



**REQUEST FOR PROPOSALS FOR
TEMPORARY STAFFING AND PAYROLL SERVICES**

RFP NUMBER TS/PS-PY26

**ISSUE DATE:
9/16/2026**

**PROPOSAL SUBMISSION DEADLINE:
10/15/2026 5:00pm EST**

**CareerSource Central Florida
Administrative Offices
390 North Orange Avenue, Suite 700
Orlando, Florida 32801**

1.0 **PURPOSE**

Central Florida Regional Workforce Development Board, Inc., doing business as CareerSource Central Florida (CSCF), is seeking proposals from qualified payroll service providers to deliver comprehensive, reliable, and compliant payroll services. The selected vendor will support accurate payroll processing, tax compliance, reporting, and related services for our workforce.

The selected Respondent will serve as the employer of record for temporary employment opportunities administered by CSCF and will provide accurate, compliant, and automated payroll, onboarding, reporting, employee self-service, and related services. The Respondent will ensure compliance with applicable federal, state, and local payroll requirements while supporting CSCF's current operational needs and future organizational growth.

2.0 **BACKGROUND AND OVERALL EXPECTATIONS**

Central Florida Regional Workforce Development Board, Inc., d/b/a CareerSource Central Florida (CSCF) is a Florida not-for-profit corporation that serves as one of 21 regional workforce boards in the State of Florida. CSCF serves Lake, Orange, Osceola, Seminole and Sumter counties. CSCF is also organized as a charitable **tax-exempt** entity under section 501(c)(3) of the Internal Revenue Code of 1986, as amended. CSCF may receive additional funding for special initiatives, grants or community projects that require expansion of existing programs or temporary staffing support. The selected Respondent must be able to adapt services and reporting to multiple programs and funding sources.

3.0 **SCOPE OF WORK**

CSCF currently requires payroll and related support services for an estimated 400-1,000 workers. These estimates vary and will be reviewed on an annual basis. The selected Respondent must support current operations and reasonable future growth. The proposal must identify within their proposal which services listed below are included, optional or available at additional cost.

3.1 **Program Roles and Referrals**

- a) CSCF will conduct participant outreach, recruitment, eligibility determination, and enrollment for paid internship and worksite activities.
- b) CSCF will provide the Respondent with approved participant referrals and applicable program and funding information.
- c) The Respondent will serve as the employer of record and complete all required employment, payroll, and tax documentation.
- d) For the Summer Youth Program, CSCF will provide participant and host-site lists. The Respondent will match each intern to an appropriate host site based on information provided by CSCF.
- e) The Respondent will confirm assignments and communicate placement details, start instructions, schedule expectations, and any assignment changes to both the intern and host site.
- f) The Respondent will coordinate with CSCF to resolve placement issues promptly.
- g) The Respondent will designate primary and secondary points of contact for day-to-day contract management, participant assignments, service coordination, issue resolution, and reporting.
- h) The secondary contact will serve during absences of more than three business days.

- i) Bilingual English and Spanish assistance must be available upon CSCF request.

3.2 Employer of Record and Payroll Responsibilities

- a) The Respondent will acknowledge and inform each participant that the participant is an employee of the Respondent for employer-of-record purposes.
- b) The Respondent must describe its ability to process regular, off-cycle and supplemental payrolls; calculate and file applicable federal, state and local payroll taxes; provide direct deposit and check-payment options; administer deductions, garnishments and wage attachments; produce payroll registers and audit reports; manage tax notices; and complete year-end W-2 and, when applicable, 1099 processing.
- c) The Respondent will comply with all applicable federal, state, and local employment laws and will operate as an Equal Opportunity Employer.
- d) The Respondent will be responsible for onboarding, weekly payroll, timely wage payment, ACH or paycheck administration, state and federal tax filings, unemployment insurance, W-2 access, and all other required payroll functions.
- e) Participants will be paid the hourly rate established by CSCF.
- f) Participants may work no more than 40 hours per week unless CSCF provides prior written authorization.
- g) Any unauthorized overtime will be the sole responsibility of the Respondent.
- h) Timecards must be maintained through a secure online application that allows participants, host sites, and authorized CSCF staff to review and approve time, access pay information, and print W-2s, as applicable.
- i) At the conclusion of an internship, a host site may hire the participant without paying the Respondent a placement or conversion fee.

