

REQUEST FOR PROPOSAL

For

Industry Certified Skills Training
In
Certified Medical Assistant
Certified Hospitality Management
Certified Customer Service Representative
NCCER Construction – Carpenter Training
Computer Support/Help Desk Technician
Electrical Helper
Call Center Certification

For the

WORKFORCE SOLUTIONS BRAZOS VALLEY BOARD
*P.O. Drawer 4128
Bryan, Texas 77805
(979) 595-2800*

ISSUE DATE: September 5, 2017

BIDDERS CONFERENCE CALL: September 12, 2017 at 2:00 PM CST

RESPONSE DEADLINE: 4:00 PM CST September 28, 2017

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
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Equal opportunity is the law.

PART A - Request for Proposal

I. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The Workforce Solutions Brazos Valley Board (WSBVB) is a volunteer body instituted in accordance with the Texas Workforce Act (HB 1863 and SB 642). The primary responsibility of the WSBVB is to provide policy and program guidance regarding employment/training funded programs, to plan regionally for Workforce programs, and to exercise independent oversight of local workforce activities, in partnership with local government. WSBVB is responsible for the effective and efficient delivery of services and ensuring program outcomes are consistent with the needs, goals, objectives, and performance standards of the region and the state. Brazos Valley Council of Governments (BVCOG) is the administrative and fiscal agent for the WSBVB. The WSBVB has an Integrated Plan on file with the Texas Workforce Commission (TWC) which describes the operational and planning goals for the region. This Integrated Plan is carried throughout via Operating Policies and Procedures implemented in accordance with the goals.

The Workforce Solutions Brazos Valley Board (WSBVB) is in partnership between regional representatives of private/public 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. Up to 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) and Texas Workforce Commission, to serve on the board.

The Workforce Solutions Brazos Valley Board, through its fiscal agent and administrative entity, the Brazos Valley Council of Governments, subcontracts with vendors to provide the delivery of employment and training services in the Region.

This request for proposal provides a uniform method for the procurement of the services requested. It contains the necessary background, requirements, instructions, and information for responding to this RFP.

The Workforce Solutions Brazos Valley Board (WSBVB) is soliciting proposals for industry recognized certification training in the following occupations:

- Certified Medical Assistant
- Certified Hospitality Management
- Certified Customer Service Representative
- NCCER Construction Training - Carpenter
- Computer Support/Help Desk Technician
- Call Center Certification
- Electrical Helper

II. ACTIVITIES AND SERVICES SOLICITED IN THIS RFP

WSBVB is seeking a training contractor to provide occupational skills training to Workforce innovation Opportunity Act (WIOA) program Out of School participants. These participants are 18 years of age to 24 years of age. The requested trainings must result in the award of an industry recognized certification for the training occupation. Up to \$299,000 is available for training in the targeted occupations noted below. The selected contractor will provide training to eligible WIOA program Out of School participants in the requested occupations starting November 1, 2017 and ending by June 30, 2018. Training class size will be no less than 8 participants and no more than 25 participants. Training should consist of a minimum of 144 hours and, if successfully completed, result in an industry recognized certification. The proposer should have local industry input on the curriculum for each occupation proposed. Training will have to happen in a centrally located site. Supports should be proposed that address barriers low income participants might be expected to experience in taking occupational courses. Desired occupations for training are as follows:

31-9092 – Certified Medical Assistant

Occupation Description: The medical assistant certification is considered to be a professional seal of approval that individuals have the necessary knowledge and expertise to work as medical assistants and perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, giving injections, explaining procedures, and administering medications as directed by physician. Instruction should lead to participant's demonstration of mastery of the clinical and administrative job duties of medical assisting and the achievement of a certification issued by the American Association of Medical Assistants or other approved certifying entity.

