

REQUEST FOR QUOTES

For

**Community Health Worker
El Civics Career Pathway Training;
and/or**

**Small Business Entrepreneur
El Civics Career Pathway Training;
and/or**

**Texas Dept. of Health Food Handlers & Texas Alcohol
Beverage Commission Seller/Server
El Civics Career Pathway Training**

On Behalf of
Workforce Solutions Brazos Valley Board
P.O. Drawer 4128
Bryan, Texas 77805
(979) 595-2800

**ISSUE DATE: January 6, 2017
RESPONSE DATE: January 26, 2017 by 4:00PM**

**Workforce Solutions Brazos Valley
Community Health Worker EI Civics Career Pathway Training Services; and/or
Small Business Entrepreneur EI Civics Career Pathway Training;
And/or
Texas Dept. of Health Food Handlers & Texas Alcohol Beverage Commission
Seller/Server EI Civics Career Pathway Training**

Request for Quotes

Part A – SCOPE OF REQUEST FOR QUOTE

Purpose of this Request for Quote (RFQ)

The Workforce Solutions Brazos Valley Board (WSBVB) is soliciting three different occupational training programs that will be integrated into its adult education EI Civics career pathway program. The three training programs being procured are: 1) Community Health Worker; 2) Small Business Entrepreneurship, 3) Texas Dept. of State Health Services (TDSHS)/American National Standards Institute (ANSI) food handler with Texas Alcohol Beverage Commission (TABC) Seller/Server certification. These trainings must be done face-to-face in conjunction with a contextualized English-as-a-second language (ESL) EI Civics adult education classes. The contextualized ESL EI Civics class will be provided by WSBVB subcontractor Region 6 Education Service Center. Each training must result in its corresponding certificate: Texas Department of State Health Services (TDSHS) CHW certificate; or a TDSHS food handlers and TABC seller/server certification; or a certificate of competency for the small business entrepreneur. The classes will take place between February 2017 and June 2017 at 3991 East 29th Street in Bryan, Texas. WSBVB eligible ESL/EI Civics adult education students will choose one occupational training to participate in with the required contextualized ESL/EL Civics class supporting the occupational class.

This RFQ provides a uniform method for the procurement of these services. It contains the necessary background, requirements, instructions and information for responding to this Request for Quote.

Activities and Services Solicited in this RFQ

WSBVB is soliciting one or more third party trainers to provide occupational training integrated with an adult education EI Civics career pathway that results in a certificate in the following occupations: TDSHS Community Health Worker Certification; TDSHS Food Handler and TABC Server/Seller or Small Business Entrepreneurship program training.

The Community Health Worker Certification training must upon completion allow for the student to pass the State of Texas Health Department CHW certification. The food handler and TABC server/seller training must have curriculums that has been reviewed and approved by TDSHS/American National Standards Institute and TABC. At the end of the food handler/TABC server/seller training it must result in the student passing both of these State certifications. At the end of the Small Business Entrepreneurship course

the participants should receive a certificate that covers the basics of setting up and running a small business.

This is a cost reimbursement contract. The vendor who provides the training will be paid per participant. Payments for participants cost in each occupational training will be staggered throughout the duration of the class to the training vendor. Final payment will be based on participant's attendance and obtainment of the certificate. The trainings will all be held at the Brazos Valley Council of Governments building at 3991 East 29th Street Bryan, Texas. The classes may be during the day, at night or on weekends. Contracts awarded under this request for quotes maybe renewed up to 3 additional one year contacts pending performance and availability of funding. The total funds available for these 3 courses is no more than \$50,000.00 per year.

To be considered, all items of the Cover Sheet must be completed and become the first sheet of the quote to be returned to WSBVB. **Historically Underutilized Businesses (HUB's) must indicate the HUB certification number and the certifying agency on the cover sheet and attach a copy of the certificate to the quote.**

Providers of Community Health Workers must indicate the TDSHS certification number and the certifying agency on the cover sheet and attach a copy of the certificate to the quote.