3.3 Workers Compensation and Pricing

- a) The For State of Florida programs, workers' compensation coverage for eligible program participants is provided by the State.
- b) The Respondent will not include workers' compensation costs in the markup charged for participants covered under those programs.
- c) CSCF may occasionally assign participants through other funding sources or programs that require the Respondent to provide workers' compensation coverage.
- d) The Respondent must identify separate markup rates for assignments where workers' compensation is provided by the State and assignments where the Respondent is required to provide workers' compensation.
- e) The higher markup may be applied only when CSCF confirms in writing that vendor-provided coverage is required.
- f) The Respondent must maintain supporting documentation for any workers' compensation charge.

3.4 Onboarding Orientation and Screening

- a) The Respondent will conduct onboarding and orientation in coordination with CSCF before each participant begins an assignment.
- b) Services must be available at CSCF locations or virtually, with in-person delivery preferred when requested.
- c) The Respondent must provide one-on-one or group sessions throughout CSCF's five-county

- region and bilingual onboarding assistance when needed.
- d) Orientation will address the employer-of-record relationship, assignment requirements, workplace standards, dress and business etiquette, timekeeping and payroll procedures, drug-free workplace expectations, sexual harassment, nondiscrimination and anti-retaliation, compliance, and ethics.
 - e) The Respondent will conduct a state-level background check when required and provide documented results to authorized CSCF staff. Criminal-history information must be obtained directly from the Florida Department of Law Enforcement. Criminal history information must include, at minimum, applicable felony convictions, misdemeanor convictions involving moral turpitude, offenses under the Violent Crime Control and Law Enforcement Act of 1994, and pending deferred adjudications related to those categories.
 - f) A Level 2 background screening is required for participants assigned to work with youth or on a school campus.
 - g) The Respondent will arrange drug testing when required by a host site.
 - h) CSCF will reimburse approved background-check and drug-screening costs at the Respondent's actual documented cost.
 - i) Screening results must be shared with the host site, subject to applicable law.
 - j) The assignment may begin only after the host site accepts the results.
 - k) Mobile I-9 verification capability is preferred.

3.5 Participant and Assignment Management

- a) The Respondent will coordinate with participants, host sites, and CSCF throughout each assignment.
- b) The Respondent will obtain documentation needed for program reporting and reimbursement.
- c) The Respondent will promptly address attendance, payroll, conduct, or placement concerns in coordination with CSCF.
- d) CSCF will conduct periodic monitoring of participants and host sites for program compliance.
- e) The Respondent will coordinate assignment-end notifications and required separation documentation with CSCF.
- f) If a host site dismisses or releases a participant before the scheduled end date, the Respondent must notify the CSCF Director of Operations or designee in writing within 24 hours.
- g) If CSCF reports a potential wage or compensation discrepancy, the Respondent must contact the participant promptly.
- h) The Respondent must make a good-faith effort to resolve the matter.
- i) If the matter cannot be resolved promptly, the Respondent must provide CSCF a written explanation of the issue and resolution steps.
- j) If CSCF requests that the Respondent source a worker for a specific position and the Respondent cannot provide a mutually acceptable qualified candidate at an acceptable pay rate, CSCF may use another temporary staffing provider for that need without liability or fee to the Respondent.

3.6 Invoicing Recordkeeping and Reporting

- a) The Respondent will submit weekly electronic invoices in Microsoft Excel, supported by participant and supervisor-approved timecards and applicable third-party invoices.
- b) Each invoice must include a separate line for each participant and clearly identify the participant, host site, program, CSCF-assigned funding source or grant, pay period, hours, hourly wage, gross wages, applicable payroll costs, approved screening costs, markup rate, and total amount billed. Each invoice must be separately prepared, clearly identified, and coded by the applicable CSCF-

- assigned funding source or grant. Multiple funding sources or grants must not be combined on the same invoice.
- c) Final payments must be clearly marked FINAL CHECK.
 - d) The Respondent is responsible for using the funding-source information assigned by CSCF and maintaining accurate invoicing and records by participant and funding source.
 - e) Costs may not be shifted between grants or programs without prior written direction from CSCF.
 - f) The Respondent must promptly correct any funding-code or billing error and provide a revised invoice or credit, as directed by CSCF.
 - g) The Respondent will maintain complete, accurate, auditable records supporting every charge.
 - h) Required records include participant records, funding-source assignments, timecards, activity logs, payroll registers, invoices, screening receipts, and other expense documentation.
 - i) Records must capture cumulative hours and dollars by participant, host site, program, and grant or funding source, including WIOA, TANF, NEG, and other sources assigned by CSCF.
 - j) The Respondent will update its database at least weekly and provide CSCF electronic access to participant timecards and paystubs.
 - k) Weekly reports must include cumulative hours and wages by participants.
 - l) Weekly reports must include all active participants by host site and classification.
 - m) Weekly reports must include assignment details for active and separated participants, including start date, scheduled and actual end dates, termination date, hourly rate, and assignment duration.
 - n) Weekly reports must include fiscal totals by participant and funding source.
 - o) The Respondent must be able to produce custom performance and fiscal reports requested by CSCF and attend quarterly contract meetings.
 - p) The Respondent's submittal must include a narrative addressing its qualifications, service approach, technology and process improvements, pricing, references, and any proposed additional program benefits and incentives identified in the evaluation criteria.
 - q) The narrative must describe practical technology solutions that improve onboarding, participant and host-site coordination, communications, timekeeping, invoicing, funding-source tracking, reporting, data accuracy, and the participant and host-site experience.
 - r) The narrative must describe any feasible and legally allowable cost-saving measures, pricing incentives, service enhancements, operational efficiencies, or other value-added approaches included in the proposal.

