

Invitation to Negotiate For Administrative and Operational Support

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Background Information

The Florida Concrete Masonry Education Council, Inc. is created pursuant to [section 446.53, Florida Statutes](#), organized under the laws of this state and operating as a direct-support organization of the Department of Economic Opportunity.

From [Statute 446.53](#): The State of Florida recognizes the critical need for an educated workforce of Concrete Masons. Indeed, the United States Department of Labor estimates a 34 percent increase in demand for masons through the year 2022, with Florida far exceeding that projection. A successful education program requires participation from stakeholders including 1) students, 2) educational facilities, 3) contractor-members, and 4) block producers. Because the program is self-executing and dependent on quantity of block sales, a robust market is also a factor in the success of the Florida Concrete Masonry Education Council.

(c) The council shall:
1. Plan, implement, and conduct programs of education for the purpose of training individuals in the field of concrete masonry.
2. Develop and improve access to education for individuals seeking employment in the field of concrete masonry.
3. Develop and implement outreach programs to ensure diversity among individuals trained in the programs conducted pursuant to this section.
4. Coordinate educational programs with national programs or programs of other states.
5. Inform and educate the public about the sustainability and economic benefits of concrete masonry products in order to increase employment opportunities for individuals trained in the programs conducted pursuant to this section.
6. Develop, implement, and monitor a system for the collection of a self-imposed voluntary assessment on each concrete masonry unit produced and sold by concrete masonry manufacturers in this state.
7. Submit a report to the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 15 of each year outlining the revenues received by the council, the percentage of the industry participating in the programs, the use of the funds received, the goals and objectives for the year and the methods of achieving such goals and objectives, the number of individuals who have received training or assistance from the programs supported by the council, and information relating to job placements and industry workforce needs.
(d) The council may:
1. Provide to governmental bodies, on request, information relating to subjects of concern to the concrete masonry industry and act jointly or in cooperation with the state or Federal Government, and agencies thereof, in the development or administration of programs that the council considers to be consistent with the objectives of this section.
2. Sue and be sued as a council without individual liability of the members for actions of the council when acting within the scope of the powers conferred by this section and in the manner prescribed by the laws of this state.
3. Maintain a financial reserve for emergency use, the total of which must not exceed 10 percent of the council's anticipated annual income.
4. Employ subordinate officers and employees of the council, prescribe their duties, and fix their compensation and terms of employment.
5. Cooperate with any local, state, regional, or nationwide organization or agency engaged in work or activities consistent with the objectives of this section.
6. Meet with concrete masonry manufacturers in this state to coordinate the collection of self-imposed voluntary assessments on concrete masonry units.

Vision: “Maximizing and enhancing the profession of skilled masonry in Florida through a Public/Private jobs training and public masonry education programs, with the goal of improving opportunities and increasing skills for a diverse apprenticeship workforce.”

Mission: In accordance with section 446.531, F.S., the FCMEC will coordinate a statewide program to inform and educate the public about the sustainability and economic benefits of concrete masonry products and train individuals in the field of concrete masonry. Further, as directed in section 1011.80(4), F.S., the FCMEC will establish baseline data of priority targets for the purpose of formulating annual outcome measurements.

Strategic Initiative 1: Increase the number of masons in the workforce in Florida, as well as increase their wages and the wages of the apprentice and mason tenders who are training to become masons.

Strategic Initiative 2: Increase enrollment in Masonry Apprenticeship Program, while also ensuring those served represent a diverse population across socio-economic and demographic lines.

Strategic Initiative 3: Enhance and ensure access to the program in as many school districts, regions, and population centers as possible, particularly those that are underserved.

Strategic Initiative 4: Engage a wide variety of contractor-members whose purpose it is to employ and train masonry apprentices.

Strategic Initiative 5: Maximize the number of block producers participating, maximize the market share, and include all companies of various sizes of operations.

Current contractor members of FCMEC:

A-1 Block Corporation
www.a1block.com

Argos
www.argos.co/usa

Bell Concrete Products,
Inc. www.bellconcreteproducts.com

CEMEX - Block USA
www.cemexusa.com

CEMEX Construction Materials LLC
www.cemexusa.com

Maschmeyer Concrete Company of Florida
www.maschmeyer.com

Oldcastle Coastal, Inc.
www.oldcastlecoastal.com

Preferred Materials, Inc.
www.preferredmaterials.com

Prestige Concrete Products
www.prestigeconcreteproducts.com

Supermix/Central Concrete
www.supermix.com

Titan Block | www.titanamerica.com

Statement of Purpose

The purpose of this Invitation to Negotiate (“ITN”) is to solicit qualifications and interest for administrative and operational support for the Florida Concrete Masonry Education Council, Inc. (FCMEC). FCMEC intends to award a contract beginning on or about October 1, 2015, with an initial term ending on September 30, 2017.

The issuance of this ITN does not constitute a commitment by the FCMEC to award a contract.

