

Halsey Beshears, Secretary

Ron DeSantis, Governor

REQUEST FOR APPLICATION
Hospitality Education Program for School-to-Career Transition Services

Begin Date: February 10, 2020
End Date: March 1, 2020

Commodity Code: 86141500 Educational Guidance Services

Introduction

This is a Request for Application (RFA) as defined in s. 509, Part 1, Florida Statutes, and Chapter 61C-8, Florida Administrative Codes, for School-to-Career Transition Program Grants. This RFA is issued by the Department of Business and Professional Regulation (Department), to solicit applications regarding available providers for the services described herein. Any responses to this RFA will constitute offers and may be accepted by the agency to form a binding contract.

Anticipated funding for the services, subject to the availability of funds, is \$706,698.00 per fiscal year.

Schedule of Events

Listed below are the important actions, dates and times by which the actions must be taken or completed. All listed times are local time (Eastern Standard Time) in Tallahassee, Florida.

DATE	TIME	ACTION
February 10, 2020	3:00 P.M.	Release of RFA
February 17, 2020	3:00 P.M.	Questions Deadline – Last date and time written questions will be accepted for this RFA (email questions to: beverlyn.elliott@myfloridalicense.com)
February 24, 2020	3:00 P.M.	Anticipated date that the answers to the written questions will be posted to the Vendor Bid System (VBS) http://www.myflorida.com/apps/vbs/vbs_main_menu
March 1, 2020	5:00 P.M.	RFA Responses Due
March 9, 2020	3:00 P.M.	Evaluation Team Review Committee Meeting to Complete Review of Applications
April 23, 2020	3:00 P.M.	Anticipated Posting of Grant Award

Statement of Need

The Department of Business and Professional Regulation, Division of Hotels and Restaurants is seeking Vendors to submit applications to receive grant funding for their Hospitality Education Program for their School-to-Career Transition Program Grant.

Purpose

The Department of Business and Professional Regulation, Division of Hotels and Restaurants is charged with providing a grant to an eligible applicant for its Hospitality Education Program,

School-to-Career Transition Services Program to provide training and transition opportunities to prepare Florida students at the high school (or equivalent) level to be recruited, trained or employed for a career in the hospitality industry.

Eligibility

Interested vendors responding to this RFA must be nonprofit statewide organization representing the hospitality industry in the state of Florida. All grant applications must address the applicant's experience and history in representing the hospitality industry; demonstrated ability to provide services statewide with industry support and participation; and prior commitment to school-to-career transition programs in the hospitality industry.

Response to the RFA

Applications shall be submitted as described in the 2020 Grant Packet as attached.

A. Contact Information

Please place the following on the top page of the response:

1. Project Title
2. Applicant Name
3. Address
4. Contact Phone Numbers
5. E-Mail Address
6. Web Site Address, if applicable

B. Responses are requested by the above referenced due date and time and shall be submitted as follows:

- A. All electronically mailed submissions shall be in the Microsoft format. Attachments shall be submitted in a PDF, Microsoft Word, and/or Microsoft Excel file.
- B. Electronic submission of responses to this RFA may be emailed to the DBPR Procurement Administrator listed below; or
- C. Electronic responses saved on a compact disc may be mailed to the DBPR Procurement Administrator listed below.

Grant Applications shall be submitted to:

Program Administrator
Hospitality Education Program (HEP)
Division of Hotels and Restaurants
Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, Florida, 32399-1011

With copies sent to:

Beverlyn L. Elliott, Procurement Administrator
Department of Business and Professional Regulation
Bureau of Agency Services
2601 Blair Stone Road, Building A, Suite A140
Tallahassee, FL. 32399-1040
Telephone: (850) 717-1419
Email: beverlyn.elliott@myfloridalicense.com