



AmericanJobCenter®

REQUEST FOR PROPOSAL

for

Brazos Valley Workforce Development Area Rapid Response Services

for the

WORKFORCE SOLUTIONS BRAZOS VALLEY BOARD

P.O. Drawer 4128

Bryan, Texas 77805

(979) 595-2800

ISSUE DATE: October 12, 2018

RESPONSE DEADLINE: 4:00 PM October 26, 2018

Bidders Conference Call October 17, 2018 10:00 AM

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**WORKFORCE SOLUTIONS BRAZOS VALLEY
REQUEST FOR PROPOSAL
FOR
Rapid Response Services**

The Workforce Solutions Brazos Valley Board 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, to plan regionally for Workforce programs, and to exercise independent oversight of local workforce activities, in partnership with local government.

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 workforce development 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/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 thirty-six 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.

REQUESTED SERVICES

Workforce Solutions Brazos Valley Board is seeking a contractor to provide community wide rapid response services in the seven county region of the Brazos Valley Workforce Development Area. These services are delivered to areas impacted by high unemployment, due to industry layoffs or economic conditions that hinder employment in that area. These services are coordinated with community leaders, Workforce Center Staff and staff of Workforce Solutions Brazos Valley and Brazos Valley Council of Governments. Services are to be provided to eligible participants of the Workforce Innovation and Opportunity Act Dislocated Worker program. These individuals have been laid off by business or plant closings, reductions in force, or so-called “down-sizing”.

Rapid Response events are provided within 72 hours of a layoff event or are scheduled within a company's notification of layoff services to employees.

Requested services include presentations at general meetings and community wide rapid response events, conducting four four-hour workshops for up to 50 participants each. Depending upon the size of the layoff event there may be multiple workshops presented.

The workshop activities to be offered to each lay off participant include:

- Resume writing
- Application and interview skills training
- Job search assistance
- "Work In Texas" orientation and registration
- Referral to personal and financial counseling services as needed

Requirements for providing these services are:

- Actual services for a specific layoff will be determined by the Rapid Response Coordinator of Workforce Solutions Brazos Valley.
- Community presentations will be scheduled based on requests from employers, business organizations, the workforce center system contractor or Workforce Solutions Brazos Valley staff.
- The contractor will track performance (to include customer satisfaction) and workshop attendance data and report to WSBV in a required format.
- Services may be at the employer site, at the local workforce center or at the service provider location, depending upon the Board Coordinator's determination.
- Each workshop will include written material to be given to participants.
- No funds will be paid for the development of the curriculum.
- Services will be billed by number of workshops provided to eligible participants with documented attendance.

This contract will start November 1, 2018 and end September 30, 2019. The contract may be renewed for up to three additional one-year contracts depending on availability of funds and contractor performance each year.

BIDDERS TELEPHONE CONFERENCE

A bidders' teleconference will be held on October 17, 2018 from 10:00 AM to 11:00 AM CST. The call-in number is 979-595-2802. To view and download the RFP go to www.bvjobs.org under the Board tab. Questions concerning this procurement must be submitted via email to Barbara

Clemmons at bcllemmons@bvcog.org no later than Thursday, October 16, 2018, 5:00 pm. A question and answer document will be prepared and posted on www.bvjobs.org no later than close of business on October 22, 2018. Questions concerning this procurement will not be accepted outside of the above timeframe.

SUBMISSION INSTRUCTIONS

Interested parties must respond to this RFP using the appropriate format. Respondents must submit the following with their response:

- Cover sheet containing the name, address, and contact person for the organization submitting the proposal to include phone number and email address.
- A proposal narrative responsive to the narrative instructions.
- Cost of services to be provided to include all fees, materials and estimated travel costs (subject to BVCOG travel policy).
- Signed certifications
 - ❖ Certification of Bidder
 - ❖ Certification Regarding Debarment
 - ❖ Certification Regarding Lobbying
 - ❖ Certification Regarding Drug-Free Workplace
 - ❖ Certification Regarding Conflict of Interest
 - ❖ Non-Discrimination Statement

Respondents should address each of the quote narrative elements, provide a cost rate for services and submit the names and contact information of three professional references.