Term of Service:

An agreement will be considered for a two-year agreement, with two more possible two-year renewals. Additional programs may be added to the scope of work based on mutually agreed upon negotiations

Scope of Work Being Solicited

- a. Board administrative and operational support
 - i. Serve as contracted staff to the Executive Director and the Board
 - ii. Maintain documentation of [Sunshine](#) and Antitrust compliance
 - iii. Obtain meeting schedule approvals and post public notices
 - iv. Draft and document agendas and approvals
 - v. Staff meetings
 - vi. Draft and document minutes and approvals
 - vii. Board Member support, communications and superior customer service
 - viii. Interface with the public, providers, trainees, community partners, and DEO for all administrative tasks in a professional and effective manner
 - ix. Support policy creation by the Board and compliance
 - x. Support procedure creation with the Executive Director and compliance
- b. Contract Management
 - i. Draft preliminary contract information from Board and Executive Director for attorney and board review
 - ii. Obtain board approval/signatures of final contracts
 - iii. Retention and document control
 - iv. Compliance management of contractor reports and documentation
 - v. Performance documentation and reporting
- c. Grant Management
 - i. Grant opportunity research and identification
 - ii. Grant writing
 - iii. Grant operational ramp up, implementation and closeout
 - iv. Grant metrics proposals, data collection and reporting
 - v. Grant Compliance Management
 - vi. Grant monitoring and reporting to the Board

- vii. Grant source relationship management, reporting and facilitating monitoring from grant funding agencies/organizations
- d. MIS and IT
 - i. Website Management/backups
 - ii. Email management/backups
 - iii. Document management/backups
 - iv. Security
 - v. Administrative process and platform development and operations
- e. Operational Monitoring, Quality Assurance and Continuous Improvement
 - i. Report and publish metrics from all operational activities in monthly performance reports
 - ii. Monitor operational processes and procedures
 - iii. Facilitate external monitoring reviews and corrective actions
 - iv. Develop/improve operational processes as needed
- f. Marketing & Outreach Support
 - i. Facilitate marketing plans and strategies with Board and marketing personnel/contractors
 - ii. Draft press releases, articles, announcements and reports for review
 - iii. Organize and implement events and meeting
 - iv. Outreach to target audiences
- g. Finance
 - i. Draft budgets for Board approval
 - ii. GAAP compliant fund balance bookkeeping services
 - 1. Payroll and benefit management
 - 2. Accounts payable and receivable management
 - 3. General bookkeeping management
 - iii. Audit preparation and facilitation with auditors
 - iv. Records retention and backups
 - v. Internal control creation, implementation and documentation
 - vi. Procurements
- h. Human Resources
 - i. HR policies and manuals
 - ii. Staff development, training regarding workplace discrimination, ethics, customer service, etc.
 - iii. Staff support for questions, injuries, travel reimbursements, etc.

Qualifications

Through this ITN, FCMEC intends to select and negotiate a contract(s) with a professional organization within the following parameters:

1. Must be a Florida corporation located in Florida. To be considered, an organization must have been in business in Florida under its existing name and basically the same business structure for not less than one year from the date of issuance of this ITN.
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2. Experience. FCMEC is interested in contracting with an organization that has significant experience in providing administrative services on national and state funded programs associated with Florida's training and education systems. That experience will be demonstrated by listing recent/current organizations to which the applicant has provided services. Experience in serving a public board that operates under the Florida [Sunshine](#) law, working closely with the Florida Department of Economic Opportunity and understanding the compliance of doing so is a plus.
3. Capacity. FCMEC is interested in contracting with an organization that has significant in-house capacity and is able, as much as possible, to manage public organizations, their Board's administrative needs and the administrative needs of programs they implement. FCMEC is not interested in contracting with an organization that is routinely required to utilize a number of outside contractors over which FCMEC has no control. That capacity will be demonstrated by listing the education and work experience of the organizations staff and describing in-house creative capabilities.
4. Noteworthy Accomplishments & Awards. As a partial measure of the organization's quality of performance, it would be an advantage to FCMEC if the organization and/or individuals within the organization have been recognized for exemplary achievement.
5. Applicants are required to have experience in managing government agencies, non-profits or other organizations that operate using grant dollars, government funds, or other funding requiring compliance and monitoring oversight. Knowledge and experience of supporting a Board of Directors operating under public [Sunshine](#) laws and other regulatory requirements is also required.

Requirements for Proposal Preparation and Submission

Applicant must complete Exhibit A: Applicant Questionnaire. Applicant must submit their applications to jim@floridamasonrycouncil.org by the date specified in the Schedule section of this Invitation to Negotiate.

It is FCMEC's desire to keep responses to a 'manageable' size but respondents may provide any other information, not specifically addressed here, they feel will give FCMEC an idea of the organization's capability and the quality of its services.

Evaluation and Selection Process

EVALUATION: Potential respondents are reminded that this is neither a bid nor a Request for Proposals and, therefore, FCMEC is not seeking actual proposals, pricing plans or contract offers. This Invitation to Negotiate merely seeks to identify organizations that are interested in establishing a contract with FCMEC for the delivery of administrative services in Florida. FCMEC will review the responses and determine the most suitable and qualified organization. FCMEC retains the sole authority for developing and applying the criteria it will use to make this determination. Any final contract negotiated will be approved by the CFMEC Board.

