



DEPARTMENT OF ECONOMIC OPPORTUNITY REQUEST FOR INFORMATION

Information Acknowledgement Form

Page <u>1</u> of <u>11</u> pages	SUBMIT REPLY TO: Department of Economic Opportunity Office of Property and Procurement 107 East Madison Street, B-047 Tallahassee, Florida 32399-4128 Telephone Number: 850-245-7455
AGENCY RELEASE DATE: <u>August 1, 2017</u>	
SOLICITATION TITLE: Workforce Information Technology System - A Florida Workforce Information SaaS (Software as a Service)	SOLICITATION NO: 18-RFI-002-LAJ
RESPONSES WILL BE OPENED: August 31, 2017 @ 3:00 PM, Eastern Standard Time	
This is a Request for Information (RFI) as defined by section 287.012(22), Florida Statutes. Responses to this RFI are not offers and cannot not be accepted by DEO to form a binding contract. §287.012(22), Fla. Stat. (2016). Information received in response to this RFI, however, may be used to develop future procurements. Respondents to this RFI will not be prohibited from submitting bids to such future procurements based solely on having responded to this RFI. §287.057(17)(c), Fla. Stat. (2016). Vendors, then, are encouraged to respond with solutions that meet all or part of the specified requirements listed in greater detail in Section B of this RFI.	
RESPONDENT NAME:	<hr/> *Authorized Representative's Signature <hr/> *Name and Title of Authorized Representative <hr/> *This individual must have the authority to provide this Response.
RESPONDENT MAILING ADDRESS:	
CITY – STATE – ZIP:	
PHONE NUMBER:	
TOLL FREE NUMBER:	
FAX NUMBER:	
EMAIL ADDRESS:	
FEID NO.:	
TYPE OF BUSINESS ENTITY (Corporation, LLC, partnership, etc.):	

RESPONDENT CONTACTS: Please provide the name, title, address, telephone number and e-mail address of the official contact and an alternate, if available.			
PRIMARY CONTACT:		SECONDARY CONTACT:	
NAME, TITLE:		NAME, TITLE:	
ADDRESS:		ADDRESS:	
PHONE NUMBER:		PHONE NUMBER:	
FAX NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:		EMAIL ADDRESS:	

TABLE OF CONTENTS

SECTION A - SPECIAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF RESPONSES	3
A.1 SOLICITATION NUMBER	3
A.2 SOLICITATION TYPE	3
A.3 PROGRAM OFFICE	3
A.4 ISSUING OFFICE	3
A.5 CALENDAR OF EVENTS	3
A.6 QUESTIONS	4
SECTION B – INTRODUCTION AND PURPOSE	5
B.1 INTRODUCTION AND PURPOSE	5
B.2 BACKGROUND	5
B.3 SPECIFICATIONS	5
B.4 GOALS	6
B.5 OBJECTIVES	7
B.6 PROCESS	7
B.7 INSTRUCTIONS TO RESPONDENTS	7
B.8 RESPONSE	8
B.9 ORAL PRESENTATION AGENDA	8
B.10 RESPONSE DATE	8
B.11 NUMBER OF COPIES TO BE SUBMITTED	8
B.12 DISCLOSURE AND OWNERSHIP OF RESPONSES BY DEO	9
B.13 RESPONDENT’S DUTIES TO ASSERT EXEMPTION FROM DISCLOSURE AS A PUBLIC RECORD	9
ATTACHMENT A – TECHNICAL QUESTIONS SUBMITTAL FORM	11

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SECTION A
SPECIAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF RESPONSES

The instructions for this RFI have been designed to help ensure all responses are reviewed in a consistent manner, as well as to minimize costs and response time. INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED.

- A.1 SOLICITATION NUMBER** 18-RFI-002-LAJ
- A.2 SOLICITATION TYPE** Request for Information (RFI)
- A.3 PROGRAM OFFICE** Division of Workforce Services, Bureau of One-Stop & Program Support
- A.4 ISSUING OFFICE** Lori Jones/Vincent McKenzie
Purchasing Analyst/Purchasing Manager
107 East Madison Street, B-047
Tallahassee, Florida 32399
(850) 245-7471/(850) 245-7463 (Office Number)
Lori.Jones@deo.myflorida.com
Vincent.McKenzie@deo.myflorida.com

A.5 CALENDAR OF EVENTS

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If DEO finds it necessary to change any of these dates/times, it will be accomplished by addendum. All listed times are local in Tallahassee, Florida.

