

undefined
FOR
INCLUSIVE WORKFORCE SERVICE DELIVERY
PROGRAMS
RFI#202631

Submittal Due Date:

Tuesday, July 7, 2026 at 2:00 pm, EST

Non-Mandatory Pre-Submittal Meeting:

undefined, EST



ISSUED BY:

Procurement & Contract Services Department
450 SE 6th Avenue
Homestead, FL 33030

Date Issued: Monday, June 22, 2026

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenw.com/portal/cityofhomestead>

TABLE OF CONTENTS

- 1. INTRODUCTION AND PURPOSE
- 2. PREPARING AND SUBMITTING A RESPONSE
- 3. INFORMATION REQUESTED
- 4. VENDOR RFI SUBMISSION

1. INTRODUCTION AND PURPOSE

1.1. Summary

The City of Homestead is issuing this Request for Information (RFI) to gather information from qualified nonprofit organizations, social enterprises, and service providers capable of delivering administrative, custodial, parks and recreation maintenance, and/or support services while creating meaningful employment and programmatic opportunities for individuals with disabilities.

The City is interested in approaches that integrate inclusive workforce practices into municipal operations and support individuals with disabilities in achieving greater independence, skill development, and community engagement.

The City seeks to explore scalable and sustainable program models that:

- Expand inclusive employment opportunities
- Integrate inclusive practices into municipal operations
- Enhance quality of life and independence for individuals with disabilities
- Support individuals in developing physical, social, emotional, and workforce-related skills

This RFI is non-binding and issued for informational and planning purposes only. Information received may inform future program development, partnerships, and/or competitive solicitations.

1.2. Background

The City recognizes that individuals with disabilities are an essential part of the community and that access to employment and supportive services contributes to independence, economic stability, and overall well-being.

The City is exploring opportunities to:

- Incorporate inclusive workforce models into City services
- Partner with organizations experienced in training, employing, and supporting individuals with disabilities
- Develop service models similar to those successfully implemented in other municipalities

Responses to this RFI will assist the City in:

- Understanding available service delivery models
- Identifying qualified and experienced organizations
- Evaluating feasibility and implementation considerations
- Informing potential future solicitations or agreements

1.3. Contact Information

Xintia Rubio

Senior Buyer

100 Civic Court
Homestead, FL 33030
Email: xrubio@cityofhomestead.com
Phone: (305) 224-4626

Department:

Procurement & Contract Services

Department Head:

Malia Rivera, NIGP-CPP, CPPO, CPPB
Director of Procurement

1.4. Timeline

Calendar of Events

RFI Posted	June 22, 2026
RFI Response Deadline	July 7, 2026, 2:00pm

2. PREPARING AND SUBMITTING A RESPONSE

2.1. Submittals

All RFI responses are due **NO LATER THAN 2:00 pm** on Tuesday, July 7, 2026. RFI responses received after the scheduled due date and time for submission will not be accepted. RFI responses submitted in any other format other than via the Portal, including but not limited to, hard copy (mailed or hand delivered), facsimile, or emailed submittals, will not be accepted, nor considered. The scheduled due date and time for submission will be scrupulously observed.

The City of Homestead will not be responsible for untimely submissions due to personal or company internet or hardware limitations, settings or restrictions, internet speed, power outage, network connection, or use of a malfunctioning electronic device, or the like, neither City, nor the Software Administrator (OpenGov), will be held responsible. RFI respondents shall be solely responsible for ensuring the capability of their computer system while responding to this RFI, and for the stability of their internet service. Uploading large documents may take significant time depending on the size of the file(s) and the Internet connection speed that the RFI respondent is using to submit a response. Failure of the RFI respondent to successfully submit an electronic response before the deadline indicated herein shall be at the RFI respondent's sole risk, and no relief will be given for late and/or improperly submitted responses. Once file(s) have been uploaded and the Submission Status shows as "Submitted" the submission is complete. At that point, the RFI respondent will also receive an email confirmation from the Portal.

The receipt of an RFI response from a respondent does not imply any contractual obligation or competitive solicitation on the part of the City of Homestead, nor does it create any further obligation by the City.

Information received in response to this RFI that is marked “proprietary” will be handled accordingly. Information will only be kept confidential to the extent allowed by the State of Florida, Chapter 119 of the Florida Statutes (Public Records Law).

The City of Homestead shall not be responsible for any costs incurred by a respondent related to this RFI. Such costs include related activities such as demonstrations and/or presentations. All RFI responses become the property of the City of Homestead upon receipt and are subject to the state’s public records laws.

2.2. Response

For all requirements, provide a clear and concise response. Include illustrative examples where appropriate. Clearly indicate the requirement number that you are providing a response to.

