

First Coast Workforce Development, Inc.
dba CareerSource Northeast Florida
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**Request for Qualifications (RFQ) –
Solicitation Number 2025-2026 #2**

WIOA YOUTH CONSULTING SERVICES

Issue Date: June 1, 2026

**For the period from
July 1, 2026 – June 30, 2027**

This solicitation allows for the execution of a contract for the specified term with an option of renewal for up to two additional years contingent upon performance and funding availability.

**PROPOSERS MUST REVIEW COMPLETE INSTRUCTIONS FOR THE
PREPARATION AND SUBMISSION OF PROPOSALS AT:**

<https://careersourcenortheastflorida.com/rfp-submissions/>.

Solicitation Timeline	
6/1/2026	RFQ publicly noticed on our website.
6/8/2026	Clarifying and technical questions due by 5:00 PM EST.
6/12/2026	Responses to questions posted on our website by 5:00 PM EST.
6/17/2026	Proposals due by 5:00 PM EST. Late responses will not be considered.
<i>Any changes to this timeline will be posted on our website at the address above.</i>	

REQUEST FOR QUALIFICATIONS (RFQ) FOR WIOA YOUTH CONSULTING SERVICES

First Coast Workforce Development, Inc. (FCWD), dba CareerSource Northeast Florida, is soliciting proposals/quotes for WIOA Youth Consulting Services to be funded through federal allocations received by the State of Florida and as authorized through federal and state legislation. The successful responder will provide services as identified in this RFQ.

Services to be performed under this solicitation will be for the period from July 1, 2026 through June 30, 2027. This contract may be extended, in one-year increments from July 1 through June 30, for two (2) additional years if performance so warrants. Renewal will be at the option of FCWD based on effectiveness of services and funding availability.

FCWD is a not-for-profit corporation organized under the laws of the state of Florida and has been determined exempt by the Internal Revenue Service under the provisions of IRS Code, Section 501(c)(3). We have been certified by the Governor as a Regional Workforce Development Board for the purposes of implementing programs authorized by Temporary Assistance for Needy Families (also known as TANF or Welfare Transition), Wagner-Peyser, the Workforce Innovation and Opportunity Act (WIOA), Public Law No: 113-128, signed into law on July 22, 2014, and related enabling legislation, and the State of Florida Workforce Investment Act. Our principal function is the provision of, oversight of, and policy guidance to the workforce development system in the six counties of Baker, Clay, Duval, Nassau, Putnam, and St. Johns.

FCWD in most cases operates and administers these programs directly, however in some cases, acts as a “pass-through” organization, awarding federal funds to sub-recipients. It is our responsibility to ensure that our organization, as well as sub-recipients, adhere to government wide and program specific requirements set forth in grant agreements using effective monitoring resources.

Purpose of This Solicitation

The purpose of this solicitation is to contract for WIOA Youth Consulting Services. WIOA is landmark legislation designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA requires states to strategically align their core workforce development programs to coordinate the needs of both job seekers and employers through combined four-year state plans with greater flexibility than its predecessor program (WIA). Additionally, WIOA promotes accountability and transparency through negotiated performance goals that are publicly available, fosters regional collaboration within states through local workforce areas, and improves the American Job Center system. The U.S. Department of Labor (DOL), in coordination with federal

partners at the U.S. Departments of Education (ED) and Health and Human Services (HHS), collaborated to provide information and resources for states, local areas, non-profits and other grantees, and other stakeholders.

Intent of This Solicitation

The intent of this solicitation is to contract with a qualified vendor who has technical expertise and an established track-record of delivering cost-effective WIOA Youth Consulting Services. The successful responder will have experience and expertise in strategic planning and solicitation development of sub-contracted youth services. **Note: This RFQ is not for the selection of a firm to provide direct WIOA Youth services.**

Scope of This Solicitation

The service requirements outlined below reflect the minimum service level desired by our organization. Proposals exceeding these specifications are welcome but understand that competitive pricing is a large consideration in this solicitation.