43.4081 – Certified Hospitality Management

Occupation Description: This occupation is designed to provide skills for the hospitality industry, which continues to grow at a rapid rate with an ever-increasing demand for qualified people to staff available positions. Careers are available in an array of businesses including restaurants, hotels, motels, conference centers, bed and breakfasts, retirement facilities and hospitals. Hospitality management is part of the service industry - an industry that brings in more money and creates more jobs than any other. Completion of the training should lead to the achievement of an industry recognized certificate.

43.4051 – Certified Customer Service Representative

Occupation Description: This occupation is responsible for effective and professional completion of customer service calls in a prompt and courteous manner. The calls can be related to computer help, medical billing, financial collections, sales, and surveys. They also establish and maintain effective coordination and working relationships with personnel and management. In this customer service training course, participants learn the essential skills necessary to deliver excellent customer service through real world exercises and group activities. The course should teach service representatives critical skills in the areas of professionalism, communication, managing the call, managing the customer, managing job stress and other skills. Completion of the training should lead to an industry recognized certificate.

47.3013 – Electrical Helper

Occupation Description: Help electricians by performing duties requiring less skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

47-2031 NCCER Construction - Carpenter

Occupation Description: Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.

--.---- Call Center Certification

Occupation Description: Use tactical skills to work in a call center. Duties may include tasks such as hiring, training, coaching, maintaining morale, forecasting, scheduling, and using performance metrics; quality assurance, cost management, strategy, leadership. Also has a command of call center technology and best practices.

15.1151 – Computer Support/Help Desk Technician

Occupation Description: Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

The training will be conducted in the Brazos Valley Workforce Development Area. Individuals who successfully complete the training will receive a statewide industry-recognized certificate. Certification should at a minimum validate the knowledge and skills of entry-level workers in these occupations.

Successful vendor will be responsible for providing a site for the instruction and all equipment and supplies necessary to conduct the training. Classroom instruction is preferred to on-line training. Lesson plans developed will include training objectives and goals.

The successful vendor will enter into a cost reimbursement contract with the Board for each participant's tuition. Individual tuition should include all instructor, location cost, tutoring costs, books, uniforms, tools, and boots if required. Successful vendors will work with the WSBVB workforce center system contractor, SERCO, to recruit and enroll eligible participants into each of the training programs. Responsibilities of each entity are as follows:

Workforce Center System Operator Responsibilities

- Recruit, intake, basic skills assessment, eligibility determination
- Case management and TWIST data entry
- Receive monthly attendance and progress reports from training contractor
- Assist with job placement of successful participants
- Follow up and retention of participants placed in employment
- Job Fairs

Training Contractor Responsibilities

- Recruitment and referral of potential participants to Workforce Center point of contact

- Pre-training testing/assessment for prerequisite skills
- Conducting training in selected occupation
- Tracking and reporting attendance
- Progress reports to Workforce Center operator
- Testing for meeting certification requirements
- Award industry recognized skills certification
- Assist with job placement

III. Procurement Process Information

Procurement Timeline

RFP Release	September 5, 2017
Bidders Conference Call	September 12, 2017, 2:00 CST pm
Deadline for Questions	September 11, 2017, 4:00 CST pm
Posting Answers to Questions	September 15, 2017
Deadline for Proposal Submittal	September 28, 2017, 4:00 CSTpm
Proposal/Review/Evaluation	October 2-6, 2017
Notification of Top Scorers	October 9, 2017
Contractor Selection by Board	October 19, 2017
Contract Negotiations	October 20-25, 2017
Contract Start Date	November 1, 2017

Bidder’s Conference Call- A bidders conference call will be conducted on September 12, 2017 at 2:00 CST PM. Conference call-in number is 979-595-2802. Interested parties can contact Barbara Clemmons at 979-595-2801 ext. 2061 with questions about the conference call. The conference call will provide potential respondents with information about the procurement and will offer them the opportunity to ask questions about the procurement and the procurement process.

