

REQUEST FOR QUOTES

For

Planner Services

For

WORKFORCE SOLUTIONS BRAZOS VALLEY BOARD

P. O. BOX 4128

3391 E. 29th STREET

BRYAN, TEXAS 77805

(979) 595-2800

ISSUE DATE: Friday, August 12, 2011

Bidders Conference Call: Wednesday, August 24, 2011

RESPONSE DEADLINE: Tuesday, September 13, 2011, 4:00 P.M.

PART A. SCOPE OF THIS REQUEST

I. PURPOSE OF THIS REQUEST FOR QUOTE (RFQ)

The Workforce Solutions Brazos Valley Board (WSBVB) is soliciting quotes for an independent planner. The contracted Planner will solicit, through a competitive Request for Quotes (RFQ) for any potential procurement for Workforce programs including, but not limited to, WIA Adult and Dislocated Services, Choices, Food Stamp and Employment and Training (FSE&T) services, Workforce Center Management and Child Care Services, including experience consulting on contracting administration and procurement guidelines. Proposer should have prior experience assisting with an integrated plan. The region includes the following counties: Brazos, Grimes, Washington, Burleson, Robertson, Madison, and Leon. The independent planner is responsible for procurement, review of proposals, and evaluations; providing assistance in the development of operational planning documents and advising on operational questions as needed. The funding available for this RFQ is up to \$8,000.00 for FY12 pending funding availability.

This RFQ provides a uniform method for the procurement of Workforce Development services. It contains the necessary background, requirements, instructions, and information for responding to this request for quote for a Planner.

II. ACTIVITIES AND SERVICES SOLICITED IN THIS RFQ

The WSBVB is searching for a qualified workforce planner to procure workforce related services, including child care; assist with strategic planning for the Board area; and consult on questions the Board staff might have about contractual administration within Workforce Solutions Brazos Valley. This procurement process entails, but is not limited to:

- The design and development of a Request for Proposal (RFP) following all federal, state, and local BVCOG and WSBVB procurement policies and procedures.
- Advertisement of the RFP within guidelines set forth in the WSBVB procurement manual.
- A bidder's phone conference to answer questions of potential proposers.
- The process for the receipt, review, rating and the compilation of scores using WSBVB established procedures.
- The maintenance and organization of the documentation to compile the procurement file.
- A presentation and recommendation to the WSBVB upon review and decision.
- Arrangement of and participation in contract negotiations.
- Dispute resolution if necessary.
- Consulting on contracting and procurement guidelines
- Experience assisting with an integrated plan.

WSBVB is requiring all proposers to this RFQ to include an hourly rate for services, which represents the cost to the Board of additional hours of planning time as required by this project. This is a cost reimbursement contract.

The contracted Planner, in executing the procurements, will use, the TWC's Financial Management Manual for Grants and Contracts, the TWC's Contract Administrations Manual, the BVCOG and WSBVB developed procurement policies and procedures, as well as utilize TWC's current procurement guide. The procurements must also adhere to the Texas Administrative Code Title 40, Part 20 Chapter 809, the final regulations (9-294), and regulations pertaining to programs under H.B. 1863. The contracted planner will follow TWC and Workforce Board guidance on integrated plan.

BIDDERS CONFERENCE CALL - Bidders will have the opportunity to ask questions during the bidder's conference call. The bidder's conference will be held **Wednesday, August 24, 2011 at 2:00 PM, the call in number for the conference call is (979) 595-2802**. The bidder's conference will be held at the Center for Regional Services, located at 3991 East 29th Street – Bryan, Texas 77805. Bidders can submit questions to Vonda Morrison by **noon August 22, 2011** by email at vmorrison@bvcog.org or mailed to the listed address. These questions will be answered during the bidder's conference. Attendance at the bidder's conference is not mandatory. All questions and answers will be posted at www.bvjobs.org by August 29, 2011. Only Vonda Morrison may answer questions. Bidders may attend in person if they desire.

RESPONSE DEADLINE - The response deadline is 4:00 P.M. CST on Tuesday, September 13, 2011. The Board must officially receive responses to this RFQ by this deadline with an original and all four (4) requested copies complete and fully assembled. Official receipt of responses will be entered on a WSBVB log of proposals received. WSBVB staff, upon request, will issue verification in the form of a receipt. Fax or e-mail is not acceptable. Any modifications or amendments to a quote (i.e., one submitted prior to the deadline) must also comply with the above

requirements and the response deadline. **Any responses to this RFQ delivered/received after the deadline will not be considered, but will be deemed late and non-responsive to this RFQ process.**

***Please direct questions, in writing to: Workforce Solutions Brazos Valley Board
Attn: Vonda Morrison
P.O. Box 4128
3991 East 29th Street
Bryan, TX 77805
Or
vmorrison@bvcog.org***

**Questions will be addressed during the bidders conference scheduled for Wednesday, August 24, 2011;
questions must be received to Vonda Morrison at vmorrison@bvcog.org by Monday, August 22, 2011 by 12:00 PM CST.**

Proposal should be externally labeled as follows:

**Vonda Morrison, Program Specialist
Workforce Solutions Brazos Valley Board
P.O. Drawer 4128
3991 East 29th Street
Bryan, TX 77805**

Mailed quotes must be received by 4:00 PM CST on Tuesday, September 13, 2011.

WSBVB is not responsible for any errors of omission or otherwise on the part of the U.S. Postal Service or other carrier regarding this proof of mailing.