RFI respondents should organize and present the response using the applicable items noted in the **INFORMATION REQUESTED** Section. Should respondents wish to be notified of future solicitations in this subject area, they must register as a vendor on the Portal and subscribe to the City of Homestead to receive free automated emails when the City releases new solicitation opportunities: <https://procurement.opengov.com/portal/cityofhomestead>

3. **INFORMATION REQUESTED**

3.1. General Information

The City seeks detailed information from organizations capable of providing one or more of the following services while incorporating a workforce inclusive of individuals with disabilities:

- Administrative and clerical support services
- Custodial and janitorial services
- Parks and recreation maintenance services
- Facility support services
- Programmatic or aide services supporting individuals with disabilities
- Financial literacy, life skills, or workforce readiness programming

3.2. Program & Service Model

Respondents are encouraged to describe:

A. Organizational Overview

- Mission and experience serving individuals with disabilities
- Years in operation and service area

B. Service Capabilities

- Types of services currently offered (administrative, custodial, parks, financial literacy, etc.)
- Ability to operate within a municipal environment
- Scalability of services
- Integration of financial literacy or life skills training, such as budgeting, banking, or employment readiness

C. Workforce Model

- Approach to hiring, training, and supporting individuals with disabilities
- Types of positions or roles available
- Supervision and job coaching structure
- Retention strategies and career advancement pathways

D. Training & Support

- Staff training related to disability inclusion and workforce readiness
- Partnerships (if any) with organizations such as workforce boards, educational institutions, or service providers
- Methods used to support participant development and independence

3.3. Inclusive Practices

Describe how your organization supports inclusive work environments, including:

- Creating supportive and accessible workplaces
- Addressing communication and workplace support needs
- Promoting independence and life skills development
- Supporting integration into the broader community

3.4. Experience & Past Performance

Provide examples of similar programs or contracts, including:

- Municipal or government partnerships
- Custodial or service contracts with inclusive workforce components
- Workforce development or supported employment programs

Include outcomes such as:

- Number of individuals served/employed
- Measurable results (retention, skill development, etc.)

3.5. Implementation Considerations

The City is seeking input on program implementation requirements. Respondents should provide detailed information regarding:

- Recommended program structure (e.g., contract, pilot program, partnership, etc.)
- Estimated costs or pricing models (if available)
- Resources needed from the City (space, equipment, supervision, etc.)
- Anticipated implementation timeline
- Key challenges, risks, and success factors

3.6. Training, Certification, and Accommodations Requirements

Provide information regarding:

1. Training and Certifications

- Training related to disability inclusion or workforce readiness
- Job coaching or supervisory training
- Safety training relevant to service delivery
- Certifications or credentials supporting inclusive service delivery
- Ongoing training or continuing education needs
- Estimated costs and timeframes associated with training

2. Employee-Centered Accommodations

Describe accommodations that may support employees with disabilities and indicate typical responsibility (provider, City, or shared), including:

- Workplace accommodations consistent with the Americans with Disabilities Act (ADA)
- Flexible schedules or job modifications
- Job coaching or support personnel
- Assistive technologies or adaptive equipment
- Adjustments to the work environment
- Communication supports
- Transportation considerations, if applicable

Include examples, estimated costs, and best practices where available.

3.7. Compliance & Standards

Describe approaches to maintain compliance with:

- Americans with Disabilities Act (ADA)
- Occupational Safety and Health Administration (OSHA)
- Environmental Protection Agency (EPA), where applicable
- Applicable State of Florida regulations

3.8. Innovation & Best Practices

The City welcomes input on innovative approaches, including:

- Internship or apprenticeship pipelines
- Integration with parks & recreation programming
- Financial literacy and life skills initiatives
- Social enterprise or revenue-generating models
- Partnerships
- Community engagement strategies

3.9. Delivery & Performance Expectations (Conceptual)

Provide insight on:

- Service quality and performance monitoring
- Workforce supervision and support
- Accessibility in service delivery
- Reporting and outcome tracking

3.10. Conclusion

The City is committed to advancing an inclusive community and workforce by embedding equitable and accessible practices into its operations. This includes expanding opportunities for individuals with disabilities to participate in meaningful employment and community life.

Through this RFI, the City seeks information from organizations that can support the development of inclusive service models that meet operational needs while promoting independence, skill development, and long-term success for individuals with disabilities.

Information gathered will assist the City in evaluating potential program structures, partnerships, and implementation strategies, which may include pilot programs, service agreements, or future competitive solicitations.

4. VENDOR RFI SUBMISSION

4.1. RFI Response Document(s)*

Upload RFI Response Document(s) here

*Response required