- All RFP responses must be typed on 8½” by 11” paper in no less than a 12-point font and reproduced or printed on one side only. **One original plus four complete copies of the RFP must be submitted.** Only use paper clips or binder clips, no staples or binders.
- All RFP responses must be received by **4pm CST October 26, 2018** at the Center for Regional Services, 3991 East 29th Street, Bryan, Texas 77802. RFP responses received after this date and time will be considered non-responsive and will not be reviewed. No faxed or email responses will be considered or reviewed.
- All responses to this RFP must be complete with all the required items or it will be deemed non-responsive and not reviewed.
- All documents requiring a signature must be signed and included with the other proposal documents.
- All questions pertaining to the Request for Proposal can be sent electronically to Barbara Clemmons at bcllemmons@bvcog.org no later than October 16, 2018, 5:00 PM CST.
- RFP responses may be withdrawn at any time prior to the due date by notifying the Board’s contact person in writing. A response may be modified prior to the due date by submitting an amended RFP response to the contact person before the due date and time.
- This Request for Proposal does not commit the Board to award a contract, to pay any cost incurred in the preparation of a response to this request, or to procure for services or supplies.

- The Board reserves the right to accept or reject any or all responses from this request and to negotiate with all qualified sources if it is in the best interest of the Board to do so.

Proposals must be received no later than 4:00PM Friday October 26, 2018. Proposals may be submitted by mail or courier. Proposals received after the due date and time will not be considered. Hand delivered proposals may be submitted to the Center for Regional Services Office, 3991 East 29th Street Bryan, Texas 77802, ATTN: Barbara Clemmons Rapid Response Services RFP. Mailed responses may be sent to Brazos Valley Council of Governments, P. O. Box 4128, Bryan, Texas, 77805, ATTN: Barbara Clemmons Rapid Response Services RFP. Responses mailed must be received at the Center for Regional Services by the due date and time.

PROPOSAL NARRATIVE INSTRUCTIONS

1. Provide a brief description of your entity's background and primary line of work.
2. Describe your entity's experience providing each of the requested services. Include the audience, size of workshop attendance, frequency and outcomes.
3. For each of the proposed services, describe
 - a. the delivery mechanism,
 - b. instructor qualifications and experience,
 - c. Present a curriculum outline
4. Describe how you propose to track and document workshop attendance.
5. Describe how these services will be coordinated with the workforce center contractor staff and WSBV Board staff.
6. Describe the process for providing additional rapid response services should the need arise (e.g. additional large layoff or plant closing). Describe the facilitator's experience and flexibility in providing services in varied locations on short notice. **Ability to respond on short notice is critical.** Vendor must note any proposed additional fees for these additional services.
7. Provide the proposed cost per workshop provided to include facilitator/instructor costs, travel (subject to BVCOG travel policy), materials and fees, if any.

QUESTIONS REGARDING THIS RFP

Questions regarding this procurement should be directed to Barbara Clemmons, at bclemmons@bvcog.org prior to the conference call. A question/answer document will be posted on the Board's web page no later than October 22, 2018, 5:00 pm.

EVALUATION CRITERIA

The primary consideration in selecting an individual or organization to deliver the requested services shall be the demonstrated ability to deliver the services at a reasonable cost to the Board.

Responses must receive an average score of at least 70 points according to the scoring criteria and be ranked one of the top three proposals to be considered for contracting.

Scoring Criteria:	Demonstrated Effectiveness	40 points
	Narrative Responsiveness	40 points
	Cost	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 acceptance, modification, rejection and/or approval. Any contracts 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.

RFP CONDITIONS

- 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.
- WSBVB reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part or its entirety or to decline to issue a contract based on this RFP.
- 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.
- 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.
- 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.
- 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.

- 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.
- 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 proposal or any other proposal 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 proposal to be rejected. This does not preclude joint ventures or subcontracts.
- All proposals submitted must be an original work product of the respondents. The copying, paraphrasing or otherwise use of 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.
- 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.
- 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.

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 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 respondent or respondent who is not selected for funding; the 10-day period must be adhered to only if a respondent or proposer 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.

**WORKFORCE SOLUTIONS BRAZOS VALLEY
RAPID RESPONSE SERVICES REQUEST FOR PROPOSAL
COVER SHEET**

All items of the RFP 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: _____

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 OF THE BRAZOS VALLEY
RAPID RESPONSE 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 OF THE BRAZOS VALLEY
RAPID RESPONSE 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 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 Title

Name of Business Submitting Proposal

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY
RAPID RESPONSE 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 Title

Name of Business Submitting Proposal

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY
RAPID RESPONSE 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 Title

Name of Business Submitting Proposal

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY

RAPID RESPONSE SERVICES REQUEST FOR PROPOSAL

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

Title

Name of Business Submitting Proposal

WORKFORCE SOLUTIONS OF THE BRAZOS VALLEY
RAPID RESPONSE SERVICES REQUEST FOR PROPOSAL
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 Title

Name of Business Submitting Proposal