	Estimated Calendar of Events	Date and Time
1.	Date of Issuance and publication on the Florida Vendor Bid System website at: http://vbs.dms.state.fl.us/vbs/main_menu	August 1, 2017
2.	Technical Questions Regarding this RFI shall be from prospective Respondents. (NOTE: only email inquiries will be accepted.)	August 10, 2017 by 3:00 pm (Eastern Standard Time)
3.	Anticipated posting of DEO responses to technical questions to the Florida Vendor Bid System website (via addendum) at: http://vbs.dms.state.fl.us/vbs/main_menu	August 16, 2017 By 5:00 pm (Eastern Standard Time)
4.	Responses Due and Opened	August 31, 2017 By 3:00 pm (Eastern Standard Time)
5.	Oral Presentations (if necessary)	Anticipated September 1, 2017- September 15, 2017

Addenda or clarifications to this RFI along with an Addendum Acknowledgement Form will be posted on the Florida Vendor Bid System (VBS). The Addendum Acknowledgement Form that is issued with each posting shall be signed by an individual authorized to provide a Response, dated, and returned with the Response. **It is the Respondent's responsibility to monitor the Florida Vendor Bid System for any solicitation updates.**

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

A.6 Questions

Any questions from Respondents concerning this RFI shall be submitted in writing, via email, identifying the submitter, to Lori Jones and Vincent McKenzie at lori.jones@deo.myflorida.com and vincent.mckenzie@deo.myflorida.com by the date and time specified in section A.5, Calendar of Events. All questions and/or changes to the RFI will be posted on the Department of Management Services (DMS) Florida Vendor Bid System (VBS) as an addendum. It is the prospective Respondent's responsibility to periodically check the VBS for any RFI updates. DEO bears no responsibility for any delays, or resulting impacts, associated with a prospective Respondent's failure to obtain the information made available through the Florida Vendor Bid System. Respondent's questions should be submitted as an attachment via email in the format included in *Attachment A– Technical Questions Submittal Form*.

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SECTION B – INTRODUCTION AND PURPOSE

B.1 INTRODUCTION AND PURPOSE

The State of Florida, Department of Economic Opportunity (DEO), Division of Workforce Services, Bureau of One-Stop & Program Support (Workforce Services) is requesting information regarding a web-based, Software as a Service (SaaS) solution to support Florida's Workforce Development System (Workforce System) by providing a:

- state of the art labor exchange / job matching system;
- robust repository of job seeker resumes across multiple industries to enhance Florida's talent pool; and
- comprehensive case management and reporting system.

Pursuant to Rule 60A-1.042, F.A.C., an agency may request information by issuing a written Request for Information (RFI). Agencies may use a RFI in circumstances including, but not limited to, determining whether or not to competitively procure particular commodities or contractual services, determining what solicitation process to use for a particular need, or research general, special, and/or technical specifications for a solicitation.

B.2 BACKGROUND

DEO is requesting information for a SaaS solution from potential vendors. The SaaS solution will serve the Workforce System and customers with an integrated, adaptable, and scalable web-based information system to support the entire Workforce System and include services provided under the Wagner-Peyser Act, the Workforce Innovation and Opportunity Act, the Trade Adjustment Assistance Act, the Reemployment Services and Eligibility Assessment Program, and others by:

- Providing a SaaS solution for Workforce employment and training;
- Automating manual, paper-based processes to increase workflow efficiencies and reduce operational costs;
- Providing direct job seeker interfaces;
- Facilitating improved communication within DEO as well as between CareerSource Florida, DEO, Local Workforce Development Boards, job seekers, employers, and partners;
- Providing comprehensive access to data through searching and reporting capabilities;
- Providing the Workforce System with timely access to information necessary for performance measurement and quality management; and
- Providing the capabilities to serve the needs of all U.S. Department of Labor (USDOL), Employment and Training Administration (ETA) funded programs within DEO and the CareerSource Florida Network.

B.3 SPECIFICATIONS

The list below contains some of the components necessary for the SaaS solution proposed for Workforce Services. The Respondent(s) should have the ability to provide an integrated SaaS solution that provides consistent, uniform information across the entire enterprise supporting program management requirements, which shall include, but not limited to, the following:

- Optimal access to jobs and career information, eliminating duplicative job listings for job seekers;
- Access to, or partnership with another vendor with access to, a national resume hosting site that currently contains at least 2,500,000 Florida based resumes across multiple industries;
- Ability to search all posted resumes utilizing industry leading search capabilities;
- Enhanced case management tools for local Workforce staff to fully assist employers and job seekers, which include, but are not limited to:
 - Eligibility Determination;
 - Service Tracking;
 - Case Notes; and
 - Follow-up.
- Precise reporting capabilities to meet the needs of federal, state, and local reporting requirements;
- Strong interconnectivity capabilities between environments maintained by Workforce Services and USDOL (Workforce Program Oversight) such as: CONNECT, One Stop Service Tracking (OSST), and Labor Market Information services;
- Eligibility determination functionality, data validation field recording, and activity tracking;
- Readily available information for researchers related to labor market and economic development data;
- Advanced self-service capabilities (Streamlined Internet access);
- Reemployment related activities such as skills assessment and reemployment opportunity matching;
- Administrative management functionality in support of data security, reporting, audits, and user safeguards against fraudulent actions;
- Automation of cumbersome manual or paper processes to ensure critical information needed to effectively manage the programs is readily accessible to state and local administrators and policymakers;
- A technical architecture and underlying functionality that is adaptable, scalable, and flexible to support continuous process improvement and changes in applicable state and federal laws;
- Advanced reporting and analytics tools available to display site access and usage for improved strategic decision making;
- Support for external interfaces with other platforms including, but not limited to, Salesforce; and
- Other enhancements/features/innovations provided by the Respondent not identified above.

B.4 GOALS

DEO's goal is to seek Information for the Workforce Information Technology System - A Florida Workforce Information SaaS - to include a state of the art labor exchange / job matching system, a robust repository of job seeker resumes across multiple industries to enhance Florida's talent pool, and a comprehensive case management and reporting system.

B.5 OBJECTIVES

To use the results from this RFI to determine whether or not to competitively procure particular commodities or contractual services, determine what solicitation process to use for this particular need, and to research general, special, and/or technical specifications for a solicitation, per Rule 60A-1.042, F.A.C.

B.6 PROCESS

Responses to this RFI will be reviewed by Workforce Services and other programmatic and Information Technology staff for informational purposes only and **will not result in the award of a contract**. This is an RFI as defined by section 287.012(22), Florida Statutes. Responses to this RFI are not offers and cannot be accepted by DEO to form a binding contract. §287.012(22), Fla. Stat. (2016). Information received in response to this RFI, however, may be used to develop future procurements. Respondents to this RFI will not be prohibited from submitting bids to such future procurements based solely on having responded to this RFI. §287.057(17)(c), Fla. Stat. (2016). DEO will review responses received from this RFI to determine the feasibility of issuing a competitive solicitation for services or commodities. Any request for cost information is for budget purposes only.

B.7 INSTRUCTIONS TO RESPONDENTS

The instructions for this RFI were designed to help ensure all responses are reviewed in a consistent manner. The response must include:

1. Information Acknowledgement Form

Respondents are required to complete, sign, and return the “Information Acknowledgment Form” with their submittal. This form must be completed and signed by a representative who is authorized to provide information on behalf of the Respondent.

If a Respondent fails to submit a signed Information Acknowledgment Form with their reply, DEO reserves the right to contact the Respondent by telephone to inform the Respondent to submit this document by email, which is then followed by a submission through the mail. This right may be exercised when the Respondent has met all other requirements of the RFI.

In the event more than one Respondent submits a joint response, each Respondent of the joint response must complete and sign a separate Information Acknowledgement Form.

2. Details

Interested Respondents should include the following information in their responses:

- A description of Respondent’s ability to provide a Florida Workforce Information Technology SaaS system and its complete components;
- Respondent’s history with all similar systems, organizational structure, and contact information for each reference: Name, title, phone number, and email address;
- Respondent’s experience with contemporary technology that can be applied to the Workforce business processes to create a more flexible and responsive environment; and

- Any other information that Respondent wishes to supply in response to this RFI.

B.8 RESPONSE

It is not necessary to prepare responses using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. Responses should be prepared in accordance with the instructions provided in this RFI. DEO is not responsible for and will not reimburse any costs incurred in the preparation or submission of information in response to this RFI.

This is strictly a RFI, and in no way does this request bind DEO to solicit bids or proposals in the future. However, in no way does submittal of information pursuant to this RFI give any Respondent any advantage in any solicitation if DEO elects to solicit bids/proposals in the future.

B.9 ORAL PRESENTATION AGENDA

Based upon the completeness of the response, DEO, at its sole discretion, may invite Respondents for an oral presentation. Each presentation will be scheduled from one to two hours depending on the response and should include the following:

- A high-level overview of the product highlighting the core agency processes the product addresses, including customer references for the product where it is currently installed;
- The Respondent should be prepared to discuss its experience and competency in the design, development, and support of their SaaS solution, training and knowledge transfer activities, operations and maintenance of the proposed SaaS solution, and, if applicable, any additional vendors the Respondent partnered with to provide a complete solution;
- A discussion about the approach taken in previous implementations, challenges and risks encountered, and mitigating factors taken into consideration; and
- Opportunities for Questions and Answers.