PART B. GENERAL INFORMATION

I. BACKGROUND ON THE WSBVB

The WSBVB is a volunteer body instituted in accordance with the Texas Workforce Act (HI3 1863 and S 642). The primary responsibility of the WSBVB is to provide policy and program guidance, to plan regionally for Workforce programs, and to exercise independent oversight of local workforce activities, in partnership with local government. WSBVB hires an independent monitor to conduct program oversight as it evaluates the effectiveness and efficiency of its Workforce Centers and categorical programs providing services throughout the region. The services include workforce training and related services, vocational and technical education programs, and employment services. WSBVB is responsible for the effective and efficient delivery of services and that all program outcomes are consistent with the needs, goals, objectives and performance standards of the region and the state. The WSBVB has an Integrated Plan on file with TWC which describes the operational and planning goals for the region. This Integrated Plan is carried through via Operating Policies and Procedures implemented in accordance with the goals.

The mission of the WSBVB is to assure to the extent feasible within the appropriated resources, that the residents and employers of the Brazos Valley region of Texas have access to and receive the highest quality of services designed to prepare individuals for productive employment, and to provide employers with a capable and competitive workforce.

The WSBVB is a partnership between regional representatives of private industry, community-based organizations, education, public interest groups, organized labor, and human services that are committed to the planning, policy-making and evaluation of all workforce related programs in the Brazos Valley region. Representatives of the private sector constitute a majority of the Board membership. Twenty - five members from Brazos, Burleson, Grimes, Leon, Madison, Robertson and Washington Counties are selected by the region's seven county judges (chief elected officials), to serve on the board. The Brazos Valley Council of Governments (BVCOG), a consortium of local governments in Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington Counties, is the administrative and fiscal agent for the WSBVB.

II. CONTRACTOR SELECTION PROCESS

A. Selection of providers shall be in accordance with all applicable laws and regulations. Selection criteria are as follows:

- The primary consideration in selecting agencies or organizations to deliver services within a Workforce Development area shall be the effectiveness of the individual or organization in delivering comparable or related services based on demonstrated past performance. Demonstrated successful performance will include extensive knowledge of and previous work with applicable Texas Workforce Commission legislation, affected Workforce program (such as WIA, Choices, and Food Stamp Employment and Training) and youth services provisions. Proposers must demonstrate that stated directives will be completed cost effectively.
- The selection of an award recipient will be made on a competitive basis and shall include:
 - (1) a determination of the ability of the bidder to provide the specifically identified services
 - (2) documentation of compliance with procurement standards established by the WSBVB.

B. WSBVB rules which apply to the selection and award of a contract for planning services under this RFQ include:

Proposal Conditions

1. The individual or entity selected for contract consideration must meet the requirements of the Board's key control certification system to ensure the financial integrity of the entity or individual prior to contract execution. The Board or its designee will also conduct this review of financial integrity prior to any renewal of the contract resulting from this procurement. These key control measures include a review of the entity's demonstrated capability to:

- (a) Account for program income in accordance with Federal regulations;
- (b) Budget and appropriately allocate resources and revenues;
- (c) Use and monitor encumbrances;
- (d) Maintain proper cash management;
- (e) Properly record, credit, deposit or disburse in a timely manner cash and cash equivalents;
- (f) Maintain collateral agreements in place that are sufficient to protect balances in excess of Federal Deposit Insurance Corporation (FDIC) coverage;
- (g) Timely resolve questioned costs and the repayment of disallowed costs by the Boards' contracted workforce service providers;
- (h) Safeguard fixed assets;
- (i) ensure that all purchases are reasonable and necessary
- (j) maintain separate duties as they relate to cash, fixed assets, property, and other Board and Board contracted workforce service provider resources;
- (k) Properly record fixed assets in the accounting system;
- (l) Properly authorize payroll expenditures, accurately recording payroll expenditures in a timely manner, and properly classifying those in the correct accounting period;
- (m) Properly manage, authorize and record travel expenditures that are reasonable and necessary;
- (n) Retain sufficient supporting documentation regarding authorization of all purchases;
- (o) Enter only authorized, accurate transactions in the accounting system;
- (p) Separate the duties of authorizing source documents and the duties of entering records into the accounting system;
- (q) Retain records in accordance with the applicable rules and regulations; and
- (r) Conduct audits in accordance with applicable federal circulars and state policies.
- (s) Key control measures shall include the following provisions for ensuring that Boards' contracted workforce service providers are meeting performance measures in compliance with requirements contained in:

- (1) Federal and state statutes and regulations and directives of the Commission;
- (2) OMB circulars applicable to the entity, such as OMB Circular A-21, A-87 or A-122, and as supplemented by the Rules promulgated by the Office of the Governor under the Uniform Grant Management Standards (UGMS);
- (3) Review and consideration of the contracted workforce service provider's history during the four-year period before the contract with the Board of adverse judgments or any adverse finding (such as administrative findings from an audit or sanction by the Commission, a Board, or a court of law); and
- (4) Any other safeguards chosen by the Boards that are designed to ensure, through oversight and management by the Board, the proper and effective use of funds placed under the control of the Boards' contracted workforce service providers.

2. Entities or individuals selected through this procurement must comply with all TWC standards of conduct and conflict of interest provisions.

3. Indirect costs and profit will be limited and the amount will be negotiated with WSBVB. Staff positions, functions, and activities charged to indirect must be fully explained in the proposal.

4. All funds provided under contracts as a result of this procurement must be protected through bonds, insurance, escrow accounts, and cash on deposit or other methods to secure the funds consistent with TWC rule 801.55. The method of securing funds available shall cover a loss of at least 10 percent of contracted and pass through funds. Funds subject to security include, but are not limited to funds allocated, granted, distributed, awarded or otherwise provided to the Board from TWC and the value of any assets placed under the control of the workforce center operator.