Questions Concerning the RFP - Questions may be submitted by email to Barbara Clemmons, Board Staff at barbara.clemmons@bvcog.org or 979-595-2801 ext. 2061. Answers to submitted questions and questions received during the bidder’s conference call will be posted on the Board’s web page at www.bvjobs.org no later than September 15, 2017.

Response Deadline - An original plus four (4) copies of the proposal must be submitted no later than 4:00 PM CST on September 28, 2017. Faxed or emailed proposals will not be accepted. Official receipt of written proposal will be entered on a WSBVB log of proposals as received. WSBVB staff, upon request, will issue written verification of receipt of the proposal, if requested. Any modifications or amendments to a proposal prior to the deadline must also comply with the above requirements and the response deadline. **Any proposals or amendments received after the deadline will not be considered. WSBVB is not responsible for any errors on the part of the U.S. Postal Service or other carrier regarding timely delivery of responses.**

Mailed responses should be addressed to:

Workforce Solutions Brazos Valley Board
c/o Barbara Clemmons
P.O. Drawer 4128
Bryan, TX 77805
ATTN: Response to Industry Certified Skills Training RFP

Hand delivered or courier delivered responses should be delivered to:

Workforce Solutions Brazos Valley Board
c/o Barbara Clemmons
3991 East 29th Street
Bryan, Texas 77802
ATTN: Response to Industry Certified Skills Training RFP

IV. Contractor Selection Process

Selection of a contractor will be in accordance with all applicable laws and regulations. Selection criteria are as follows:

The primary consideration in selecting an organization or entity for certified skills training will be demonstrated success in providing the requested training services and the demonstrated ability to deliver the services at a reasonable cost to the Board.

An evaluation team will evaluate each proposal. Proposals must score at 70 points according to the scoring criteria and be ranked one of the top three proposals to be considered for contracting.

Scoring Criteria:

Knowledge of the subject matter & Demonstrated Effectiveness	30 points
Proposed Approach	25 points
Course Syllabus	25 points
Cost Reasonableness	20 points
Certified HUB	5 points
Total	105 points

Proposals achieving a score of 70 points and above will be presented to the WSBVB through its review committees for consideration for contract negotiations. Any contract entered into based on proposal submitted in response to this RFP and any extensions or renewals to such contracts may be subject to acceptance, modification, rejection and/or approval by the WSBVB.

PART B - GENERAL INFORMATION

GOVERNING PROVISIONS AND LIMITATIONS

- a. The only purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of services. This RFP 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.
- b. WSBVB reserves the right to accept or reject any or all proposals received, to cancel or re-issue this RFP in part or its entirety or to decline to issue a contract based on this RFP.
 - c. WSBVB reserves the right to award a contract for any item / services or group of items / services solicited via this RFP in any quantity WSBVB determines is in its best interest.
 - d. 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 RFP.
 - e. The WSBVB reserves the right to negotiate the final terms of any contract or agreement with respondents selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the Workforce Development Area.
 - f. The WSBVB reserves the right to contact any individual, agency employer, or grantees listed in a proposal, 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.
 - g. 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 proposal may result in cancellation of any contract or agreement awarded.
 - h. 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.
 - i. 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 proposal or any other proposal submitted hereunder.
 - j. 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.
 - k. Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a respondent's proposal to be rejected. This does not preclude joint ventures or subcontracts.

- l. All proposals 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 proposal(s) to be disqualified and rejected.
- m. The contents of a successful proposal 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 as a result of the respondent's failure to contract may be recovered from the respondent.
- n. 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.
- o. All proposals considered must be received on time and be responsive to the RFP.
- p. 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.
- q. 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 RFP.
- r. 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.
- s. 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.
- t. Programs and activities solicited via this RFP are governed by the Health and Human Services (HHSC), Department of Labor (DOL) Office Of Management and Budget (OMB), Texas Workforce Commission, Welfare to Work, 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. The WSBVB Integrated Plan on file with TWC Texas Workforce Legislation and can be viewed at www.bvjobs.org.
- u. Subcontracting, while not encouraged, may be appropriate where an outside contractor provides specialized expertise or technical resources, and must be included in the responding proposal. Subcontractors must remain consistent with standards of