Providers of the TDSHS/ANSI food handlers and TABC seller/server training must indicate their TDSHS/ANSI and their TABC certification numbers and the certifying agencies on the cover sheet and attach a copy of the certificate to the quote.

Training Topics

Occupational training should include those topics required for state certification in regards to CHW and food handlers/TABC seller/server. They should encompass the topics required by the State which will allow for the student to pass the State certification tests. Curriculum should take into account homework student will need to do and any hands on internship required.

The training area for small business entrepreneur should include sufficient topics for the student to set up and successfully manage a small business or improve upon a small business they are currently operating. This occupational class should include business plan development, business structure, business licenses and permits, employee issues, taxes, manufacturing assistance, financial packaging and lending assistance, exporting and importing support, disaster recovery assistance, procurement and contracting aid, market research help, 8(a) program support, and healthcare guidance.

Recommended Materials

If you would like to recommend materials that would aid the participant in the understanding of your training, you can do so in the space provided on the RFQ form. Materials can include: Books, Videos, Curriculum, and more.

Trainer Qualifications

All training must be delivered by a trainer who meets the following requirements

For CHW occupational trainer:

- A. Completion of an approved 160-hour competency-based Community Health Worker Instructor training program certified by TDSHS **OR**
- B. Demonstrated Experience and Knowledge in Community Health Worker training. – At least 1000 cumulative hours of experience training individuals who provide community health work services including promotores, community health workers, and other health care paraprofessionals and professionals in the previous six (6) years.
- C. Resumes of Trainer with references

For TDSHS food handler's certification with TABC Seller/Server certification trainer:

- A. Certified by TDSHS to teach the Food Handler's and certified by TABC to teach seller/server courses.
- B. Demonstrated Experience and Knowledge in training food handlers and TABC sellers/servers in Texas.
- C. Resume of Trainer with references

For small business entrepreneur trainer:

- A. Demonstrated Experience and Knowledge in training individuals to set up and manage a small business.
- B. Resume of Trainer with references

Payment

Payments for participants cost in each occupational training will be staggered throughout the duration of the class to the training vendor. Payment will be based on participant's attendance and obtainment of the certificate. Vendors will be required to turn in an invoice for payment by the 10th of each month. The WSBVB will send payment within 15 business days of a correct invoice being submitted.

Selection Criteria

The primary consideration in selecting individuals or organizations to training services shall be the demonstrated ability to deliver the services at a reasonable cost to the Board as demonstrated in the response submitted. Responses to the RFQ will be reviewed for compliance with RFQ requirements, demonstrated effectiveness and knowledge of the respondent, training topics and curricula proposed and the proposed costs for delivery of the training.

Responses must meet at least 70 points according to the scoring criteria to be considered for contracting.

Scoring Criteria:	Demonstrated Experience & Knowledge in course matter	30 points
	Proposed training	45 points
	Cost	15 points
	Bid Completeness	10 points
	Certified HUB	<u>5 points</u>
Total		105 points

Part B – GENERAL INFORMATION

Background of 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 development and adult education & literacy programs and support activities, such as child care, to allow customers to attend workforce development activities, and to exercise independent oversight of local workforce activities, in partnership with city and county elected officials. The services include workforce training and related services, adult education and literacy services, vocational and technical education programs, and employment services. WSBVB is responsible for the effective and efficient delivery of services and ensures 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 the Texas Workforce Commission that describes the strategic and operational goals for the region.

The mission of the Workforce Solutions Brazos Valley Board 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 Workforce Solutions Brazos Valley Board (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. The 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.

Governing Provisions and Limitations

Violation of any of the following provisions may cause a quote to be rejected.