5. All proposals must include insurance coverage for property, automobile, volunteers, and general liability as appropriate.
6. Workforce Solutions Brazos Valley reserves the right to accept or reject any or all proposals submitted. Workforce Solutions Brazos Valley also reserves the right to make no award as a result of this RFQ.
7. Workforce Solutions Brazos Valley is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
8. This RFQ does not commit Workforce Solutions Brazos Valley or its subcontractors to pay for any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.
9. The intent of this RFQ is to identify the various contract alternatives and estimates of costs for the services (or products) that are solicited for service. Workforce Solutions Brazos Valley is under no legal requirement to execute a contract from any proposal submitted.
10. Proposers shall not make contact with, or make offers of gratuities or favors, to any officer, employee, or member of WSBVB or Subcontractors. Violation of this instruction will result in immediate rejection of the proposal.
11. Workforce Solutions Brazos Valley specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract where such variance is deemed to be in the best interest of Workforce Solutions Brazos Valley.
12. The contract will begin October 1, 2011 and end September 30, 2012. At the end of the contract, Workforce Solutions Brazos Valley reserves the right to negotiate annual extensions of the contract for up to four additional years pending satisfactory performance.
13. All proposals and their accompanying attachments will become the property of Workforce Solutions Brazos Valley after submission and materials will not be returned.
14. The contents of a successful proposal may become contractual obligations, if a contract is awarded. Failure of the proposer to accept those obligations may result in the elimination of the proposal from the selection process. The contents and requirements of this RFQ may be incorporated into any legally binding and duly negotiated contract between Workforce Solutions Brazos Valley and the selected subcontractor.
15. Workforce Solutions Brazos Valley will make payments within 30 days of receipt of accurate invoice with support documentation of allowable costs from vendor.
16. WSBVB reserves the right to cancel the contract if the contractor fails to perform as agreed, or for convenience if it is in the best interest of WSBVB.
17. This is a negotiated procurement utilizing the Request for Proposal method, and as such, award does not have to be made to the respondent submitting the lowest priced offer, but rather to the respondent submitting the most responsive proposal that satisfies WSBVB's requirements.
18. WSBVB will request selected proposer(s) to participate in contract negotiations at the WSBVB office at 3991 East 29th Street, Bryan Texas.
19. Any business, or any branch, division, or department of that business, engaged with the Board in a contract for services that involves a public subsidy will not knowingly employ an undocumented worker. If a contractor doing business with the Board is convicted of a violation under 8 USC S.1324a (unlawful employment of undocumented workers) that business shall repay the amount of the public subsidy with interest not later than the 12th day after the business is notified of the violation. The interest rate applied to the repayment is 15%.

WSBVB rules which apply to the selection and award of a contract for planning services under this RFQ include:

- WSBVB reserves the right to cancel this RFQ at any time for any reason.
- All quotes considered must be received on time and be responsive to the RFQ.
- Positive efforts shall be made to utilize small, minority and/or female owned or operated organizations in the provision of services. These efforts shall allow those sources maximum feasible opportunity to compete for contracts.
- Awards of contracts shall be made only to contractors who have demonstrated competence and qualifications, including: a satisfactory record of past performance; contractor integrity and business ethics; fiscal accountability; financial and technical resources; the ability to meet the requirements of this RFQ.
- To be considered for a contract, the proposer must score an average of 70 points according to the scoring criteria based on the review of proposals by an independent review team.
- Providers not complying with Section 504 of the Rehabilitation Act of 1973 and the Federal Drug-Free Workplace Act of 1988, and those not prepared to comply with the Americans with Disabilities Act will not be awarded a contract.
- Contractors are expected to comply with all federal, state and local employment laws including the Naturalization and Immigration Act of 1986 which establishes eligibility to work in the United States.
- To be considered for a contract, the proposer must meet at least 70 points according to the scoring criteria
- WSBVB maintains the right to continue the established contract for up to four years beyond the initial date based upon performance and funds availability.
- Programs and activities solicited via this RFQ are governed by the Department of Human Services (DHS), Department of Labor (DOL) Office Of Management and Budget (OMB), Texas Workforce Commission, Welfare to Work, TANF, Food Stamp E&T, and WIA legislation, the rules set forth in the Workforce and Economic Competitiveness Act (Title 10, Chapter 23 08, et seq.), Texas Senate Bill 642, Texas House Bill 1863, Texas Government Code, and WSBVB operating policies and procedures and the WSBVB Integrated Plan on file with TWC Texas Workforce Legislation.
- Actual amounts of a contract award will be based on the proposed budgets, OMB circular standards guiding the use of public funds, and contract negotiations at the authority of the WSBVB. The proposal which is most advantageous to WSBVB in terms of both quality and cost will be selected.
- The contract will be a cost reimbursable contract. The contractor will submit billing documents on a monthly basis for the prior month's activities. The resulting contract will establish a subcontractor relationship which involves fiscal, administrative, and programmatic responsibilities.
- Contractors must have the necessary technical competence, skills in management, procurement and administration, and professional experience within their organization to accomplish the goals and objectives of the services described herein. The contractor selected will be required to assume full responsibility, including all risks and hazards, for all activities and services included in the contract.
- The WSBVB and its administrative and fiscal agent BVCOG, is the responsible authority for handling complaints or protests regarding the procurement and quote selection process. No protest shall be accepted by the State until all administrative mediation remedies have been exhausted by the WSBVB or/and BVCOG. This includes, but is not limited to: disputes, claims, protests of award or non-selection for award, source evaluation, or other matters of a contractual or procurement nature. Matters concerning violation of law shall be deferred to such authority as may have proper jurisdiction. The WSBVB reserves the right to withdraw or reduce the amount of the award under this RFQ. WSBVB reserves the right to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other funding sources or due to legislative changes.