3.7 Compliance and Risk Management

- a) The Respondent must maintain compliance with applicable IRS, U.S. Department of Labor, state and local payroll requirements; provide tax-notice management and resolution assistance; maintain documented payroll controls and complete audit trails; and protect confidential employee, payroll and tax information.

3.8 Employee and Employer Self Service

- a) The Respondent must provide a secure employee portal through which workers can access pay statements and tax forms and, when authorized, update direct-deposit and tax-withholding information. The solution must also provide an administrative or manager dashboard for authorized CSCF personnel. Respondents must describe available mobile access, reporting and analytics tools, and integrations for time and attendance, onboarding, leave tracking and benefits administration, as applicable to the services requested by CSCF.

3.9 Human Resources and Related Services

- a) The Respondent must describe available new-hire onboarding, time-and-attendance integration, paid-time-off and leave tracking, benefits-administration integration, and workforce reporting and analytics. The proposal must clearly distinguish services included in the base solution from optional modules or add-on services.

3.10 Technical and Security Requirements

- a) The Respondent must describe whether its solution is cloud-based or on-premises; system availability and uptime commitments; encryption and cybersecurity safeguards; role-based access, audit trails and internal controls; privacy protections; backup practices; and disaster-recovery and business-continuity capabilities. The proposal must identify applicable independent controls reports or security certifications, including SOC 1 or SOC 2 reports when available, and explain how security incidents and data breaches will be reported to CSCF.

3.11 Implementation and Customer Support

- a) The Respondent must provide an implementation plan addressing configuration, data migration when required, testing, administrator and employee training, go-live support and ongoing account management. The proposal must identify support hours and channels, primary and escalation contacts, target response and resolution times, service-level commitments and procedures for resolving payroll, tax, system-access and reporting issues.

4.0 CONTRACT TERM AND RENEWALS

CSCF intends to award an initial twelve (12)-month contract resulting from this RFP. CSCF may, at its sole and absolute option, renew the contract for up to four (4) additional one-year terms, for a maximum total contract term of five (5) years. Each renewal will be subject to the Respondent's satisfactory performance, CSCF's continued need for the services, availability of funding, successful negotiation of applicable terms, and any required approvals. Before exercising a renewal option, CSCF may evaluate the Respondent's performance and determine whether continuation of the contract is in CSCF's best interest.

In the event additional funds become available for the services requested more than that announced or if not announced expected to become available following the issuance of this RFP, CSCF shall have the right to negotiate and contract with the successful respondent for additional services without the need for an additional RFP. A contract will be executed after successful negotiations with the recommended respondent. In the event CSCF is unable to successfully negotiate a contract with the recommended respondent, as determined by CSCF in its sole and absolute discretion, CSCF may then negotiate with the second or third highest-ranked respondent and so on until a contract is executed or if CSCF decides to terminate the selection process.

Cash advances from CSCF shall not be available to Respondent. Therefore, the successful respondent must have sufficient cash resources to "front" expenditures and await reimbursement from CSCF, usually within one month of an invoice submitted with proper documentation. In other words, respondent shall have funds available to cover a minimum of two months of expenses. Respondent must be able to provide documentation to substantiate the invoices which are cost reimbursement. Copies of original documents are adequate.

