



**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**

## **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@careersourcepascohernando.com](mailto:kdailey@careersourcepascohernando.com) no later than 5:00pm on Wednesday 9/10/25. Any questions received will be posted on our website at: <https://www.careersourcepascohernando.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@careersourcepascohernando.com](mailto:kdailey@careersourcepascohernando.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.

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.