Proposer Inquiry and Appeal Process is as follows:

STEP 1: Request for Debriefing - Proposers not selected by this procurement process may appeal the decision by submitting, within 10 days of the receipt of WSBVB notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The WSBVB shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled Debriefing. The Debriefing shall be scheduled as soon as possible, and no later than 10 days from the receipt of the Request for Debriefing. (NOTE: A debriefing is offered as a courtesy to any bidder or proposer who is not selected for funding; the 10 day time frame must be adhered to only if a bidder or pro-poser is considering an appeal.)

STEP 2: Debriefing - The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful proposers understand why they were not selected. Debriefings serve as an important educational function for new proposers. Debriefings will help them to improve the quality of future proposals. Additionally, staff hears direct feedback to help improve future procurements.

STEP 3: Written Notice of Appeal - If, after the debriefing, the appealing party wishes to continue with the appeals process, they must submit to the WSBVB a Notice of Appeal. This written notice must clearly state that it is an appeal and identify the decision being appealed; the name, address, phone and fax number of appealing party; and the grounds of the appeal. The Notice of Appeal must be received by the WSBVB Director within 15 days of receipt of the notice of the status of their proposal.

STEP 4: Formal Hearing - Upon receipt of the letter of protest, the WSBVB Chairperson designee shall contact the proposer to arrange for an appeals conference to be held within 21 days of the notice of protest. The Appeals Conference shall be held at a designated place and at a date and time to be mutually acceptable to both parties. An Appeals Committee shall conduct the Appeals Conference and shall consist of the Board Chairperson (or designee) who shall chair the committee, the Board Vice Chairperson (or designees) and two staff persons appointed by the Board Chairperson. If, after a full review, a simple majority of the Committee votes to have the Board reconsider, the issue will appear on the agenda at the next regularly scheduled Board meeting.

PART C. STATEMENT OF WORK

I. Statement of Objectives

Services to be provided include any workforce/childcare related procurements that might be needed for the seven county Brazos Valley regions which will include developing, managing, and implementing an RFQ. These counties include: Robertson, Grimes, Brazos, Washington, Leon, Madison, and Burleson. This process must adhere to all Federal, TWC, WSBVB and BVCOG procurement policies and procedures. The planner will report to the Program Manager of Workforce Development.

The Planner, in executing all procurement, will use TWC's Contract Administrations Manual, the BVCOG and WSBVB developed procurement policies and procedures as well as utilize TWC's current procurement guide. The procurement must also adhere to the TWC's Financial Management Manual for Grants and Contracts, the Texas Administrative Code Title 40, Part 20 Chapter 809, the final regulations (9-294), and regulations pertaining to programs under H.B. 1863. The planner must have experience consulting on contracting and procurement guidelines, and experience assisting with an integrated plan.

II. Type of Work to be Performed

Planning services under this RFQ will be provided to the WSBVB and will include, but are not limited to the following:

1. Manage, develop, implement and effectively monitor the all requested procurement according to the TWC Procurement Manual, the BVCOG Procurement Manual and all WSBVB policies and procedures.

These procurement management, development, implementation, and monitoring activities include:

- Coordination with Workforce Program Manager regarding the criteria necessary to develop comprehensive RFP.
- Coordination with Workforce Program Manager regarding the timeline in which the procurement must be completed.
- Writing RFP's to include all criteria for successful proposal as per WSBVB guidance.
- Advertising the procurement according to WSBVB Policy and Procedure Manual.
- Organization and facilitation of a bidder's conference

- and management of responses regarding the RFP throughout the open period.
 - Maintaining a procurement file.
 - Collecting and recording all received proposals.
 - Coordinating and managing the evaluation and scoring of the proposals received according to WSBVB policy.
 - Compiling evaluations/scores.
 - Presentation of written evaluation results to WSBVB and answering pertinent questions.
2. Assist with the negotiation of the contract(s). This includes:
 - Notification of all proposers of pertinent evaluation results.
 - Facilitation of negotiation meetings between contractor and Board staff.
 - Facilitation and management of debriefing or appeals.
 3. Consulting experience on contract administration and procurement guidelines.
 4. Experience assisting with an integrated plan.

II. Measuring Progress and Results

- Contracted Planner will meet with Board staff at pertinent meetings and functions.
- The Workforce Program Manager will approve a timeline submitted by Planner for work to be completed.
- Planner will effectively keep WSBVB staff and WSBVB informed of process and report to WSBVB as requested.

PART D. PROPOSAL EVALUATION CRITERIA

Responsive proposals to this Planning RFQ submitted by the deadline will be evaluated using the criteria below. Proposals will compete with and be ranked against other proposals.