SELECTION: FCMEC may choose to request that one or more of the responding organizations make a face-to-face presentation to an individual or individuals reviewing responses. If needed, every effort will be made to schedule the presentation(s) at a time and on a date satisfactory to the respondent. Presentations, if necessary, will be scheduled in Orlando, at FCMEC offices at 6353 Lee Vista Blvd., Orlando, FL 32822. FCMEC, at its sole discretion, may determine that a personal presentation(s) is not necessary.

NOTE: When FCMEC has made its preliminary decisions regarding which organization(s) it deems to be the more qualified, suitable and acceptable for this project, FCMEC will then set up meetings with the organization(s) preliminarily selected and simultaneously commence negotiations relative to specific 1) scope of services, 2) timetables for implementation and 3) costs. If negotiations are unsuccessful with any of the preliminarily selected organization(s), FCMEC retains the right to enter into contract negotiations with any other responsive organizations and continue until FCMEC successfully negotiates a contract. FCMEC retains the sole authority to make its selection based on what it determines, at FCMEC sole discretion, to be FCMEC's best interest. FCMEC, at any time in the Invitation to Negotiate process and subsequent negotiation process may, at its sole discretion, discontinue the Invitation to Negotiate process and subsequent negotiation process, including, but not limited to, rejecting any and all responses for any reason whatsoever. By issuing this ITN, FCMEC makes no commitment or promise, of any nature whatsoever, to enter into a contract with any respondent. FCMEC will notify all respondents once contract negotiations have been completed.

Schedule

Posting of this ITN	July 24, 2015
Deadline for Questions	July 31, 2015
Deadline for Submissions	August 10, 2015
Scoring/Review	August 17, 2015
Board Selection	August 19, 2015 or first available date the Board can meet
Negotiations Begin	August 26, 2015
Anticipated Contract Date	October 1, 2015

Contract

The contract resulting from this ITN will be a two-party contract(s) between FCMEC and the organization(s) selected. Any subcontractors the organization may use from time to time during the course of the contract will not be a party to the organizations contract with FCMEC. The contract will establish pricing to be utilized for various aspects of the service. It is anticipated that the resulting contract will be for a minimum of two years with two more two-year renewals, but the actual length of the contract and any possible renewal options will be terms to be negotiated by the parties.

Questions and Contact Information

Organizations should direct inquiries regarding this ITN to Jim Painter, Executive Director, via email at the following address –

jim@floridamasonrycouncil.org.

No phone calls please

Exhibit A: Applicant Questionnaire

1. Name of Organization & (FEID #):

2. Address:

3. Contact Information:

a) Name of Contact Person/Title

b) Contact Phone #

c) Contact Fax #

d) Contact email address

4. No. Years in Business Under Above Name _____ **/yrs**

**5. Printed Name of Respondent Organization
Director:**

6. Signature:

Date:

7. Experience – List any current or recent (within the last 3 years) customers or projects that demonstrate the organization’s experience. Work product from these contracts may be included. For each project list –

a) The organization with which the organization contracted

b) The length of the contract

c) The organization’s current staff that were/are involved in the contract

d) A description of the services/training services that are/were provided by the organization including the methodology followed; the training program(s), timeline and deliverables executed; and the budget parameters

e) Describe whether this project was done totally in-house, primarily in-house or primarily by outside sources

f) Any anecdotal information regarding the success of the program

g) Provide professional references related to administrative services work conducted within the last five (5) years.

8. Capacity – Describe the organization’s capacity to create and deliver administrative services. This will include a list of the organization’s staff to include each person’s educational background and work experience. The person who will be designated the lead for the FCMEC project should be identified. The section on capacity should also list any tools or other resources the organization has that will help FCMEC determine the organization’s ability to deliver administrative services

9. Industry Experience – List any experience the organization has had providing administrative services to any public Florida Direct Service Organization, government appointed Board operating under Florida’s [Sunshine](#) Law, Florida’s construction industry, education or training and/or any of the member organizations noted in the Background section. This experience may be in a prime contractor role or as a subcontractor. Identify the name of the organization for which services were provided and the type of services provided. These can be projects that are listed in 7. Work Experience, above.

10. Noteworthy Accomplishments & Awards – List and provide a brief description of any awards the organization or individual staff members have received during the last three years. List the entity that gave the award.

11. Work Product – Provide samples of work product. Respondents will also be asked to provide work product at the face-to-face presentation if one is scheduled. This request for work product to be submitted with the ITN response is intended to give FCMEC some idea of the quality of the products developed by the organization. Respondents should identify if they developed the product or whether it was developed in conjunction with a third party – FCMEC’s preference is that respondents only include work product they have developed.

It is FCMEC’s desire to keep responses to a ‘manageable’ size but respondents may provide any other information, not specifically addressed here, they feel will give FCMEC an idea of the organization’s capability and the quality of its services.