- The only purpose of this RFQ is to ensure uniform information in the solicitation of quotes and procurement of services. This RFQ is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the WSBVB to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by WSBVB.
- WSBVB reserves the right to accept or reject any or all quotes received, to cancel or reissue this RFQ in part or its entirety or to decline to issue a contract based on this RFQ.
- WSBVB reserves the right to award a contract for any item / services or group of items / services solicited via this RFQ in any quantity WSBVB determines is in its best interest.
- The WSBVB reserves the right to correct any error(s) and/or make changes to this solicitation, as it deems necessary. WSBVB will provide notifications of such changes to all respondents recorded in the WSBVB official record (Distribution Log & Receipts Record) as having received or requested an RFQ.
- The WSBVB reserves the right to negotiate the final terms of all contracts or agreements with respondents selected and any such terms negotiated because of this RFQ may be renegotiated and/or amended in order to successfully meet the needs of the Workforce Development Area.
- The WSBVB reserves the right to contact any individual, agency employer, or grantees listed in a quote, to contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications, and to request additional information from any respondent.
- The WSBVB also reserves the right to conduct a review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur prior to or subsequent to the award of a contract or agreement. Misrepresentation of the respondent's ability to perform as stated in the quote may result in cancellation of any contract or agreement awarded.
- The WSBVB reserves the right to withdraw or reduce the amount of an award or 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.
- Respondents shall not under a penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the WSBVB, for the purpose of having an influencing effect toward their own quote or any other quote submitted hereunder.
- No employee, officer or agent of the WSBVB shall participate in the selection, award or administration of a contract supported by federal and/or state funds if a conflict of interest, or potential conflict, would be involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a respondent's quote to be rejected. This does not preclude joint ventures or subcontracts.

- All quotes submitted must be an original work product of the respondents. The copying, paraphrasing or otherwise using substantial portions of the work product of others and submitted hereunder as original work of the respondent is not permitted. Failure to adhere to this instruction may cause the quote(s) to be disqualified and rejected.
- The contents of a successful quote may become a contractual obligation if selected for award. Failure of the respondent to accept this obligation may result in cancellation of the award. **No plea of error or mistake shall be available to a successful respondent(s) as a basis for release of proposed services at stated price / cost.** Any damages accruing to the WSBVB because of the respondent's failure to contract may be recovered from the respondent.
- A contract with the selected provider may be withheld, at WSBVB's sole discretion, if issues of contract or questions of noncompliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by WSBVB if resolution is not satisfactory to WSBVB.

Assurances

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:

- The information contained in this proposal is true and correct.
- The costs described in the proposal budget accurately reflect the proposer's cost of providing services or goods.
- The organization or individual possesses the legal authority to offer this proposal.
- 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.
- 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.
- 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.
- If awarded this contract the organization or individual business will comply with the Buy American Act concerning these funds.
- The bidder is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas. The bidder has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

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

- All quotes considered must be received on time and be responsive to the RFQ.
- 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 and the ability to meet the requirements of this RFQ.
- Contractors are expected to comply with all federal, state and local employment laws including the Naturalization and Immigration Act of 1986 that establishes eligibility to work in the United States.
- Programs and activities solicited via this RFQ are governed by the Texas Department of Human Services (DHS), Texas Department of State Health Services, Texas Alcohol & Beverages Commission, Department of Labor (DOL) Office Of Management and Budget (OMB), Texas Workforce Commission, AEL, TANF, SNAP E&T, and WIOA 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 and BVCOG operating policies and procedures and the WSBVB Integrated Plan on file with TWC Texas Workforce Legislation and can be viewed at www.bvjobs.org.
- 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 responses that are most advantageous to WSBVB in terms of both quality and cost will be selected.
- The contract will be a unit cost contract with payment for completed training sessions at a set rate established in the contract.
- Contractors must have the necessary technical competence and knowledge to provide the services. The contractor selected will be required to assume full responsibility, including all risks and hazards, for all activities and services included in the contract.