This request requires a unique skillset of programmatic and technical knowledge, and experience in the guidance of system management and performance. In addition, the vendor must have proficient knowledge and mastery of the One-Stop Service Tracking System and Employ Florida. The selected firm must be willing and able to provide technical assistance and staff training in workforce development related concepts, procedures, and techniques.

- Assist in completing WIOA solicitations.
- Assist in organizational strategic planning and process flow.
- Provide recommendations and advise senior leadership team on WIOA In-School & Out-of-School youth strategic planning.
- Analyze workflow, information, program, and performance requirements.
- Analyze and make recommendations on new initiatives, federal and state policies, and process improvements.
- Train selected staff on system and performance processes as requested by management.
- Collaborate to prepare and review data required for quality assurance.
- Other strategic planning management services as required to be delivered by a proficient WIOA subject matter expert.
- Other project duties as assigned.

Proposal Response

Those interested in providing services must include all the following in a written response. Your proposal should demonstrate the qualifications, competence, and capacity of your firm/ staff.

A. Company/Organization Information Sheet (Completed on our website at:

<https://careersourcenortheastflorida.com/rfp-submissions/>)

B. Your qualifications and experience providing WIOA Youth Consulting Services:

1. Provide a description of your organization's history and background.
2. Provide a synopsis of your overall concept and approach.
3. Describe the services you will offer outlining the specifics of each service.
4. Describe who will provide services and be responsible for achieving results.
5. Describe your prior experience working with Local Workforce Development Boards and/or FCWD, if applicable.

C. Additional information:

1. List any subcontractors that will be used, the work to be performed by them, and the percentage of time projects may be outsourced, if applicable.
2. If not a sole proprietor, describe your management structure or team organization. Describe your approach to project management and communication with us.

D. Pricing

Provide your proposed pricing including any taxes, fees, or expenses. Include a detailed budget narrative as well as any services not listed above that you propose providing. Include information indicating how the budget was determined (i.e., estimated number of hours by staff level, hourly rates, total cost by staff level, etc.) Proposals should include projected increases by contract year. Please include charts of your design showing projected costs for each year of a three-year period. Your projected budget should be for approximately 92 hours of work per month with a maximum of 1094 hours per year.

E. References

Provide a list of three (3) or more professional references we may contact. References listed should be of similar scale to our organization or served by the same staff who would be assigned for this engagement. Please include specific contact names, email addresses, and telephone numbers.

F. Other Information

Please include any additional information not already requested that you consider essential to your response. If there is no additional information, please state “There is no additional information.” for this section.

G. Conflict of Interest

If a Proposer has any potential conflict of interest, disclosure must be included in this proposal. Proposers should review complete instructions for the preparation and submission of proposals, including notification of potential conflict of interest, at:

<https://careersourcenortheastflorida.com/requests-for-proposals/>. If none, please state “There is no existing nor potential conflict of interest.” for this section.

Proposal Evaluation

A team will evaluate each proposal utilizing the Proposal Evaluation Form below. Upon conclusion of the rating process, FCWD may begin negotiations with one or more successful bidders. It is the bidder’s responsibility to present accurate, concise, adequate, and qualitative documentation in each area to be rated, so that the raters can make effective appraisals.

The proposal represents only one factor in the selection process of service providers and may not be the sole basis for selection of a proposal for funding. Other factors, such as the capability of administering and operating these services within the constraints and limitations specified may also be considered in the selection process.

**First Coast Workforce Development, Inc.
Proposal Rating Form**

Proposer: _____

Did the Proposer:	Yes	No
Complete the online Company/Organization Information Sheet?		
Acknowledge the required online documents?		
Provide references?		
<i>If any of the above is answered 'no,' write non-responsive in the adjoining block, and proceed no further.</i>		

Evaluation of Vendor Qualifications and Services Proposed:	Score (1-5)	Weight	Total
Description of organization's history and background.		3	
Services offered outlining the specifics of each service and approach.		3	
Experience level of staff.		5	
Experience providing services similar in nature and complexity including working with Local Workforce Development Boards and/or FCWD.		6	
Fiscal Evaluation:	Score (1-5)	Weight	Total
Proposed pricing		3	
Total Points			

Reviewer's Printed Name: _____

Reviewer's Signature: _____

Date: _____