Small Class Sizes:** Limited to 10 students, ensuring personalized instruction.
- **Specialized Instructors:** All instructors have experience in special education and adapt lessons for diverse learning needs.
- **Blended Learning:** Combines classroom teaching with hands-on training in realistic, vocation-specific environments. For example, our retail training room features a cash register, grocery store conveyor belt, and stocked shelves, while our culinary training space includes a commercial kitchen. Construction students gain experience with fundamental tools and materials in a safe, controlled setting.
- **Assistive Technology:** Voice-assisted software, visual guides, and sensory-friendly spaces support accessibility and skill mastery.

Through this structured, person-centered model, participants earn industry-recognized credentials, build workplace confidence, and transition into meaningful, long-term employment opportunities. Following certification, participants will be placed in structured OJT experiences with local employers. These placements reinforce skills, provide professional experience, and allow employers to evaluate participants in real workplace settings. After OJT, participants will continue to receive individualized support from Hope Services job coaches to secure and maintain permanent employment.

Hope Services will leverage long-standing relationships with local businesses, workforce agencies, and community organizations to secure employment for participants. By aligning job opportunities with both employer demand and participant goals, we help ensure sustainable matches that benefit both sides. Hope Services conducts formal 90-day follow-ups with participants and employers to strengthen long-term stability, achieving a 95% success rate in meeting this retention benchmark. Beyond that, participants are



**WIOA YOUTH TRAINING SERVICES  
RFQ #2025-01-YTS**

tracked for twelve months, receiving coaching, professional development, and problem-solving assistance as needed. This comprehensive support reduces turnover and builds confidence, independence, and career growth.

Hope Services has deep roots in Pasco and Hernando Counties, where population growth and economic expansion have created workforce shortages in key industries. By integrating employer feedback, community priorities, and inclusive practices, we bridge the gap between job seekers with barriers and employers in need of skilled, reliable workers.

Through this structured, innovative, and inclusive model, Hope Services delivers measurable results: industry-recognized certifications, successful job placements, and long-term retention. By blending personalized training, real-world simulations, and strong employer partnerships, we prepare individuals for the workforce and strengthen the community's economic vitality and diversity.

P CO-HERNANDO WORKFORCE BOARD, INC. Budget Forms – RFP # 2025-01 YTS

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Budget Item	Annual Cost	In-Kind	How Cost Determined	Justification	(For Board Use Only) Cost/Price Analysis		
					Reas	Nec	Basis
Creating Employment Plan	\$60,000		60 units x \$1,000	Required plan			
Job Placement	\$60,000		50 Units x \$1,200	Assistance with placement after cert.			
90-Day Follow up	\$60,000		40 Units x \$1,500	Asist client for 90 days post placement			
Cullinary Certification Program	\$15,000		20 Unts x \$750	National Certification			
Construction Certification Program	\$25,000		10 units x \$2,500	National Certification			
Retail Certification Program	\$15,000		10 units x \$1,500	National Certification			
Hospitality certification Program	\$15,000		10 units x \$1,500	National Certification			
Stipend	\$20,000		\$400 x 50 youth	Stipend for hands on training (wble)			
On the Job Training	\$100,000		15/hr x 120 hours for 50 clients + taxes	On the job traing for graduates			
OJT placement/Job Coaching	\$30,000		OJT placement \$600 x 50 placements	Job coach to find + monitor OJT			

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
CRWNR-BQAMZ-GLZZS-QJ5V7

DOCUMENT COMPLETED BY ALL PARTIES ON  
13 OCT 2025 13:20:14  
UTC

## SIGNER

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## TIMESTAMP

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13 OCT 2025 13:18:33

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13 OCT 2025 13:18:58

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13 OCT 2025 13:20:14

## SIGNATURE

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## RECIPIENT VERIFICATION

EMAIL VERIFIED  
13 OCT 2025 13:18:58