Respondent Inquiry and Appeal Process

1. **Request for Debriefing** – Respondents 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 evaluation of their quote. 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.
 - a. NOTE: A debriefing is offered as a courtesy to any respondent or respondent who is not selected for funding; the 10 day period must be adhered to only if a respondent is considering an appeal.
2. **Debriefing** – The purpose of the debriefing is to promote the exchange of information, explain the quote evaluation system and help unsuccessful respondents understand why they were not selected. Debriefings serve as an important educational function for new respondents.

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 quote.
4. **Formal Hearing** - Upon receipt of the letter of protest, the WSBVB Chairperson or their designee shall contact the respondent 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 Chairpersons (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: INSTRUCTIONS FOR SUBMITTING A QUOTE

General Instructions

- Respondents must be responsive to the instructions of this RFQ, meet the trainer qualifications outlined above, and submit a response no later than **4:00PM CST on Friday, January 26, 2017**.
- **FORMAT** – Quotes must be submitted on 8 ½ x 11 inch paper. Fancy or bulky binding, colored displays and promotional material are discouraged. Emphasis should be placed on addressing the requirements of this RFQ in a clear and concise manner.
- **NUMBER OF COPIES** – **One complete original**, with executed certificates (i.e. original signatures of the authorized signatory authority), plus **three (3) exact copies** of the quote must be submitted. The original and all copies should include all items listed in the attached “Order of Submission.” All documents submitted must be legible, complete, and fully assembled.
- **Historically Underutilized Businesses (HUBs)** must indicate their **HUB certification number and the certifying agency on the cover sheet and attach a copy of the notice of certification to the quote.**
- **Proposals for TDSHS Community Health Worker, TDSHS/ANSI food handlers/TABC sellers/server** must indicate their **State certification number and the certifying agency on the cover sheet and attach a copy of the notice of certifications to the quote.**

Quote Instructions

Provide a written narrative, on the Narrative and Proposed Cost Form, addressing the follow items:

1. Describe your organizations qualifications for each type of occupational training you are proposing to teach. A proposer may submit information for each of the trainings they are submitting a quote for. These trainings are all considered separate training classes in partnership with the contextualized adult education El Civics instruction being given by Region 6 ESC.
2. Describe your organizations experience providing the proposed training to the same or similar groups for each training proposed. Include your completion rate for the trainings given within the last 5 years.
3. List 3 professional references and reference contact information for each training proposed.
4. Attach the resume of the trainer for each proposed occupational training and related occupational certification.
5. Describe your organizations proposed training topics for the training sessions. For each topic include:
 - a. Training Topic and Core Competency Area
 - b. Proposed training outline detailing the subject elements to be covered. Submit the sample curriculum outline for each class of the proposed occupational training.
 - c. Recommended Materials
6. Provide your proposed cost per participant per occupational training proposed. If you have a minimum/maximum number of students you require for each proposed occupational training state that with your proposed cost.

Order of Submission

Submit your quote in the following order:

1. Cover Sheet
2. Narrative and Proposed Costs Form
3. Signed Certifications

To Submit a Proposal

Submit the completed Cover Sheet, Training Proposal Form, and Certifications by one of the following methods:

Mail:

Workforce Solutions Brazos Valley Board
Attn: Sharon Maass
P.O. Drawer 4128
Bryan, Texas 77805-4128

Hand Deliver:

Workforce Solutions Brazos Valley Board
Attn: Sharon Maass

Center for Regional Services
3991 E. 29th Street, Bryan, Texas 77803

All proposals must be received by Friday January 26, 2017 by 4:00PM CST. Any proposal received after 4:00PM CST on Friday January 26, 2017 will be marked unresponsive and not considered in the selection of trainers. The Board must officially receive responses to this RFQ by this deadline. Official receipt of written quote will be entered on a WSBVB log of quotes received. WSBVB staff, upon request, will issue verification in the form of a receipt. Fax or e-mail responses are not acceptable. Any modification or amendments to a quote prior to the deadline must also comply with the above requirements and the response deadline. Any quotes or amendments delivered/received after the deadline will not be considered, and will be deemed late and non-responsive to this RFQ. WSBVB is not responsible for any errors of omission on the part of the U.S. Postal Service or other carrier regarding timely delivery of responses.