- competition and cost principals. All contract provisions or local standards that apply to contractors must be followed by any subcontractors. WSBVB is prohibited from awarding a contract to a party "excluded" from Federal procurement or non-procurement programs" by the U. S. General Services Administration. Contractors, partners and subcontractors must have the necessary technical competence, skills in management and administration, and professional experience within their organization to provide the services requested.
- v. The contract will be a cost reimbursable contract. The contractor will submit billing documents on a monthly basis for the prior month's activities. Travel expenses will be reimbursed at the approved state rates for mileage, lodging and Per Diem in accordance with BVCOG travel policy.
 - w. WSBVB reserves the right to extend any contract resulting from this RFP. Such extensions will be based on vendor performance and funding availability and may be for any period up to three (3) years beyond the initial fiscal year.

INQUIRIES AND APPEALS

The WSBVB and its administrative and fiscal agent BVCOG is the responsible authority for handling complaints or protests regarding the procurement and proposal 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 RFP. 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.

Respondent Inquiry and Appeal Process

STEP 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 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 respondent or respondent who is not selected for funding; the 10-day period must be adhered to only if a respondent 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 respondents understand why they were not selected. Debriefings serve as an important educational function for new respondents. Debriefings will help respondents 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 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 Council 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. Proposal Submission Requirements

I. General Instructions

Proposers must use these instructions to submit a proposal. Failure to follow instructions may cause the proposal to be considered non-responsive.

FORMAT – Proposals must be typed using a size 12 font, pages numbered with the proposing entity’s name on each page, and submitted on 8 ½ x 11 inch paper. RFP shall be reproduced or printed on one side only. Fancy bindings and notebooks are not required.

NUMBER OF COPIES – Respondents will submit **one complete original**, with executed certificates (i.e. original signatures of the authorized signatory authority), plus **four (4) exact copies of the proposal with all attachments.**

II. Submission Order

The proposal document must be presented in this order. Failure to follow these instructions may result in the submitted proposal to be deemed unresponsive.

Cover Sheet

Proposal Narrative

Cost Information

HUB Certification if applicable

Required Signed Certifications

- **Certification of Bidder**
- **Certification Regarding Debarment**
- **Certification Regarding Lobbying**

- **Certification Regarding Drug-Free Workplace**
- **Certification Regarding Conflict of Interest**
- **Non-Discrimination Statement**

III. 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 respondent organization and who is also the person who must sign the various certification forms).

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 proposal.

IV. Proposal Narrative

A. Knowledge of each subject matter and Demonstrated Performance/Experience

1. Provide a brief history of your organization.
2. Describe your experience providing training for the occupations noted in this RFP that you intend to submit a proposal. Provide evidence of student success as a result of this training with performance information that includes the number of students enrolled and successfully completed the course and how many students were placed in employment..
3. Describe the qualifications of the instructor/instructors providing the requested training. Attach a resume of each instructor.
4. Describe your experience in successfully providing occupational skills training to Workforce Investment Act program participants.
5. Describe your experience awarding industry recognized skills training certifications to successful skills training students.
6. Provide a course syllabus for each course proposed and document whether this is a proven course of study one developed for this request for proposal. Document local employers input into the proposed syllabus.

B. Proposed Approach

1. Describe your approach to providing each of the following elements for all of the courses proposed:
 - a. Outreach and recruitment in partnership with Worforce Center Operator.