5.0 INSTRUCTIONS TO RESPONDENTS

This RFP is a solicitation and not an offer to contract. Interested parties desiring to provide proposals for services as described in this RFP must submit responses to CSCF in the following manner:

- Inquiries regarding this RFP must be submitted in writing via email to: Procurement@careersourcecf.com no later than **September 30, 2026 at 5:00pm EST**. Please type **"INQUIRY – TS/PS-PY26"** in the subject line.
- Proposals **must** be submitted electronically via email to Procurement@careersourcecf.com no later than **October 15, 2026, at 5:00 PM (EST)**. Proposal documents must be attached in PDF format and clearly identify the Respondent's business name and address. The subject line must state: **"PROPOSAL – TS/PS-PY26."**
- To maintain the integrity of the procurement process, Respondents must submit all inquiries and proposals only to the email address identified above. Respondents must not copy or blind copy any other CSCF official, employee, or board member. Failure to comply with this requirement may result in disqualification of the proposal from further consideration.
- Proposals submitted through any method other than the email submission process specified above will not be accepted. Respondents are solely responsible for ensuring that their complete proposal is received at the designated email address by the submission deadline.
- A proposal may be withdrawn at any time before the proposal submission deadline. Any proposal not withdrawn before the deadline will constitute an irrevocable offer for a period of ninety (90) days following the submission deadline or until an award is made, whichever occurs first. All costs associated with preparing and submitting a response to this RFP are the sole responsibility of the Respondent, and CSCF assumes no responsibility for such costs.
- CSCF reserves the right to negotiate the terms outlined in any response, reject any or all proposals, and waive minor irregularities or informalities when determined to be in CSCF's best interest. If CSCF accepts any proposed alternatives, CSCF reserves the right to accept them in any order or combination.

6.0 PROCUREMENT TIMELINE

All times and dates listed below are tentative estimates only and are subject to change by CSCF without recourse.

Date	Activities/Events
9/16/2026	RFP is made available at 5:00pm EST on the CSCF Internet: Work With Us - CareerSource Central Florida
9/30/2026	Final Clarifying/Technical inquiries concerning the RFP must be received by 5:00pm EST, via email at Procurement@careersourcecf.com . Please type "INQUIRY – TS/PS-PY26" in the subject line.
10/5/2026	Responses to all inquiries will be made available on the CSCF's Solicitation Requests website within (3) business days of the clarification deadline as referenced above, on the CSCF Internet: Work With Us - CareerSource Central Florida
10/15/2026	Electronic RFP responses are due and are to be submitted via email in PDF format version. Proposals must be received by 5:00 PM EST. Please type "PROPOSAL – TS/PS-PY26" in the subject line.
10/16-10/30/2026	Proposals will be opened privately and Respondents will be notified as to successful respondent(s) once the initial review process is complete.

11/2 -11/20/2026	Proposal review by the evaluation committee team.
12/10/2026	Scheduled on Full Board of Directors agenda for approval.
December 2026	Begin contract negotiations and finalize contract.
January 1, 2027	Anticipated contract commencement date.

7.0 SIGNATURE

A duly authorized individual or official of an organization shall sign the proposal before submission. For proposals from organizations, the proposal shall also provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the respondent, and the name of the person who may be contacted during the period of proposal evaluation, if different from the signatory official.

8.0 FORMAT FOR PREPARING THE PROPOSAL

Proposals will be valid for ninety (90) days after submission date specified herein. If the event contract has not been awarded before the close of the ninety (90) day validity period, CSCF reserves the right to negotiate extensions to the proposal validity date. Proposal forms have been provided for submittal. It is generally preferred that written material be single-spaced, 12-point font, except where there is a reason for double spacing. An outline form using major headings is preferred. Legibility, clarity, and completeness are essential.

Outline: All proposals must be assembled according to the following outline with all pages numbered in sequential order and must demonstrate understanding of the scope of work for this RFP.

- **Cover letter** - This will serve as the official letter of transmittal signed by an owner, officer or authorized agent of the firm, acknowledging and accepting the terms and conditions of this RFP and tendering an offer to CSCF.
- **ATTACHMENT A** – Signed Cover Sheet
- **ATTACHMENT B** – Price Proposal Form
- **ATTACHMENT C** – Signed Relationship Disclosure Form
- **ATTACHMENT D** – Signed Contractor Provisions, Certifications and Assurances

NOTE: ALL TTACHMENTS must be entirely completed, signed and submitted with proposal. No proposal will be considered that is not:

- Complete – If sections or mandated attachments are missing, the proposal will not be considered
- Compatible – The proposal must be compatible with the goals and objectives of this request.

Each page of the proposal should be numbered sequentially at the bottom of the page. The Cover Letter is not numbered, nor are any of the signed forms. Each proposal is limited to ten (10) narrative pages (excluding the Cover Letter and required attachments and forms) and should be prepared simply and economically, providing a straightforward response to this RFP.