I. EVALUATION CRITERIA

(1) Demonstrated Performance/Experience (30)

- The proposer has previously provided effective and successful independent workforce/child care procurement services and has detailed their ability to skillfully develop, write and manage requests for proposal according to the provisions of this RFQ and in accordance with Workforce Development Programs, including, but not limited to WIA Adult, Dislocated and Youth services, Choices, FSE&T services, Workforce Center Management and Child Care services. The proposer has experience in contract negotiation and contract writing. The proposer has effectively demonstrated an understanding of workforce/child care program services available, service delivery methods, eligibility requirements and determination methods, administrative and fiscal functions required to acquire contractor(s). The proposer has experience consulting on contract administration and procurements guidelines. The proposer has experience assisting with preparation of an integrated plan. The proposer has previously presented Workforce Development Services material and can effectively speak about and explain in detail the requirements to manage this program. The proposer has demonstrated meeting all past contractual obligations.

(2) Legislative/Programmatic Knowledge (20)

The proposer has demonstrated pertinent experience with or knowledge of Department of Labor (DOL) regulations and Office Of Management and Budget (OMB) circulars, Texas Workforce Commission Workforce Development Letters (WD Letters), Welfare to Work, TANF, Food Stamp E&T, and WIA legislation, the rules set forth in the Workforce and Economic Competitiveness Act (Title 10, Chapter 23 08, et seq.) Texas Senate Bill 642, Texas House Bill 1863, Texas Government Code, and the existence of WSBVB operating policies and procedures and the WSBVB Integrated Plan on file with TWC. The proposer has experience consulting on contract administration and procurement guidelines. The proposer has experience assisting with an integrated plan.

(3) Completeness of Design (30)

The proposer addressed all services to be provided. The design provides a clear set of objectives and a specific, detailed plan to meet procurement and contract objectives. The proposer has demonstrated the ability to write concisely and comprehensively about Workforce services administered by the WSBVB. The proposer has experience consulting on contract administration and procurement guidelines. The proposer has experience assisting with preparation of an integrated plan.

(4) Reasonableness of Costs (20)

The costs stated in the proposal are necessary, reasonable and allowable. Review of cost items may be compared to other proposers, comparisons of average costs with previous experience, and a comparison of individual items with market price. Costs stated are reasonable for the length of time the service is provided, the type of service provided, and the number of hours worked. Indirect costs are accounted for in detail.

(5) HUB Status (5)

Proposers claiming Historically Underutilized Business **must provide certificate to receive these points.**

TOTAL POSSIBLE POINTS 105

PART E: PROPOSAL SUBMISSION INSTRUCTIONS

- A. Responsiveness** - Proposers must be responsive to the instructions in this RFQ. Points will be awarded based on the content of the proposal. No amendment or additions will be accepted after the deadline unless specifically requested in writing by the Board Workforce Director. Selection for possible consideration for further negotiation is competitive and will depend upon the quality of a proposal and the responsiveness to this RFQ.
- B. Format** - Proposals must be typed, may be single spaced, and submitted on 8 1/2 x 11 inch plain white paper. Each page of the proposal, with the exception of the cover sheet should be numbered with the name of the bidder on each page.
- C. Number of copies** - One complete original proposal, with executed certificates (i.e. original signatures of the authorized signatory authority), plus **four (4)** exact copies must be submitted. Any proposal lacking sufficient copies will be ruled unresponsive, and will not be considered in this procurement. The proposer is responsible for ensuring that **all** required information is contained in each copy.

D. Proposal Cover Sheet

All items on the Proposal Cover Sheet must be completed. Identify a liaison or primary contact person, as well as the Signatory Authority--a person with the legal authority to negotiate and sign a contract on behalf of the proposing organization. Historically Under-utilized Businesses (HUBs) must indicate the HUB certification number and the certifying agency on the cover sheet, and attach a copy of the notice of certification

E. Order of Submission

1. Proposal Cover Sheet
2. Proposal Narrative
3. Budget Form

Attachments to be submitted:

- A. Signed Certification of Bidder
- B. Signed Certification Regarding Debarment
- C. Signed Certification Regarding Lobbying
- D. Certification Regarding Drug-Free Work Place (GRANTEES OTHER THAN INDIVIDUALS)
- E. Certification Regarding Drug-Free Work Place (GRANTEES WHO ARE INDIVIDUALS)
- F. Signed Certification Regarding Conflict of Interest
- G. Signed Non-Discrimination Statement
- H. Signed Certification Regarding Texas Corporate Franchise Tax
- I. Completed/Signed Administrative Management Survey
- J. Completed/Signed Financial Systems Survey
- K. Certificate of Historically Under-utilized Business, if applicable

PART F: PROPOSAL NARRATIVE INSTRUCTIONS

Using these instructions write a proposal narrative fully addressing each of the narrative items. Keep in mind that your proposal will be reviewed for completeness of each response, clarity of the response, demonstrated knowledge of requested services and applicable program laws, rules and requirements. The proposal narrative must present each question and the response.

I. DEMONSTRATED PERFORMANCE / EXPERIENCE

*** Limit 5 pages, not including example of Workforce service procurement.**

A. Describe the bidder's organization. Items to include are:

- 1. A history of the organization.**
- 2. Discuss the organization's current mission and philosophy .**
- 3. Previous experience as a planner and two examples of Workforce RFP's.**
- 4. A list of the organization's board of directors, principals, and chief officers.**
- 5. A complete list of the organization's funding sources and the percent of the total each source represents.**
- 6. An organizational chart depicting how your organization will include the planner in its structure. This should include the proposed lines of authority and responsibility.**
- 7. A schedule of unit rate by hour for service.**
- 8. Discuss experience consulting on contract administration and procurement guidelines.**
- 9. Discuss experience assisting with an integrated plan.**

B. Describe the individual's and /or organization's experience and capabilities in providing workforce procurement services.

