

Veterans Florida

930 Thomasville Road Suite 100
Tallahassee, FL 32303

RE: Request for Proposal – Veteran Training Grant Program Development

1. Objective

Veterans Florida seeks a qualified, experienced, consultant or firm to develop and deliver a turn-key grant program based on the requirements listed s. 295.22 Florida Statutes.

2. Background

Veterans Florida is a non-profit corporation created by the Florida Legislature in 2014. The mission of Veterans Florida is to:

- Attract and retain Veterans and their families by connecting them to employment, training, and educational opportunities
- Strengthen Florida businesses by educating them on the value and skillsets Veterans bring to the workforce and providing training resources for their Veteran hires
- Enhance the entrepreneurial skills of Veterans

3. Scope of Work

The firm selected will be responsible for designing, developing and delivering a turn-key grant program based on the requirements in Florida Statute s. 295.22. The final product should include grant recipient guidelines, applications process (to include forms), review process, payment process, reporting processes and a grant agreement that has been legally reviewed to meet the requirements in statute. Veterans Florida has budgeted \$25,000 for the completion of this work.

4. Project Tasks and Deliverables

- A consultation with the staff of Veterans Florida
- A fully developed training grant program Standard Operating Procedure (SOP) manual
- Grant recipient guidelines outlining the requirements of the grantee, restrictions on the use of funds, and reporting requirements
- An easy to use application process(preferably an electronic application process) that incorporates the requirements in Florida Statutes
- Review process that allows staff to follow a checklist based on statutory requirements
- Payment process that allows Veterans Florida to make payments based on verification that the veteran has completed training
- Reporting process that allows grantees to regularly report veteran trainee progress and training completion

- A legally reviewed grant agreement that Veterans Florida can execute with grant recipients

5. Submittal Content Requirements

- Statement of Firm's qualifications and experiences
- Price breakdown of quote per deliverable or task
- Referrals to other and/or similar organizations for which the firm has provided consulting or grant development services

6. Submissions must be emailed to Joe Marino, Chief Operating Officer

marino@veteransflorida.org

7. Project Timeline:

1. May 20th, 2015, RFP released.
2. May 25th, 2015, 5:00 pm EDT: Responses due for staff review.
3. May 26th, 2015, 12:00 pm EDT: Vendor(s) notified of selection for presentation on afternoon of May 27th.
4. May 27th, 2015: Selected firms should be prepared to present their proposals to the Executive Director and Chief Operating Officer in person at 930 Thomasville Road, Suite 100, Tallahassee, FL. Each firm has 15 minutes to present their proposals followed by a 15 minutes of question and answer session. The presentations will be broadcast to the External Operations Committee and will be open to the public. The committee meeting will start at 1:00 pm EDT and end no later than 4:00 pm EDT.
5. May 28nd, 2015: FIFV notifies vendor of final selection.
6. May 29th, 2015: Anticipated initial design consultation
7. May 29th through June 30th, 2015: Program Development
8. June 30th, 2015: Program materials delivered to Veterans Florida staff
10. July 13th, 2015: Selected consultant or firm presents, in-person, the completed program highlights to Veterans Florida Board of Directors. The meeting will be held in Fort Walton Beach, FL.