9.0 **PROPOSAL REVIEW AND CONTRACT AMOUNT**

At the discretion of CSCF, multiple responses could be selected for contract awarding. CSCF will award the contract(s) based on what is in the best interests of CSCF. The contract(s) will be awarded based on offers received considering price, experience, and negotiation of such contract(s) with the successful respondent(s). The assessment of experience will take into account such factors as bidders' reputation and ability to provide required services.

Final award of a contract(s) will be contingent upon the following:

- Successful negotiation of a contract.
- Acceptance by the respondent of the contract terms and conditions.
- Funding availability.

10.0 **EVALUATION CRITERIA**

All complete proposals will be evaluated according to the guidelines set forth in this RFP. All bids will be evaluated based on responsiveness to this RFP. Negotiations will be started with the bidder(s) whose proposal(s) has been judged most appropriate regarding all factors, including product/service quality, cost, and vendor qualifications. The lowest priced proposal will not necessarily be selected, as cost is only one of the factors that will be considered.

The following criteria will form the basis upon which CSCF will evaluate proposals. Proposals that meet the mandatory (complete and compatible) requirements, as stated in Section 8.0 – FORMAT FOR PREPARING THE PROPOSAL above, will be evaluated with the following criteria grids:

Evaluation Criteria	Max Points
Respondent Qualifications Knowledge and Experience Demonstrated organizational capacity, administrative capability, workforce-system knowledge, relevant experience, and ability to deliver the full scope of employer-of-record services.	30
Cost and Price Competitive and transparent pricing, including separate markup rates for assignments with State-provided workers' compensation and assignments requiring vendor-provided workers' compensation.	20
Service Delivery Approach Clear, responsive approach to onboarding, Summer Youth participant-to-host-site matching, communications, payroll, issue resolution, reporting, and contract management across CSCF's five-county region.	20

Technology and Process Improvements Practical, secure technology and workflow enhancements that improve onboarding, matching, communications, timekeeping, invoicing, funding-source tracking, reporting, data accuracy, and customer experience. Preference will be given to solutions that integrate efficiently with CSCF processes and minimize manual work.	15
References Three credible references validating the Respondent's ability to provide the required services. Workforce-system experience is preferred.	10
Additional Program Benefits and Incentives Feasible and legally allowable cost-saving measures, pricing incentives, service enhancements, operational efficiencies, or other value-added approaches that provide a measurable benefit or savings to CSCF. Proposals should clearly explain the proposed methodology, assumptions, timing, and any applicable conditions.	5
Total Points Awarded Per Proposal	100

11.0 CONDITIONS AND LIMITATIONS OF THIS RFP

The following conditions are applicable to all proposals:

CSCF is not a state agency and is exempt from chapters 120 and 287, Florida Statutes, however, it must follow the procurement and expenditure procedures required by federal law for the expenditure of federal-grant funds, including those set forth in 29 C.F.R. Part 200 and as applicable to Department of Labor funding, 2 C.F.R. Part 2900.

This RFP does not commit or obligate CSCF to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

CSCF reserves the right to reject any and all proposals in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal that is deemed most favorable to CSCF at the time and under the conditions stipulated in the specifications of this request.

Non-conforming proposals will be considered non-responsive and CSCF reserves the right to waive informalities and minor irregularities in proposals received. CSCF reserves the right to request additional information for clarification from potential candidates, or to allow corrections for errors or omissions.

All proposals are subject to negotiation by CSCF.

CSCF reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the individual or firm of the conditions contained in this solicitation, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CSCF and the individual(s) or firm(s) selected.

CSCF may require the selected respondent(s) to participate in negotiations and to submit price, technical, or

other revisions of their proposals in writing, which may result from negotiations.

A Review Panel meeting will be held to discuss proposals and develop recommendations. At this meeting, the Review Panel may invite prospective providers to explain their proposals as needed. The Review Panel completes the review sheets and determines final recommendations for providers(s). Review sheet totals do not necessarily determine the outcome but serve as a tool for reviewers to formulate ideas for discussion.

12.0 IMPORTANT NOTICE TO ALL RESPONDENTS:

CSCF is funded in the majority by government entities who have required and rigorous audit processes, even for contractors and subrecipients of these funding sources. Accordingly, all sums due and payable by CSCF are subject to ongoing congressional appropriation and actual funding from the U.S. Department of Labor, the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, and the Florida Department of Commerce (FloridaCommerce).

13.0 MINORITY/WOMEN/VETERAN BUSINESS/LABOR SURPLUS ENTERPRISES

Respondents that qualify as minority-owned, women-owned, veteran-owned or labor surplus enterprises under a federal, state or local government or public authority certification process (M/W/VET/LSBE) are encouraged to submit proposals and to identify themselves as M/W/VET/LSBE respondents. Any vendor, firm, or organization wishing to be considered as such, must provide evidence of certified M/W/VET/LSBE status (such as a copy of the certification letter, etc.).