C. Submit the job descriptions and resumes of administration and management staff as an attachment to your proposal.

D. Describe your staffing pattern for all current and proposed staff. Be sure to include all administration staff.

- 1. Include the number of each type of staff proposed. Submit a copy of all current and proposed staff resumes and job descriptions for program staff as attachment to your proposal.**
- 2. Describe how staff will be monitored for compliance with TWC rules, policy and quality of services provided.**

II LEGISLATIVE / PROGRAMMATIC KNOWLEDGE

*** Limit 5 pages:**

A. Describe the proposers demonstrated pertinent experience with and knowledge of:

- 1. Department of Labor (DOL) regulations, Office of Management and Budget (OMB) circulars, Texas Workforce Commission Workforce Development Letters, TANF, SNAP E&T, and WIA legislation. Rules set forth in the Workforce and Economic Competitiveness Act (Title 10, Chap. 23 08, et seq.) Texas Senate Bill 642, Texas House Bill 1863, Texas Government Code, and WSBVB operating policies and procedures and the WSBVB Integrated Plan on file with TWC.**

III. COST EFFECTIVENESS / BUDGET

All proposals will be rated for overall cost effectiveness

- 1. Complete a budget sheet giving unit rate per hour.**

2. Describe any work that will be subcontracted out and cost.
3. Describe the organizations proposed method of tracking expenditures.

IV. COMPLETENESS OF DESIGN

* **Limit 5 pages**

1. Describe process by which planner will design, implement and evaluate procurements.
2. Describe in detail what each process includes.
3. Attach 2 examples of complex workforce procurements done in last 12 months.
4. Answer questions about contract administration.
5. Ensure completeness of integrated plan.

V. REASONABLENESS OF COSTS

* **Limit 2 pages**

1. Give a complete schedule of necessary costs. Give the rate per hour.
2. Give a description of how each cost is reasonable and allowable for the service provided
3. Give a detailed description of how any indirect costs are accounted for and who they include.
4. Give a detailed description of any profit to be charged.

VI. HUB STATUS

1. Attach a copy of the HUB status certificate

PART G: FORMS

The following forms are attached:

- Proposal Review Instrument
- Proposal Cover Sheet
- Budget and Proposed Staffing Charts
- Certification of Bidder
- Certification Regarding Debarment Lobbying Drug-free Work Place
- Certification Regarding Drug-Free Work Place (GRANTEES OTHER THAN INDIVIDUALS)
- Certification Regarding Drug-Free Work Place (GRANTEES WHO ARE INDIVIDUALS)
- Certification Regarding Conflict of Interest
- Certification Regarding Texas Corporate Franchise Tax
- Assurances and Certifications

PROPOSAL REVIEW INSTRUMENT

	VALUE	POINTS
I. Demonstrated Performance/Experience (30)		
<ul style="list-style-type: none"> • Demonstrated Competence/Qualifications for writing, developing and managing a workforce procurement. Proposer has had prior experience in writing requests for procurement. Proposer has previously written and negotiated contracts. <ul style="list-style-type: none"> • Workforce Development Services material and can effectively speak about and explain in detail the requirements of the contractor(s). • experience on contractual administration and procurements guidelines, • with an integrated plan. 	30	_____ _____ _____
		The proposer has previously presented
		The proposer has previous consulting
		The proposer has previous experience assisting
II. Legislative/Programmatic Knowledge (20)		
<ul style="list-style-type: none"> • Proposer has applicable knowledge of workforce legislation and the requirements for competitive procurement and the maintenance of procurement files. <ul style="list-style-type: none"> • workforce/childcare program and an understanding of the services provided as well as the requirements for each component of service. • experience on contractual Administration and procurements. • with an integrated plan. 	20	_____ _____ _____
		Proposer has applicable knowledge of the
		The proposer has previous consulting
		The proposer has previous experience assisting
III. Completeness of Design (30)		
<ul style="list-style-type: none"> • Proposer has detailed the timeline for release, question and answer period, acceptance, and review of proposals for the contractor procurement. • Proposer has specific approach/plan to effectively and efficiently manage, develop, and effectively monitor the procurement of services contractor. • The proposer has demonstrated the ability to write concisely and comprehensively about services administered by the WSBVB • Proposal addresses timeline for contract negotiation 	30	_____
IV. Reasonableness of Costs (20)		
<ul style="list-style-type: none"> • The schedule of costs outlined in the proposal describe necessary costs. • The outlined costs are reasonable and allowable 	20	_____

for the service provided and indirect costs are accounted for in detail.

V. HUB status (5)

- Proposer must have copy of certificate attached in order to receive these points.
- No partial points are to be allotted.

5

Total all categories

105

Planning Services Cover Sheet

Submit this form as the cover sheet to your proposal. All items on this cover sheet must be completed. Identify a contact person, as well as a signatory authority (a person with the legal authority to negotiate and sign a contract on behalf of the proposing organization). **Historically Underutilized Businesses (HUB) must indicate the HUB certification number and the certifying agency on the cover sheet.**

Identification of Proposing Agent: _____

Please print

Contract Signatory Authority: _____

Please print name and title

Please sign name and title

Mailing Address:

Physical Address (if different):

Phone Number: _____ **Fax number** _____

Contact Person: _____

Titel of Contact Person: _____

Is Provider certified as a Historically Underutilized Business (HUB)? _____
(if yes, please attach copy of certificate to cover sheet)

Certifying Agency: _____

PROPOSAL BUDGET SUMMARY

Proposers Name: _____

Preparer's Name and Phone: _____

Unit Cost per Hour For Services	Total	Additional Costs (Please List)	Total		
TOTAL COST					

- Include indirect rate if applicable and list of who it includes.
- Include profit rate and what is based on.

