



OFFICE OF THE CITY  
MANAGER

**Renee C. Miller**  
City Manager

---

**JOY F. COOPER**  
Mayor

**WILIAM JULIAN**  
Vice Mayor

**LEO GRACHOW**  
Commissioner

**MICHELE LAZAROW**  
Commissioner

**ANTHONY SANDERS**  
Commissioner

---

400 S. Federal Highway  
Hallandale Beach, FL 33009  
Ph (954) 457-1300  
Fax (954) 457-1454

---

**www.coHB.org**

October 14, 2014

Re: Hallandale Opportunity Project - Request for Proposal # FY 2014-2015-002

The City of Hallandale Beach is excited to release this Request for Proposal for the Hallandale Beach Opportunity Project (HOP). The HOP intends to address the need that exists in the Community by assembling a comprehensive approach that will integrate the various elements needed to tackle unemployment and improve the availability of skilled workers. The HOP will be comprised of three essential components:

- Job/Skills Training
- Job identification and staffing
- Monitoring/Quality Control

The attached RFP is seeking qualified non-profit and/or for-profit providers to provide: (1) Job Skills Training; and (2) Staffing Placement/Vendor Utilization identified above.

The City is strongly encouraging joint collaborative proposals (partnering agencies) to perform both job skills and training and staffing placement/vendor utilization. All agencies must demonstrate a proven documented track record of providing: (1) Job Skills Training and (2) Staffing Placement/Vendor Utilization Services.

In order for your firm's response to be considered, firms must collaboratively each have two (2) years' experience having provided the scope of work as outlined in this RFP and proven experience in providing:

1. Job Skills Training and
2. Staffing Placement/Vendor Utilization Services
3. All firms listed as part of the RFP must be licensed under the appropriate State and Local laws.
4. An affirmative statement and submission of evidence must be included with the firm's response indicating that firm meets this requirement.

Each firm must have at been incorporated for at least two (2) years and providing the type of services proposed for those firms responsibilities under this RFP.

While providers do not necessarily need to be located within Hallandale Beach a presence in Hallandale beach will be necessary. Please be advised that only Hallandale Beach residents can be served with these funds, and accessibility for Hallandale Beach residents will be a key evaluation criteria. Proposals must demonstrate capacity to provide services to successfully prepare people for employment as well as permanent placement.

Successful proposers will incorporate the following in their application:

1. Have demonstrated administrative and fiscal controls to responsibly administer Grant Funds; and
2. Established presence in Hallandale Beach; and
3. Proven track record with job training and placement; and
4. Collaborate to successfully and efficiently provide said services; and
5. Capacity to offer varied training curriculum.

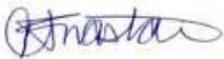
The City is requesting interested parties to submit a response to the attached Request for Proposal. Within the attached is included more detailed information about the project and format to submit a proposal.

Attached to this letter please find the Request for Proposal divided into the following Exhibits:

- **Exhibit I** – Providing the Scope of Services, format of response proposals, evaluation criteria, and other additional information such as timeline and due dates
- **Exhibit II** – Setting forth all terms and conditions of the RFP as well as the required forms to be submitted with response proposals.
- **Exhibit III** – Providing more detailed information on the Local Vendor Preference and Community Benefit Plan criteria, documentation, and points
- **Attachment A** – Ordinance 2013-03

We look forward to reviewing the proposals. If you have any questions, please contact the City's procurement Department at (954) 457-1331.

Sincerely,



Jennifer Frastai  
Assistant City Manager