14.0 APPLICABILITY OF SUNSHINE LAWS

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

15.0 APPEAL PROCEDURE FOR PROCUREMENT ACTIONS

All Respondents have the right to appeal the process. Parties wishing to challenge the process may submit their objections in writing within three business days after the date of the notification of intent to award to selected respondent(s) to the President/ CEO of CSCF. The appeal must state the specific reason for the 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 Respondent.
- Other grounds that may substantially alter CSCF's award decision.

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

ATTACHMENT "A"

Cover Sheet

Name of Respondent Organization:	
Business Address:	
Phone:	
Fax:	
Years in Business:	
DUNS Number: _____	FEIN Number: _____
Name, title and contact information of person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the respondent: Name and Title: _____ Phone: () _____ Fax: () _____ Email: _____	
I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined, that this firm acknowledges and accepts the terms and conditions of this RFP/RFQ by tendering an offer to CareerSource Central Florida; that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other bidder or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the bidder to induce any other person or organization to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this organization can and will provide and make available, at a minimum, all services described in the proposal.	

Signature of Authorized Representative

Date

Printed Name and Title

ATTACHMENT “B”

PRICE PROPOSAL FORM

CSCF seeks complete and transparent pricing for all Temporary Staffing and Payroll Services described in Section 3.0 of this RFP. Respondents must provide an all-inclusive markup percentage and identify the amount to which the markup will be applied.

The proposed markup percentage must include all administrative labor, materials, travel, overhead, technology, implementation, transaction costs, profit, and other expenses necessary to perform the required services. Respondents must separately identify all pass-through costs, optional services, and services available at an additional charge.

A. Work Experience/Internships Pricing

Work Description	Mark-Up Percentage	Worker's Compensation Coverage Responsibility
Traditional Work Experience/Internships – Third-Party Payroll Administrator Payrolls		State of Florida
Special Project Internships - Third-Party Payroll Administrator Payrolls (Clerical, Administrative, Professional)		Third-Party Payroll Administrator
Special Project Internships - Third-Party Payroll Administrator Payrolls (Light Industrial, <35-pound lift)		Third-Party Payroll Administrator
Special Project Internships - Third-Party Payroll Administrator Payrolls (Light Industrial, >35-pound lift)		Third-Party Payroll Administrator

B. Internal CSCF Temp-staff Pricing

Work Description	Mark-Up Percentage	Worker's Compensation Coverage Responsibility
CSCF Internal Positions Third-Party Payroll Administrator Sources		Third-Party Payroll Administrator
CSCF Internal Positions Third-Party Payroll Administrator Payrolls (Ambassadors, Consultants)		Third-Party Payroll Administrator

C. Pass-Through Costs

Work Description	Cost/Fee	Worker's Compensation Coverage Responsibility
Driver's License background check with the Florida Department of Highway Safety and Motor Vehicles		Third-Party Payroll Administrator
Driver's License background check outside of the state of Florida		Third-Party Payroll Administrator
Criminal Background Checks		Third-Party Payroll Administrator
Drug Screenings		Third-Party Payroll Administrator

*If Respondent is a for profit entity, profit must be stated separately.

Signature of Authorized Representative

Date

Printed Name and Title

ATTACHMENT “ C ”

RELATIONSHIP DISCLOSURE FORM INFORMATION

Relationship Disclosure Form

The purpose of this form is to document any personal or business relationships between the Respondent (defined below) and any one or more of the following: (i) Pamela Nabors, President & CEO of CareerSource Central Florida; (ii) CareerSource Central Florida’s current board of directors; and (iii) an employee of CareerSource Central Florida. A listing of CareerSource Central Florida’s current board may be found here:

<http://careersourcecentralflorida.com/board-committees/meet-the-board/>.

For additional information, refer to the questions outlined below.

- **WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?**

The relationship disclosure form needs to disclose pertinent background information about the Respondent and his/her or personal or business relationship, if any, with any CareerSource Central Florida staff or board member.

In particular, Respondents must disclose whether any of the following relationships exist: (1) Respondent is a relative of a CareerSource Central Florida staff or board member; (2) a CareerSource Central Florida board member is an employee of Respondent; (3) Respondent is an employee of CareerSource Central Florida; or (4) Respondent is a business associate of any CareerSource Central Florida board member.

- **HOW ARE THE KEY RELEVANT TERMS DEFINED?**

Respondent means the individual(s) or firm making any quote pursuant to this RFP (and, if Respondent is a law firm, all partners and other equity-level lawyers of the law firm).