Questions

Questions may be submitted in writing by email to sharon.maass@bvcog.org or faxed to Sharon Maass attention at (979) 595-2810. No questions will be accepted after January 17, 2017.

Answers to submitted questions will be posted on the Board's webpage at www.bvjobs.org by January 19, 2017

The contact person for this request for quotes is:

Sharon Maass
sharon.maass@bvcog.org
979 595-2801 ext. 2276

Workforce Solutions Brazos Valley
Community Health Worker EI Civics Career Pathway Training Services, and/or
Small Business Entrepreneur EI Civics Career Pathway Training;
And/or
Texas Dept. of Health Food Handlers & Texas Alcohol Beverage Commission EI
Civics Career Pathway Training

Request for Quotes
Cover Sheet

Name of Individual/Organization: _____
Name of Primary Contact: _____
Mailing Address: _____
City, State, Zip Code: _____
Physical Address (If Different): _____
City, State, Zip Code: _____
Telephone Number: _____
Alternate Number: _____
Fax Number: _____
E-mail Address: _____

Contract Signatory Authority: _____
Signature _____ Date _____
Printed/Typed Name _____

General Business Information:

Tax/Legal Status of Business:
 Corporation Sole Proprietorship Partnership
 Public Not for Profit Other _____

Date Business Established: _____

State Controller ID Number (If available): _____

Federal Taxpayer ID Number: _____

Is respondent certified as a Historically Underutilized Business (HUB)? Yes No

Certifying Agency: _____

(If yes, a copy of the certification notice is required as an attachment.)

Is respondent certified by Texas Department of State Health Services to
Provide Community Health Worker Training Yes No

Is respondent certified by Texas Department of State Health Services to
Provide certified food handlers training Yes No

Is respondent certified by Texas Alcohol & Beverage Commission to
Provide certified seller/server training Yes No

**TRAINING PROPOSAL
Narrative and Proposed Cost**

Demonstrated Experience and Knowledge in providing training:

Specific which occupational training you are proposing and then demonstrate your experience and knowledge in providing this type of training to English as second language learners.

Proposed Training:

Submit samples of curriculum outline for each proposed training subject being bid on. Describe the training model specifics. Length of course (weeks, hours per week, flexibility on days and nights classes will be provided). Describe process for assisting students with obtaining State Certifications and working with AEL EI Civics teacher.

Trainer Qualifications:

How you meet the requirements of a trainer as specified in the RFQ (proof must be attached)

Trainer Experience and Success in Providing Training to Similar ESL Groups:

3 Professional References for trainer or organization:

- | | | | |
|----|-------|-------|--------------|
| 1. | _____ | _____ | _____ |
| | Name | Title | Phone Number |
| 2. | _____ | _____ | _____ |
| | Name | Title | Phone Number |
| 3. | _____ | _____ | _____ |
| | Name | Title | Phone Number |

Training Cost:

Inclusive Hourly Rate:

\$_____ per participant

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY

TRAINING PROPOSAL CERTIFICATION OF OFFEROR

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.

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.

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.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

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

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

- A. 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:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs;
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
 - e. 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:
 - a. Abide by the terms of the statement; and
 - b. 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:
 - a. 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

- b. 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 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
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Initial here _____, if there are work places on file that are not identified in this certification.

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.

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 Policy 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 Policy Board, the President, or a manager of the WSBVB;
3. No member of the Policy 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 Policy Board, President or employee of the WSBVB is a manager, manager or paid consultant of the Respondent;
5. No member of the Policy 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.

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.

I ATTEST to all the certifications, guarantees, assurances, and statements:

Signature of Authorized Representative

Date

Printed/Typed Name

Title