- b. Skills assessment (pre and post training)
- c. Enrollement in training
- d. Tutoring to assist with academic weaknesses
- e. Referral to get a GED if participants do not have a high diploma/GED
- f. Information and referral for barriers to attending class
- g. Monitoring/reporting attendance to Workforce Center Operator
- h. Tracking participant progress and reporting to Workforce Center Operator
- i. Testing and remediation (if needed)
- j. Requirements for award of certification to successful students
- k. Post training assistance to students
- l. Coordination and Collaborations

Describe your organizations proposed approach to coordination with WSBVB programs and area social service programs with which you might share customers.

2. Describe the proposed training syllabus for each of the training occupations proposed. Include the contact hours, location, time and day proposed for classes, duration of training and a timeline from enrollment to completion/certification:

3. Describe the training prerequisites for each occupation in terms of minimum participant reading/math/language skill levels, criminal backgrounds, drug screening, and secondary school completion status.

4. Performance Outcomes

- a. What is your proposed retention rate for students enrolled in each one of the proposed trainings?
- b. What is your proposed completion rate for students enrolled in each of the proposed training courses?
- c. Describe the competencies expected to be achieved for each of the proposed training courses and how the each competency is benchmarked and measured.
- d. What are the specific criteria for each industry recognized certification proposed? Who is the certifying organization? What exams are available for testing for certification and at what cost per exam?

V. Proposed Costs

Provide your proposed costs per participant for each of the requested training programs. Include and describe all fees, books, supplies, and travel necessary to provide the requested services:

- 31.9092 – Certified Medical Assistant
- 43.4081 – Certified Hospitality Management
- 43.4051 – Certified Customer Service Representative
- 47.3013 – Electrical Helper
- 47.2031 – NCCER Construction -Carpenter
- 15.1151 Computer Support/Help Desk Technician
- ----- Call Center Certification

**Workforce Solutions Brazos Valley Board
Certified Training Services Request for Proposal
Cover Sheet**

All items of the Proposal Cover Sheet must be completed and become the first sheet of the proposal to be returned to WSBVB. 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 and who is also the person who must sign the various certification forms). **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 proposal.**

Name of Business/Organization: _____

Mailing Address: _____

City, State, Zip Code: _____

Physical Address (If Different): _____

City, State, Zip Code: _____

Contact Person: _____

Title: _____

Telephone Number: (____) _____

Fax Number: (____) _____

E-mail Address: _____

Contract Signatory Authority: _____

Signature	Date

Printed/Typed Name	

General 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? Yes No

Certifying Agency: _

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

WORKFORCE SOLUTIONS BRAZOS VALLEY

Certified Training Services Request for Proposal

CERTIFICATION OF BIDDER

I hereby certify that the information contained in this proposal 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 proposal. I acknowledge that I have read and understood the requirements and provisions of the RFP and that this organization will comply with the procurement standards applicable under this RFP, 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 RFP 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 proposal 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

Name of Business Submitting Proposal

WORKFORCE SOLUTIONS BRAZOS VALLEY BOARD

Certified Training Services Request for Proposal

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 Board 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 and Date

Printed/Typed Name and Title

Name of Business Submitting Proposal

WORKFORCE SOLUTIONS BRAZOS VALLEY BOARD

Certified Training Services Request for Proposal

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 and Date

Printed/Typed Name and Title

Name of Business Submitting Proposal

WORKFORCE SOLUTIONS BRAZOS VALLEY BOARD

Certified Training Services Request for Proposal

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 and Date

Printed/Typed Name and Title

Name of Business Submitting Proposal

WORKFORCE SOLUTIONS BRAZOS VALLEY BOARD

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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 and Date

Printed/Typed Name and Title

Name of Business Submitting Proposal

WORKFORCE SOLUTIONS BRAZOS VALLEY BOARD

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CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature on this proposal, 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 Proposal 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 and Date

Printed/Typed Name and Title

Name of Business Submitting Proposal

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY

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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, WIOA, the Rehabilitation Act of 1973, and BVCOG and WSBVB policies.

Signature of Authorized Representative and Date

Printed/Typed Name and Title

Name of Business Submitting Proposal