Business associate means any person or entity engaged in or carrying on a business or commercial activity with any other person who is a CareerSource Central Florida staff or board member, whether as an independent contractor, co-owner, partner, member, trustee or beneficiary, joint venture, vendor, consultant, service provider, officer, director or shareholder (excluding shares traded on a regulated national or regional securities exchange).

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes)

Relative means an individual who is related to a CareerSource Central Florida staff or board member as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-

law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half- sister, grandparent, great grandparent, grandchild, great-grandchild, step-grandparent, step- great-grandparent, step-grandchild, step-great-grandchild, person who is engaged to be married to a CareerSource Central Florida Principal or who otherwise holds himself or herself out as or is generally known as the person whom a CareerSource Central Florida Principal intends to marry or with whom the CareerSource Central Florida Principal intends to form a household, or any other natural person having the same legal residence as the CareerSource Central Florida Principal. (See Section 112.312(21), Florida Statutes.)

- **DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes until a vendor is selected.

- **WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?**

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Executive Committee and the President & CEO of CareerSource Central Florida.

RELATIONSHIP DISCLOSURE FORM

This form must be completed by the Respondent. In the event any information provided on this form should change, the Respondent must file an amended form on or before the date the item is considered by CareerSource Central Florida.

Part I

INFORMATION ON RESPONDENT:

Legal Name of Respondent: _____

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone () _____

Facsimile () _____

Part II

IS RESPONDENT A RELATIVE OF ANY CAREERSOURCE CENTRAL FLORIDA PRINCIPAL?

____ YES ____ NO

IS ANY CAREERSOURCE CENTRAL FLORIDA PRINCIPAL AN EMPLOYEE OF RESPONDENT?

____ YES ____ NO

IS RESPONDENT AN EMPLOYEE OF ANY CAREERSOURCE CENTRAL FLORIDA PRINCIPAL?

____ YES ____ NO

IS RESPONDENT A BUSINESS ASSOCIATE OF ANY CAREERSOURCE CENTRAL FLORIDA PRINCIPAL?

____ YES ____ NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship: _____

(Use additional sheets of paper if necessary)

Part III

ORIGINAL SIGNATURE REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to the date on which CareerSource Central Florida awards an agreement. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Signature of Respondent

Date

Print name, title of person, and organization name of individual completing this form:

ATTACHMENT D



CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES

CareerSource Central Florida will not award a contract where Contractor has failed to accept the CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this Attachment. In performing its responsibilities under this Contract, Contractor hereby certifies and assures that it will fully comply with the following:

I. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTION (2 C.F.R. Part 180, as supplemented by 2 C.F.R. Part 2998, as applicable).

The prospective Contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Contract 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;
- c. 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 above; and/or
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Where the prospective Contractor is unable to certify to any of the statements in this certification, such prospective Contractor shall attach an explanation to this proposal (or plan).

II. CERTIFICATION REGARDING LOBBYING (29 CFR Part 93)

Contractor certifies, to the best of his or her knowledge & belief, that:

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 an agency, a Member of Congress, 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.

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 employee of Congress, or an 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.

The undersigned shall require that the language of this certification be included in the documents for all subawards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Contract 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.

III. NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 38)

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) 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 WIOA Title I financially assisted program or activity;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

IV. ACCESS TO RECORDS

Access by CareerSource Central Florida, Inc., the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of Contractor or sub-contractor which are directly pertinent to charges to the services, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies; this right also includes timely and reasonable access to Contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.

V. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Contractor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

VI. PROVISION AGAINST ASSIGNMENT

Contractor shall not subcontract any of the services named in this modified agreement. No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the Board. Approval does not relieve Contractor from this modified agreement.

VII. DAVIS-BACON ACT

Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29 CFR part 3), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

VIII. CONSTRUCTION OR RENOVATION OF FACILITIES USING PROGRAM FUNDS

Contractor is aware that Federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

IX. AMERICANS WITH DISABILITIES ACT

Contractor will comply with the Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; 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.

X. EXECUTIVE ORDER 11246

Executive Order 11246, as amended by Executive Order 11375, requires that Federal Contractor and Subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/Subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.

XI. CONFLICT OF INTEREST/STANDARDS OF CONDUCT

Contractor agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

XII. CLEAN AIR/CLEAN WATER ACT/SOLID WASTE DISPOSAL ACT

The Contractor, if receiving in excess of \$100,000 in funding through this modified agreement, is required to comply with all applicable standards, orders, or regulations issued under the Clean Air Act, as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). Contractor shall report any violations of the above to the Board. The Contractor will also comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

XIII. ENERGY EFFICIENCY

Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with Energy Policy and Conservation Act (Public Law 94-163).