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY

PLANNER SERVICES REQUEST FOR QUOTE

CERTIFICATION OF BIDDER

I hereby certify that the information contained in this quote and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the Workforce Solutions of the Brazos Valley has assisted in the preparation of this quote. I acknowledge that I have read and understood the requirements and provisions of the RFQ and that this organization will comply with the procurement standards applicable under this RFQ, and any other applicable local, state, and federal regulations and policies. I also certify that I have read and understand the "Governing Provisions and Limitations" section presented in this RFQ and will comply with the terms, thereof, and that the WSBVB is authorized to verify references and stated performance data. Furthermore, that:

I, _____ am the _____ of the corporation, partnership, association, public agency or other entity named as Bidder and Respondent herein and that I am legally authorized to sign this quote and submit it to the Workforce Solutions of the Brazos Valley on behalf of said organization by authority of its governing body.

ATTEST

Respondent Signature

Printed/Typed Name

Printed/Typed Title

Date

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY

PLANNER SERVICES REQUEST FOR QUOTE

CERTIFICATION REGARDING DEBARMENT

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement and Government-wide Requirements for Drug-Free Workplace (Grants))." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Workforce Solutions Brazos Valley determines to award the covered transaction, grant, or cooperative agreement.

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- (e) Where the applicant is unable to certify to any of the statements of this certification, he or she shall attach an explanation to this application.

Signature of Authorized Representative

Date

Printed/Typed Name

Title

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY

PLANNER SERVICES REQUEST FOR QUOTE

CERTIFICATION REGARDING LOBBYING

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement and Government-wide Requirements for Drug-Free Workplace (Grants))." The certifications shall be treated as a material representation of fact upon which reliance will be placed when Workforce Solutions of the Brazos Valley determines to award the covered transaction, grant, or cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.;

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all times (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all Sub-recipients shall certify and disclose accordingly.

Signature of Authorized Representative

Date

Printed/Typed Name

Title

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY

PLANNING SERVICES REQUEST FOR QUOTE

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement and Government-wide Requirements for Drug-Free Workplace (Grants))." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Workforce Solutions of the Brazos Valley determines to award the covered transaction, grant, or cooperative agreement.

**DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

B. Establishing an on-going drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs;
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
- (5) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (A);

C. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction;

D. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (C)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title to the Executive Director Workforce Solutions Brazos Valley. Notice shall include the identification number(s) of each affected grant.

E. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee(s) to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

G. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

Check here , if there are work places on file that are not identified in this certification.

Signature of Authorized Representative

Date

Printed/Typed Name

Title

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY

PLANNER SERVICES REQUEST FOR QUOTE

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and at 34 CFR Part 85, Sections 86.605 and 85.610:

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant.

If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will provide notice of such conviction, in writing, within 10 calendar days of the conviction to the Executive Director, Workforce Solutions Brazos Valley.

Signature of Authorized Representative

Date

Printed/Typed Name

Title

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY
PLANNER SERVICES REQUEST FOR QUOTE
CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature on this quote, Respondent covenants and affirms that:

1. No manager, employee or paid consultant of the Respondent is a member of the Board, the President, or a Manager of the Workforce Solutions of the Brazos Valley (WSBVB);
2. No manager or paid consultant of the Respondent is a spouse to a member of the Board, the President, or a manager of the WSBVB;
3. No member of the Board, the President or an employee of the WSBVB owns or controls more than 10 percent in the Respondent;
4. No spouse of a member of the Board, President or employee of the WSBVB is a manager, manager or paid consultant of the Respondent;
5. No member of the Board, President, or employee of the WSBVB receives compensation from Respondent for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
6. Respondent has disclosed within the Quote any interest, fact or circumstance that does or may present a potential conflict of interest;
7. Should respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the WSBVB and shall immediately refund to the WSBVB any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the WSBVB relating to that contract.

Signature of Authorized Representative

Date

Printed/Typed Name

Title

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY

PLANNER SERVICES REQUEST FOR QUOTE

NON-DISCRIMINATION STATEMENT

The undersigned applicant certifies that it shall comply with the non-discrimination provisions outlined by the U.S. Department of Health and Human Services, WIA, the Rehabilitation Act of 1973, and BVCOG and WSBVB policies.

Signature of Authorized Representative

Date

Printed/Typed Name

Title

CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for-profit corporations that are delinquent in making state franchise tax payments. The following certification that the entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontracting entity.

The undersigned authorized representative of the entity subcontracting herein certifies that the following indicated statement is true and correct and that the undersigned understands that making a false statement is a material breach of subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting entity:

The subcontracting entity is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

The subcontracting entity is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name of Business: _____

Type of Business (if not corporation): Sole proprietor
 Partnership
 Other

IRS Tax Number: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

ATTACHMENT A

ADMINISTRATIVE MANAGEMENT SURVEY

PROPOSER: _____

Please answer the following questions regarding your administrative management system. Additional information may be requested at the time of a pre-award survey, including copies of documents specifically named.