B.10 RESPONSE DATE

The response opening will be held at the time and date specified in Section A.5, "Calendar of Events" in the Office of Property and Procurement, 107 East Madison Street, Room B-047, Caldwell Building, Tallahassee, Florida 32399.

Sealed RFI responses received by DEO are subject to production, disclosure, inspection, and copying, in accordance with Chapter 119, Florida Statutes.

B.11 NUMBER OF COPIES TO BE SUBMITTED

A signed original Response and three (3) copies thereof shall be bound, enclosed, and sealed individually, and one (1) electronic copy of the signed original Response (on compact disc). The original Response shall be labeled "Original Response" and all copies shall be labeled "Response Copy." The original and copies may be submitted together.

B.12 DISCLOSURE AND OWNERSHIP OF RESPONSES BY DEO

A Respondent's response shall be a public record and subject to production, disclosure, inspection, and copying consistent with the requirements of Chapter 119, Florida Statutes.

B.13 RESPONDENT'S DUTIES TO ASSERT EXEMPTION FROM DISCLOSURE AS A PUBLIC RECORD

Any response content submitted to DEO which is asserted to be exempted by law from disclosure as a public record shall be set forth on a page or pages separate from the rest of the reply, and clearly marked "exempt," "confidential," or "trade secret" (as applicable), with the statutory basis for such claim of exemption specifically identified in writing on each and every such page. Failure to segregate and so identify any such content shall constitute a waiver of any claimed exemption as applied to the portion of the response or other document in which the content is set forth.

Pursuant to section 215.985(14), F.S., the Department of Financial Services (DFS), has developed a web-based system that provides information and documentation about government contracts called the "Florida Accountability Contract Tracking System" or "FACTS." An important aspect of this system is the posting of contract images on the Internet, including contract attachments, which may include all or part of a Respondent's response to this RFI.

Any claim of exemption from public disclosure is waived upon submission, unless addressed as set forth above. DEO will attempt to afford protection from disclosure of any trade secret as defined in section 812.081(1)(c), F.S., or section 688.002, F.S., where identified as such in the response, to the extent permitted under section 815.045, F.S., or section 288.075, F.S., and Chapter 119, F.S. Each Respondent acknowledges that the protection afforded by section 815.045, F.S., is incomplete, and hereby agrees that no remedy for damages may arise from any disclosure by DEO.

DEO takes its public records responsibilities under Chapter 119, F.S., and Article I, Section 24 of the Florida Constitution, very seriously. **If a Respondent considers any portion of the documents, data, or record submitted in response to this RFI to be exempted by law from disclosure as a public record, the Respondent must also provide DEO with a separate Redacted Copy of its response, in hard copy and on a CD ROM, at the time of reply submission.**

This Redacted Copy shall contain DEO's RFI name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy shall be provided to DEO at the same time the Respondent submits its reply to the RFI and must only exclude or obliterate those exact portions which are exempted by law from public disclosure. Each individual portion of the Redacted Copy that Respondent asserts is confidential must contain a citation to the specific law making the content of the redacted portion confidential.

If it is determined the reply does not contain any information which is exempted by law from public disclosure, Respondent shall provide as part of the response, a written statement to that effect which is executed by an authorized representative of the Respondent's company with legal authority to make this determination on behalf of the Respondent.

Respondent shall protect, defend, and indemnify, save and hold harmless, DEO from any and all claims, demands, liabilities, and suits of any nature arising out of, because of, or due to the failure of, DEO releasing information redacted by the Respondent, and to further indemnify DEO for any other loss DEO incurs due to any claim being made against DEO regarding portions of its Redacted Copy being confidential, proprietary, trade secret, or

otherwise not subject to disclosure. DEO expressly retains all rights, benefits, and immunities of sovereign immunity in accordance with Section 768.28 Florida Statutes, and nothing in this RFI shall be deemed a waiver of sovereign immunity or limits of liability beyond any statutory waiver.

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**ATTACHMENT A
TECHNICAL QUESTIONS SUBMITTAL FORM**

For Attachment A, Respondent shall complete the form provided based on their questions relating to this RFI. The completed form shall be submitted in accordance with the instructions provided in A.6. The electronic response must be submitted as a Microsoft Word file format. This form may be expanded as needed to facilitate responses to this requirement.

Respondent's Name: _____

Respondent Question Number*	RFI Page Number, Section Number, Subsection Reference*	Question*
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

*Add rows as necessary.

****Authorized Representative's Signature**

****Typed Name and Title of Authorized Representative**

****This individual must have the authority to provide this Response.**