XIV. ENVIRONMENTAL STANDARDS

Contractor will comply with environmental standards which may be prescribed pursuant to the following:

- a. Institution of quality control measures under the National Environmental Policy Act of 1969 (P.L.91-190) and Executive Order (EO11514);
- b. Notification of violating facilities pursuant to EO 11738;
- c. Protection of wetlands pursuant to EO 11990;
- d. Evaluation of 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 (Clean 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).

XV. INTEGRITY

Contractor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR part 93. When applicable, if this Contract is in excess of \$100,000, Contractor must, prior to execution, complete the Certification Regarding Lobbying Form.

XVI. PUBLIC ANNOUNCEMENTS AND ADVERTISING

The contractor agrees to comply with the provision of the Stevens Amendment as specified in P.L. 115-31, Division H, Title V, Section 505; P.L. 103-333 §508. When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program (3) Percentage and dollar amount of the total costs of the project or program that will be

financed by non-governmental sources.

XVII. MODIFICATIONS

The terms of this modified agreement may be renegotiated and changed whenever extenuating circumstances affect the ability of either party to honor commitments made in this modified agreement. Extenuating circumstances must be for situations beyond the control or expectations of either party. Both parties must mutually agree upon renegotiation.

No modification of this modified agreement will be effective unless it is in writing, signed and dated by both parties.

The Board may unilaterally modify this modified agreement at will to accommodate any change in the federal or state programs, under which this modified agreement is funded, any change in the interpretation of the federal or state programs, under which this modified agreement is funded, or any applicable federal, state or local laws, regulations, rules or policies. The Board retains the option to extend this contract for an additional one year period at the end of this contract.

XVIII. TERMINATION FOR DEFAULT/CONVENIENCE

This modified agreement may be terminated as follows:

1. Either party may request termination of modified agreement upon 60 days prior written notice to the other party. Written notification of termination must be by registered mail, return receipt requested.
2. The Board may unilaterally terminate or modify this modified agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
3. The Board may unilaterally terminate this modified agreement at any time that it is determined that:
 - a. Contractor fails to provide any of the services it has contracted to provide; or
 - b. Contractor fails to comply with the provisions of this modified agreement; or
 - c. Such termination is in the best interest of the Board.

If Contractor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to CareerSource Central Florida, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this modified agreement is terminated for cause, Contractor shall be liable to the Board for damages sustained for any breach of this modified agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

In instances where Contractors/sub-grantees violate or breach modified agreement terms, the Board will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

XIX. COMPLIANCE WITH TANF

Contractor shall comply with the Temporary Assistance to Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated there under.

XX. RIGHTS TO DATA/COPYRIGHTS AND PATENTS

The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 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.

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 grant applicant's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. Contractor understands that Florida Department of Commerce (FloridaCommerce) and the United States have the right to seek judicial enforcement of the assurance.

XXI. PUBLIC ENTITY CRIMES

Contractor shall comply with Section 287.133(2)(a), F.S., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

XXII. THE PRO-CHILDREN ACT

Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Contract shall prohibit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

XXIII. CONFIDENTIALITY

It is understood that the Contractor shall maintain the confidentiality of any information, regarding CareerSource Central Florida customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource Central Florida for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of CareerSource Central Florida. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

XXIV. PROCUREMENT OF RECOVERED MATERIALS

Contractor agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

XXV. DOMESTIC PREFERENCES FOR PROCUREMENTS

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

XXVI. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See [Public Law 115-232](#), section 889 for additional information and 2 CFR part 200.471.

XXVII. PROMOTING FREE SPEECH AND RELIGIOUS LIBERTY & IMPROVING FREE INQUIRY, TRANSPARENCY AND ACCOUNTABILITY AT COLLEGES AND UNIVERSITIES

Contractor agrees to follow the statutory and national policy requirements, as applicable, stated in 2 CFR § 200.300 and Executive Order 13798 Promoting Free Speech and Religious Liberty and Executive Order 13864 Improving Free Inquiry, Transparency and Accountability at College and Universities.

XXVIII. E-Verify

Contractor warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify system (E- [Verify.gov](https://www.dhs.gov/e-verify)), and beginning January 1, 2021, uses the E-Verify system to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Contractor's subcontractors performing the duties and obligations of the Agreement are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

By signing below, Contractor hereby certifies and assures that it will fully comply with the provisions listed above:

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Organization/Business Name

Date

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