Question	Yes	No	N/A
1. Is your organization in good standing with the Secretary of State?			
2. Does your organization have written personnel policies?			
3. Do your written personnel policies contain procedures for:			
a. Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills			
b. Providing equitable and adequate compensation;			
c. Training of employees to assure high-quality performance;			
d. Retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance;			
e. Assuring fair treatment of applicants and employers in all aspects of personnel without regard of political affiliation, race, color, national origin, sex, age, disability, religion, or creed, with proper regard for their privacy and constitutional rights as a citizen; and			
f. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office?			
4. Can your organization revise its present wrtitten personnel policies to include the above procedures?			
5. Do your written personnel policies contain a prohibition against nepotism and a code of conduct?			
6. Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties?			
7. Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and/or per diem at a specified rate?			
8. Does your organization have a written employee grievance procedure used to resolve complaints?			
9. Does your organization have the capacity or staff to produce and maintain records and other information as needed by the Board?			
10. If certain costs are determined to be disallowed, does your organization have a procedure or source for reimbursing such costs to the Board?			
11. Does your organization have a State Comptroller Vendor Number?			
12. Is your organization governed by a Board/Council?			
13. Does your organization operate under local rules or by-laws?			
14. Has your Board/Council reviewed and approved this proposal? (Attachment must be submitted)			
15. Does your organization have a current approved fidelity bond?			
16. Does your organization have an EEO/affirmative action plan?			

Name: _____ Signature: _____

**ATTACHMENT B
FINANCIAL SYSTEMS SURVEY**

PROPOSER: _____

Please answer the following questions regarding your fiscal management system. Additional information may be requested at the time of a pre-award survey, including copies of the documents specifically named.

Question	Yes	No	N/A
Does your organization follow GAAP?			
1. Does your accounting system:			
a. Provide control and accountability for funds received, property, and other assets;			
b. Provide identification of receipt and expenditures of funds separately for each funding source;			
c. Provide adequate information to prepare monthly financial reports on an accrual basis;			
d. Have the capability to track allowability and allocation of costs in accordance with requirements for federal grant programs;			
2. Are state and federal funds which may be advanced to you deposited in a bank with federal insurance oversight?			
3. Has the bank in which you deposit state and federal funds insured the account(s) or put up collateral or both equal to the largest sum of money which would be in such account(s) at any one point in time during the contract period?			
4. Do you reconcile your bank accounts monthly?			
5. Are the bank reconciliations made by the same person who performs recordkeeping for receipts, deposits, and disbursement transactions?			
6. Do you record daily cash receipts and disbursement transactions?			
7. Are individuals or positions in your organization which handle the receipt or distribution of money covered by bond?			
a. Is there a person who is responsible for the receipt of all purchased goods?			
b. Does this person assign, upon receipt, an inventory number for items?			
c. Does this person perform an inventory audit at least once a year?			
2. Do you maintain records on all property acquisition, disposition, and transfer			
3. Do you have written procedures and internal controls established for the procurement of goods and services?			
4. Is a competitive bidding process incorporated into your purchasing procedures for acquisition of subcontractors, major goods and services, equipment, and office space?			
5. Are timesheets kept to support payroll disbursement? If not, describe how employee time is documented and payroll supported:			
6. Are records maintained to support authorized employee leave (vacation, sick, etc.)?			
7. Are complete records kept to support travel payments?			
8. Has a formal audit by an outside auditing firm been conducted of your organization's financial record in the past year?			
9. Do you have an indirect cost plan with current approval by a cognizant agency?			
10. Is your organization funded by more than one source?			
11. Does your organization maintain written accounting procedures?			

Name: _____

Signature: _____

ASSURANCES AND CERTIFICATIONS

Each organization and any branch, division or department or individual that submits a proposal in response to a Request for Proposal warrants, assures and certifies:

1. The information contained in this proposal is true and correct.
2. The costs described in the proposal budget accurately reflect the proposer's cost of providing services or goods.
3. No employee, member of a government board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Proposals has offered or will offer any gratuities, favors, or anything of monetary value to any member of the Workforce Solutions - Brazos Valley Board or any employee of the Board for the purpose of or having the effect of influencing the decisions of the with respect to the organization or individual's proposal or any other proposal.
4. No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Proposals has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Proposals.
5. The organization or individual possesses the legal authority to offer this proposal.
6. If the proposer is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the proposer's governing body authorizing the submission of this proposal.
7. No person will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program operated with funds from this Request for Proposals because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.
8. The organization or individual business does not and will not knowingly employ an undocumented worker as defined in Texas Government Code, §2264.001(4). If the Contractor knowingly employs an undocumented worker, they shall repay WSBVB/BVCOG the amount of the public subsidy with 15% interest no later than the 120th day after the business is notified of the violation.
9. If awarded this contract the organization or individual business will comply with the Buy American Act concerning these funds.

Each organization or individual that submits a proposal also warrants and assures that they will abide by the rules of the following laws, acts, codes, etc. and all applicable rules and regulations promulgated hereunder, as a condition to award of financial assistance from WSBV with respect to operation of WSBV funded programs or activities and all agreements or arrangements to carry out WSBV funded programs or activities:

WIA of 1998

Title VI of the Personal Responsibility and Work Opportunity Act of 1996

PL 88-352 Civil Rights Act of 1964

42 USC12001 American with Disabilities Act of 1990

PL 93-112 Rehabilitation Act of 1973

40 TAC § Texas Administrative Code, Article 40, Part I, Chapter 73 Subpart A

Assurances required for the Child Care program, Chapter 809 Texas Workforce Commission Administrative Code

Age Discrimination Act of 1975

Title IX of the Education Amendments of 1972

Texas Government Code §2264.051

By signing I acknowledge that I have read these assurances and certifications and that I am authorized to bind the organization. I represent to these requirements should this proposal be accepted for funding by the Workforce Solutions Brazos Valley Board.

Signature

Proposing Organization

Typed Name and Title

Date