



SERVICES BID

Request for Proposal
for
One-Stop Operator

BIDDERS PRESUBMITTAL CONFERENCE

AGENDA & MEETING NOTES

August 1, 2018 - 1:00 PM

Welcoming Remarks:

1. Good Afternoon, My name is Nilda Blanco, Director of Business Intelligence.
2. This is a presubmittal conference intended for firms desiring to respond to the publicly advertised One-Stop Operator RFP No. OSO-18197.
3. The purpose of this meeting is to allow interested firms, the opportunity to ask questions for clarification regarding this competitive RFP.

Introductions:

1. Remarks and introduction of key CareerSource Central Florida personnel.
2. Mr. William Warren, Contract Management Specialist.
3. Introductions of audience and company represented.

General Information:

- Sign-In Sheet and Hand-outs (Agenda and if applicable Q&A)
- Meeting Rules-
 - It is imperative that you respect the process of this procurement and not speak privately with staff members in regards to this RFP outside of this meeting. Time will be allowed for Q&A today. Answers will be given immediately for anything we can answer today.
 - Should you have any additional questions at the conclusion of the meeting, please field them following the instructions provided in the RFP and CSCF will reply by posting a response on our company website.

RFP Technical Overview:

- Scope of Work
 - Noted omission of Migrant Season Farmworkers from the partner list.
 - Most MOUs and IFAs are in place; One-Stop Operator focus is on building relationships that support collaborative delivery of services by CSCF and the partners. IFAs are in the process of updating.
 - CSCF is interested in identifying ways to streamline processes, create efficiencies and improve access to services for identified program participants.
- One-Stop Operator Deliverables
 - Clarification on bullet #2 – Create an inventory that includes the items listed.
- One-Stop Operator Qualifications
- Time and Compensation
 - All inclusive cost may be proposed



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Q&A Session:

- How to Address Questions
- Responses
 - Immediate - One (1) question was asked and response was given
 - **Question** - Concerning the 20-25 hour per week estimated time commitment for selected One-Stop Operator. How much time of the 20-25 hours is required physically within CSCF offices?
 - **Response** - The estimated 20-25 hours per week is a combination time committed virtually as well as telephone and face-to-face communications
 - Delayed
 - Addendums

Reminders:

- Final Clarifying/Technical Due: August 6, 2018 by 3:00 PM EST
- Proposal Due: August 10, 2018 by 5:00 PM
- Proposal Submittal Instruction: Responses are to be emailed to: procurement@careersourcecf.com
- Email subject line **MUST** clearly read "**BID: One-Stop Operator**".

Closing Remarks:



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SIGN IN SHEET

Request for Proposal for One-Stop Operator

August 1, 2018
1:00 PM

Print Company Name and Representatives Name

1. Kristen Barry, Thomas P. Miller & Associates
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____